



Dane County Department of Human Services

JOE PARISI
DANE COUNTY EXECUTIVE

MEMO

TO: Personnel & Finance Committee

FROM: Cheyenne Morris, Initial Assessment Social Worker

DATE: 3/3/2021

RE: Requesting Exception to Chapter 20 – Employee Expenses Claimed Outside of 60 Day Window

The purpose of this memo is to request an exception to Chapter 20 for employee expenses claimed outside of the 60 day window.

On 02/25/2021 during a unit meeting it came to my attention that Mileage Reimbursement forms were something that could be utilized as an Initial Assessment Worker. I have been in this position since September of 2020. Based on receiving training, I did not do much travel of my own until approximately November. During my onboarding my supervisor, Catherine Haag, went on maternity leave and Lindsey Bieschel took over as interim supervisor. Amongst my switch from LTE Access to Initial Assessment and amongst Supervisors switching over based on leave the information about mileage and the process was missed. I filled out the reimbursement forms sent to me by a co-worker and sent the November Mileage to my supervisor Lindsey Bieschel with the explanation that I was not informed of the form. This was sent on 02/25/2021. I had previously been an LTE in Access and we do not have mileage reimbursement forms in that unit. On 03/01/2021 I sent my December 2020 mileage to my supervisor Lindsey Bieschel. She notified me that my November and December mileage was approved but we would have to see what finance says. I looked into the appeal process at that time.

My lack of knowledge around the availability of mileage reimbursement is the reasoning both months are late. November is equal to \$77.05 and December is equal to \$84.53. Now that I am aware of the opportunity overall and the process that it needs to be done in I can ensure these forms are done in a timely manner. However, I would like to request the reimbursement for those months as I was a new employee and had not been informed of the mileage reimbursement opportunity or the process that is necessary to have the request approved. Please consider this memo as an appeal and a request to be approved for an exception to Chapter 20.

Attachments

1. Employee mileage forms