



Dane County Department of Human Services Division of Prevention & Early Intervention

Dane County Executive – Joe Parisi
Director – Shawn Tessmann
Division Administrator – Connie Bettin, LCSW
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MEMO

TO: Personnel and Finance Committee

CC: Shawn Tessmann, Director DCDHS
Martha Stacker, CYF Division Administrator

FROM: Jessica Harris, Sr. Social Worker

DATE: June 1, 2022

RE: Request for Exception to Ch. 20 (Employee expenses claimed outside of 60 day window)

I submitted my November 2021 mileage to my supervisor on 11/30/21. Unfortunately, my supervisor inadvertently did not submit the form to FMS. This was not realized until February 2022 when I reached out to FMS asking about the status of my mileage. At that time my supervisor submitted the mileage request and it was received by FMS. In April 2022 I was told by FMS that my mileage would be processed in the next batch. In May 2022 after still not receiving payment for my November mileage, I reached out to FMS again and was told they needed to check with the supervisor. Today I was told that my November mileage form was never processed by FMS and that a memo to this committee was necessary in order to receive compensation for the miles driven for business in November 2021. I am very conscientious and submit my mileage requests each month and was not aware of the required process for late mileage submission. Had I been informed in February of this requirement, I would have done so immediately. Given my November mileage claim has now been outstanding for over six months, I am respectfully requesting this committee to authorize payment for miles driven as indicated on the attached mileage form. Thank you all for your consideration of this request.