

Krohn, Margaret

From: Crooks, Susan
Sent: Tuesday, November 22, 2022 4:35 PM
To: Krohn, Margaret
Cc: Lawton, Sarah; Benthon, Olivier; Malone, Thomas
Subject: FW: August Mileage Late
Attachments: CROOKS SUSAN AUGUST22.pdf

Dear Personnel & Finance Committee,

I would like to request an exception to Ch.20. I went past the 60 day deadline set for me to submit my August mileage reimbursement. I know that I turned it in late and I apologize.

The reason I submitted it late was because I was using it as a motivation. I had to complete some work and then I could reward myself by submitting mileage. I am attaching my mileage reimbursement form for August for your consideration.

Sincerely,
Susan Crooks

From: Malone, Thomas <Malone.Thomas@countyofdane.com>
Sent: Monday, November 21, 2022 10:54 AM
To: Crooks, Susan <Crooks@countyofdane.com>
Cc: Lawton, Sarah <Lawton@countyofdane.com>; Benthon, Olivier <Benthon.Olivier@countyofdane.com>
Subject: August Mileage Late - Susan Crooks

Hi Susan – your August mileage was submitted after the 60 day deadline set by the Controller’s Office for employee reimbursements.

If you would like to have the form processed you can submit the approved reimbursement form a memo and addressed to the Personnel & Finance Committee request an exception Ch.20. Please send the completed memo and mileage form to Meg Krohn and it will be placed on the next available agenda.

Thank you - Tom

Tom Malone, Finance Manager
Malone.thomas@countyofdane.com
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C# 608 320 6040