



**COUNTY OF DANE**  
DEPARTMENT OF ADMINISTRATION  
Room 362 City-County Building  
210 Martin Luther King Jr. Blvd.  
Madison, WI 53703-3342  
Phone: (608) 266-4941  
Fax: (608) 266-4425 TTY WI Relay 711

**GREG BROCKMEYER**  
DIRECTOR OF ADMINISTRATION

January 19, 2023

TO: Personnel & Finance Committee

FROM: Michelle Goldade  
Administrative Manager

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

Dhonpa Phuntsokrapten's October mileage reimbursement claim was submitted by his supervisor within the 60-day window. However, the form was inadvertently misplaced after it was submitted.

It is requested that an exception to Ch. 20 be made for Dhonpa Phuntsokrapten's October 2022 mileage reimbursement claim form which totals \$38.75.