



JOE PARISI
DANE COUNTY EXECUTIVE

COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION

Director of Facilities & Services– Amanda

DePagter

Facilities Manager– Steve Hutchinson

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MEMO

To: Personnel & Finance Committee

From: Steve Hutchinson, Facilities Manager

Date: February,6 2022

RE: Request for exception to County Ordinance 20.08 - Employee Expenses Claimed
Discrepancy Outside of 60 Day Window

Lisa Jelle submitted her vehicle's mileage expenses incurred for work-related travel from November. The mileage expense reimbursement form for November was completed by Lisa, received my signature of approval, and submitted for process.

Unfortunately, the reimbursement forms were completed with the incorrect mileage reflecting 2 mileage round trip instead of 4 miles per round trip based on the recently updated mileage standard. Lisa was compensated for her initial mileage form submission for 2 mileage round trip. However, the memo is to request the difference of additional 2 miles per trip that Lisa still needs to receive compensation for November. That said, Lisa and I could wasn't able to rectify the issue before the 60 days deadline. Hence, the memo given the timeline, per Chapter 20.08, that requires reimbursements be submitted within 60 days.

Therefore, I am writing this memo seeking approval of an exception to Chapter 20.08; since this was an oversight due to the recent update to HS standard miles, I ask that she be reimbursed for her unpaid portion of the expense for the round trip to NPO-ADRC.

If you need any additional information, please let me know.

Attachments – Copy of Employee Reimbursement Forms for November.