



JOE PARISI  
DANE COUNTY EXECUTIVE

**COUNTY OF DANE**  
**DEPARTMENT OF ADMINISTRATION**

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**Director of Facilities & Services**– Amanda

DePagter

**Facilities Manager**– Steve Hutchinson

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Wisconsin 53704

(608) 576-1273 FAX (608) 242-6531

**MEMO**

To: Personnel & Finance Committee

From: Steve Hutchinson, Facilities Manager

Date: March 29, 2023

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

Tim Streich submitted his vehicle's mileage expenses incurred for work-related travel done in December 2022 in January 2023.

I apologize for missing the deadline for submitting the approved mileage form, which is an oversight on my part, assuming that I already submitted it for processing. Therefore, I have created a folder to review all staff mileage every 30 days to ensure I have all the mileage for submission.

Therefore, I am writing this memo seeking approval of an exception to Chapter 20.08; since this oversight was not the employee's mistake, he may be reimbursed for his expenses.

The total amount is \$26.25 for December.

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

Attachments – Copy of Employee Reimbursement Forms for December 2022