

MEMORANDUM

DATE: January 28, 2025

TO: Personnel and Finance Committee

FROM: Sarah Wanek, Well Woman Program Specialist

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

In October 2024, I drove 73 miles to conduct job duties that were expected of me in the Well Woman Program. Unfortunately, the mileage reimbursement form was submitted to the clerk outside of the 60 day window due to an error with saving the file to the correct location for my supervisor to provide her signature as well as misunderstanding of the submission procedure after receiving signature from my supervisor. I am respectfully requesting this committee to grant payment (\$48.91) for these miles driven. I apologize for the miscommunication and misunderstanding that resulted in the delayed submission. I intend to dedicate more time to ensure that I follow the correct procedures to submit mileage reimbursement forms to the clerk by the deadline going forward. Thank you for your consideration.

Sincerely,

Sarah Wanek

Well Woman Program Specialist