



FAMILY COURT SERVICES

Mark M. Meixensperger, LMFT, CSW

Director

Dane County Courthouse
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Memorandum

To Dane County Personnel and Finance Committee
Supervisor Patrick Milles

From: Mark M Meixensperger, LMFT, CSW
Director

Date: April 4, 2019

RE: FINANCIAL REVIEW

Dane County Family Court Services will be conducting a Staff Training Day on Friday, May 3, 2019 at the Monona Public Library,

I am requesting reimbursement for lunch at a rate of \$11.50 per individual, a deviation of \$4.30 from the normal allotment of \$7.20. We would like to provide a box lunch from Panera for twelve staff members with a total cost of \$138.00.

Having the lunch available on site allows us to better manage time and resources. Attached find Panera's menu and prices.

Thank you for your consideration.

Cc Margaret Krohn
Enclosures