



Dane County Department of Human Services

JOE PARISI
DANE COUNTY EXECUTIVE

MEMO

TO: Personnel & Finance Committee

FROM: Tom Malone, Finance Manager

DATE: 2/8/2021

RE: Requesting Exception to Chapter 20 – Employee Expenses Claimed Outside of 60 Day Window

The purpose of this memo is to request an exception to Chapter 20 for employee expenses claimed outside of the 60 day window.

We are requesting an exception for employee mileage claims submitted to the Controller's Office outside of the 60 day window. The original submissions were provided by the employees before the 60 day window. However, due to a retirement of a Human Services clerk who process mileage claims, and multiple other vacancies in the unit, the request was submitted to the Controller's Office after the 60 days limit. Since that time the unit has worked hard to cover the mileage reimbursement requests, and has even developed a new process to streamline and track the requests.

The employees affected are listed below, and their October 2020 mileage forms are attached, that had to be received by 12/31/21 by the Controller's Office.

1. Carrie Pomije – Submitted request December 8th.
2. Claire Prather – Submitted request December 7th.
3. Jacob Miller – Submitted request December 3rd.

Attachments

1. Employee mileage forms and approval emails.