



Melissa Agard  
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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**MEMO**

To: Personnel & Finance Committee

From: Steve Hutchinson, Facilities Manager (On behalf of Lisa Jelle)

Date: April 2, 2025

RE: Request for exception to County Ordinance 20.08 - Employee Expenses Claimed

Outside of 60 Day Window

This memo requests an exception to Chapter 20.08 for employee expenses claimed outside of the 60-day window. Specifically, Lisa Jelle seeks reimbursement for mileage costs incurred in January 2025. I understand that this oversight may have caused inconvenience, and I sincerely apologize for any disruption it may have caused.

Lisa Jelle completed her mileage reimbursement form on February 3rd, 2025, and forwarded it to me by her supervisor; however, I was out of the office due to a family medical emergency for a little over a week and overlooked her email in error. I later realized the mistake on my behalf, which was outside of the 60-day required submission period. I sincerely apologize for missing the deadline for submitting the claim.

Our commitment to fairness and transparency in our processes is unwavering. Therefore, I am writing this memo seeking approval of an exception to Chapter 20.08 so that the employee may be reimbursed for her expenses since this oversight was not her mistake.

Lisa is seeking reimbursement for \$58.80 in total mileage costs incurred in January 2025. If you need any additional information, please let me know.

Attachments – Copy of Employee Reimbursement Forms for January 2025.