



Alliant Energy Center

Exhibition Hall

Veterans Memorial Coliseum
New Holland Pavilions Arena

Willow Island

Date: June 7, 2024

Personnel and Finance Committee,

I'm writing to request an exception to Chapter 20's 60 day limit for employee's submission of expense reimbursement within Dane County. Ashley Gile had some travel authorized by the previous director that was paid for using her personal credit card which was for a January 2024 expense reimbursement. During the transition, the expense report was not submitted timely due to administrative errors.

Thank you for your consideration of this issue.

Sincerely,

Carolyn A. Clow
Deputy Director – Administration & Finance
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