

MEMORANDUM

DATE: June 4, 2025

TO: Personnel and Finance Committee

FROM: Chee Thao

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

Hello,

Personnel and Finance – Request for Exception to Co. ordinance 20.08 60 Day Reporting Deadline – Public Health. Chee Thao, 2025.

“I was originally scheduled to take a week-long training course December, 2024 that would have taken place in Sun Prairie, WI. Because of low enrollment numbers, the hosting organization cancelled that training session and I was advised to take the course in January at their Milwaukee location, which I did. For that training I accrued travel expenses as well as meal costs.

On Monday morning on January 13th, 2025 I drove to the training facility in Milwaukee at approximately 6:30am and returned home immediately after the training session on Friday January 17th, 2025 at approximately 6:00pm. I am requesting reimbursement for mileage totaling 132 miles or a total cost of \$92.40.

During that week (1/13/25 through 1/17/25) I incurred expenses for meals and am requesting reimbursement for \$98.00 which included breakfast on Tuesday (1/14/25), Wednesday (1/15/25), Thursday (1/16/25) and Friday (1/17/25) as well as dinner on Monday (1/13/25), Tuesday (1/14/25), Wednesday (1/15/25) and Thursday (1/16/25). Lunch was provided by the training facility on all days.

This was the first time I had filled out the new for PHMDC (at the time) reimbursement forms and submitted them to my Supervisor on 2/7/2025. Unfortunately, I was new to the process and had completed the wrong forms. I resubmitted under the correct forms in March but because the original training session was scheduled in December and the claims were from January, it was kicked back so that I could submit verification of the updated training session. Because of my confusion with the process, I have submitted my claims for reimbursement late.

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Given this is outside of the 60-day window I am respectfully requesting this committee to authorize payment for these expenses. My apologies and I will endeavor to learn the correct forms and submit the claim forms in a timelier manner in the future. Thank you all for your consideration of this request.”

Sincerely,

Chee Thao

Environmental Health Specialist