



Jamie Kuhn
DANE COUNTY EXECUTIVE

COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION

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: August 13, 2024

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 May 2024.

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 June 7th, 2024, and forwarded it to me by her supervisor; however, I was on vacation for most of June and overlooked her email in error. I later realized the error 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; since this oversight was not the employee's mistake, she may be reimbursed for her expenses.

The total amount Lisa is seeking reimbursement for her mileage costs incurred in May 2024 is \$88.44.

If you need any additional information, please let me know.

Attachments – Copy of Employee Reimbursement Forms for May 2024.