



Dane County Department of Human Services Division of Fiscal & Management Services

Interim Director – Astra Iheukumere
Division Administrator – Chad Lillethun

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MEMO

TO: Personnel and Finance Committee

FROM: Chad Lillethun, Fiscal & Management Services Administrator

DATE: August 13, 2024

RE: Request for Exception to Ch. 20 (Employee expenses claimed outside of 60 day window) for Elena Aleman

Elena Aleman's mileage reimbursement claim was submitted by her supervisor within the sixty day window. An administrative error occurred by misfiling the incomplete payment request with completed mileage request work resulting in missing the sixty day deadline.

It is requested that an exception to Ch. 20 be made for Elena Aleman's April 2024 mileage reimbursement claim totaling \$680.72.