



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
Room 362 City-County Building
210 Martin Luther King Jr. Blvd.
Madison, WI 53703-3342
Phone: (608) 266-4941
Fax: (608) 266-4425 TTY WI Relay 711

GREG BROCKMEYER
DIRECTOR OF ADMINISTRATION

October 5, 2023

TO: Personnel & Finance Committee

FROM: Michelle Goldade
Administrative Manager

RE: Request for Exception to Ch. 20 (Employee expenses claimed outside of 60-day window) for
Amanda DePagter

Amanda DePagter's July mileage reimbursement claim was submitted by her supervisor within the 60-day window. However, the form was inadvertently misplaced after it was submitted.

It is requested that an exception to Ch. 20 be made for Amanda DePagter's July 2023 mileage reimbursement claim form which totals \$66.81.