



Dane County Department of Human Services Division of Housing Access & Affordability

Dane County Executive – Joe Parisi
Interim Director – Astra Iheukumere
Division Administrator – Casey Slaughter Becker
210 Martin Luther King Jr. Blvd., Room 421, Madison, WI 53703

MEMO

To: Personal & Finance Committee

From: Kristina Dux, Housing Program Specialist
Housing Access & Affordability

Date: December 15, 2023

RE: Request for exception to County Ordinance 20.08- Employee Expenses Claimed Outside of 60 Day Window.

This memo is to request an exception to Chapter 20.08 for employee expenses claimed outside of the 60 day window. Specifically, I am seeking reimbursement an out of area site visit and meal on 09/25/23, and local mileage for the month of September 2023.

I apologize for missing the deadline for submitting this claim. I missed the 60-day deadline to submit. For future submissions, I have put the mileage reimbursement due dates on my outlook calendar for reference to submit in a timely manner.

Thank you for your consideration of my exception request.

Kristina L Dux

Sincerely,

Kristina Dux
Housing Program Specialist