



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
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GREG BROCKMEYER
DIRECTOR OF ADMINISTRATION

November 20, 2024

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 Steve Hutchinson

Steve Hutchinson's August mileage reimbursement claim was submitted by his 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 Steve Hutchinson's August 2024 mileage reimbursement claim form which totals \$44.22.