

Dear City Clerk,

I am submitting this written appeal of the March 10, 2026 denial of Claim No. 2026-000328 and requesting a follow-up hearing.

My appeal addresses two portions of the denial.

1. The denial states that the reimbursement issues connected to the first four travel occurrences between October 22, 2024 and May 2, 2025 were not submitted within 120 days of the event. I respectfully request review of whether the relevant event date should instead be the date of final administrative determination, rather than the original travel date.

These expenses remained under active review and subject to continued communication within departmental finance staff well after the travel dates. My understanding is that the claim was filed within 120 days of the final determination that the disputed expenses would not be reimbursed.

2. The denial regarding the Salt Lake City return travel states that the documentation does not demonstrate actual paid costs. I did provide receipts for my airfare showing travel from SLC to MKE. I did combine approved personal leave with official conference travel. Although the total airfare for the altered itinerary exceeded the cost of a direct business-only return flight, I submitted reimbursement only up to the allowable business portion that would have been incurred from the standard return from the conference destination.

Documentation supporting the business-only comparable airfare amount and proof of payment can be provided if needed.

Thank you for your time and attention.

Sincerely,

Violet Kryshak

1812 E Lafayette Pl. Unit 204 Milwaukee WI 53202

(414) - 704 - 8390

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CITY CLERK'S OFFICE

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March 10, 2026

Ms. Violet Kryshak
1812 East Lafayette Place, Unit 204
Milwaukee, WI 53202

RE: Communication from VIOLET KRYSHAK
C.I. File No. 2026-000328

Dear Ms. Kryshak:

We acknowledge receipt of your claim requesting reimbursement for unresolved and/or disputed travel expenses incurred between October 22, 2024, and October 17, 2025. Your notice of claim was filed on February 5, 2026.

Under Wis. Stat. § 893.80(1d)(a), a notice of the circumstances giving rise to a claim must be served within 120 days of the event. Because this statutory timeframe was not met for Trips 1-4 occurring between October 22, 2024 through May 2, 2025, those portions of your claim are denied and will not be processed further.

An email dated January 15, 2026, confirms that the flight from Milwaukee (MKE) to Salt Lake City (SLC), in the allowable amount of \$318.48, as it was connected to City business.

Regarding the remaining portion of your claim, the investigation was inconclusive. The documentation you submitted suggests a potential fare for a return flight from SLC to MKE; however, no receipt or proof of actual payment was provided. Without evidence of a paid expense, the claim is unsubstantiated.

The January 15, 2026 email also reflects that you were informed that covered expenses ended at the conclusion of the conference. As such, any travel costs incurred for personal reasons or outside the scope of City business are not eligible for reimbursement.

COPY



Ms. Violet Kryshak
March 10, 2026
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The Milwaukee Health Department Travel Policy states on page 4 that "the traveler is responsible for excess costs and additional travel expenses resulting from taking an indirect route or a delayed return trip for personal preference or convenience." Pages 11-12 further specify that employees are responsible for costs incurred for personal preference or convenience, as well as any ineligible expenses.

Because the documentation provided does not demonstrate actual paid costs and the claimed amount is not eligible under the travel policy as City business, the additional reimbursement request of \$318.48 is denied.

If you wish to appeal this decision, you may do so by sending a written statement requesting a hearing within 21 days of the postmarked date of this letter to the Milwaukee City Clerk, 200 East Wells Street, Room 205, Milwaukee, Wisconsin 53202. Please include a photocopy of this letter's envelope, showing the postmark, and retain the original in the event further proof is needed.

Very truly yours,



EVAN C. GOYKE
City Attorney


MICHELLE THOMPSON-GRAY
Investigator Adjuster

ECG/MTG/cdr

2026-000328/