



**Dane County  
Department of Human Services**

**Interim Director – Astra Iheukumere  
Children, Youth, and Families Division – Dr. Martha Stacker**

**1202 Northport Drive, Madison, WI 53704-2092  
PHONE: 608-242-6200 FAX: 608-242-6294**

November 12, 2024

RE: June Mileage

To Whom it May Concern,

I am reaching out to request you make an exception and accept my June Mileage. Despite completing and submitting the mileage form on time, I made a mistake and completed my June Mileage on an outdated form. For this reason, I have not yet been reimbursed for the travel I partook in during the month of June for County related matters. Thank you for your consideration and understanding in advance.

Much appreciated,

Martinez, Jennifer  
Dane County Department of Human Services