



Dane County Department of Human Services

Division of Disability & Aging Services

Interim Director – Astra Iheukumere
Division Administrator – Angela Velasquez

2865 N. Sherman Ave. Madison, WI 53704
(608) 242-6200 FAX (608) 242-6287

To: Personnel & Finance Committee

Date: February 14, 2025

From: LeeAnn Grimm, APS Supervisor

Re: Exception to the 60-day Limit for Employee Reimbursements

I, LeeAnn Grimm am requesting consideration by the Personnel and Finance Committee for mileage reimbursement for an LTE Denise Hettrick, who worked for the APS unit until 1/3/25 and is returning to our unit again as an LTE on 2/17/25.

I was notified by Denise on 2/13/25 that she had not received payment for her mileage reimbursement for the month of November 2024.

After reviewing my calendar dates, my folder where I keep approved mileage, and my emails, I realized that the email had come in on 12/12/24 when I was out of office on bereavement and planned leave. My supervisor was not cc'd on the email and therefore could not process the request.

On my return to work on 12/26/24 I mistakenly did not notice that my supervisor had not been listed on the email from Denise and therefore the reimbursement request was not submitted. This was my error and I respectfully request that an exception be made to the 60-day rule in order for Denise to receive her mileage reimbursement.

Going forward I will take additional steps when out of office to ensure this does not happen again.

Thank you for your consideration.

LeeAnn Grimm

CC: Beth Freeman
Angela Velasquez
Astra Iheukumere

