



## Dane County Department of Human Services

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

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PHONE: 608-242-6200 FAX: 608-242-6294

TO: Personnel & Finance Committee

FROM: Angela Sadler, LCSW  
Social Work Supervisor

DATE: May 1, 2025

SUBJECT: Requesting Exception to Chapter 20- Employee Expenses Claimed outside of 60 day Window

This memo is to seek approval to pay Francisco Lozano's mileage reimbursement for January 2025 outside of the 60 day window. Francisco is an employee in Human Services and I am his direct Supervisor. He submitted it to me before the due date and I missed it and take responsibility for this not being processed on time. I apologize for my error.

Sincerely,

*Angela Sadler*

Angie Sadler, LCSW  
Social Work Supervisor  
Dane County Human Services  
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Attachment: Employee mileage form for January 2025