



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

MEMO

TO: Personnel and Finance Committee

FROM: Sarah Thomas
Cheryl Bradley

DATE: 12/23/2024

RE: Late Mileage Reimbursement Submission

The purpose of this memo is to request an exception to the 60-day time lime for employee mileage reimbursements and to inform the Personnel and Finance Committee the late submission of Cheryl Bradley’s August mileage reimbursement is due to Supervisor error in not uploading the form.

Ms. Bradley submitted her August 2024 mileage reimbursement form to me on Sept 12, 2024, well within the 60-day time line, for approval and submission. As noted on the reimbursement form, my signature was entered on Sept 12, 2024.

My typical process is to sign and then upload forms to the appropriate shared folder in the H drive. I am uncertain how this this form was not uploaded as it must be saved in a folder in an effort for my signature to work.

Please accept this explanation as an exception to the 60-day time limit for employee reimbursement and approve reimbursement for Ms. Bradley’s August 2024 mileage.

Respectfully,
Sarah Thomas, MSSW, APSW
YJP Social Work Supervisor
/s/ electronically signed