

MEMO

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Interim Director DCDHS
Todd Campbell, Administrator
Chloe Moore, Manager

FROM: Debie Evans (on behalf of Luccas Contreras)

DATE: 11/12/24

RE: Request for Exception to Ch. 20 (Employee expenses claimed outside of 60-day window)

Reason: Requesting processing of Mileage and Food reimbursement from a training that took place in July 2024. The mileage was originally added to Dane County Mileage Reimbursement form and was returned. It is now added to the mileage and food reimbursement form but is now outside of the 60 day window.

Thank you for your consideration,

Debie Evans LCSW

Debie Evans
CCS/CLTS Supervisor