



INTERIM DIRECTOR – ASTRA IHEUKUMERE
DIVISION ADMINISTRATOR – ANGELA VELASQUEZ
ADRC MANAGER – JENNIFER FISCHER

MEMO

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Interim Director DCDHS
Angela Velasquez, DAS Division Administrator
Ann Miller Holman, Supervisor

FROM: Stephanie Hanley, Care Coordinator

DATE: June 20, 2024

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

In March, I drove 22 miles during the course of performing my job duties. My mileage form was completed and signed on 3/28/2024. Unfortunately, my part-time supervisor was unable to review, sign and submit in the needed timeframe. My mileage form was not submitted until 6/17/2024. Given this is outside of the 60-day window I am respectfully requesting this committee to authorize payment (\$14.74) for these miles driven. My apologies for the oversight and I will submit the mileage claim forms in a timelier manner in the future. Thank you all for your consideration of this request.