



Dane County Department of Human Services
Division of Children, Youth & Families

JOE PARISI
DANE COUNTY EXECUTIVE

Director – Shawn Tessmann
Division Administrator – Martha Stacker, Ph.D.

MEMO

TO: Personnel and Finance Committee

FROM: Brenda Blanck, CPS Ongoing Supervisor

DATE: August 19, 2022

RE: Late submission of mileage reimbursement

I am writing to request that Courtney Trampush has her May 2022 mileage is reimbursed. Courtney is a CPS Ongoing Social Worker and I am Courtney's direct supervisor. Courtney sent her mileage form to me on 7/8/22 and it was due to be submitted by 7/15/22. I did not submit on time and take full responsibility for her mileage not submitted by this date.

Please approve Courtney's May 2022 mileage reimbursement since this was my error. I am happy to discuss further if needed. Thank you!

Cc:
Courtney Trampush
Martha Stacker, CYF Division Administrator
Meg Krohn