



JOE PARISI
DANE COUNTY EXECUTIVE

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

Director – Astra Iheukumere
Division Administrator – Martha Stacker, Ph.D.

MEMO

TO: Personnel and Finance Committee

FROM: Rebecca Nowak

DATE: September 12, 2023

RE: Late submission of June mileage

Good morning,

I am respectfully requesting an exception for the late submission of my June 2023 mileage form. I greatly apologize for the delay. I had forgotten to submit my May mileage, which subsequently caused me to submit June late as well. I take full responsibility for this error and understand the need to complete it in a timely manner. I have scheduled out to complete the mileage form at the beginning of the following month to avoid this happening again in the future.

Thank you so much for your time and consideration.

Respectfully,

Rebecca Nowak
Ongoing Social Worker
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