



**Dane County
Department of Human Services**

Director-John Schlueter
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: Jennifer Zehr, Youth Justice Supervisor

DATE: 02/10/26

CC: John Schlueter
Dr. Martha Stacker
Andre Johnson

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

Reason: Jennifer Brown's Mileage Reimbursement form was submitted to me on 6/3/2024 via email. I was in work status on that date, and believe that I signed and placed the signed form in the *Shared Drive/Mileage/PLEASE SAVE ALL FORMS HERE* for processing. The total amount of this expense request is \$282.74. In the event that this was a mistake on my end, I am asking for an exception to Ch. 20 in order for Jennifer Brown to receive her mileage check for the miles driven the month of May 2024. It should be noted that this was brought to my attention for the first time by Jennifer Brown on 2/5/26 via an email. Prior to 2/5/26, I was unaware of the fact that she had not been paid for May 2024 mileage. I follow the same process each and every time that I sign and submit mileage forms for reimbursement.

Thank you in advance for your consideration.