



Dane County Department of Human Services

Adult Protective Services

Interim Director – Astra Iheukumere
Division Administrator – Angela Velasquez

2865 N. Sherman Ave., Madison, Wisconsin 53704
(608) 242-6200 FAX (608) 242-6287

TO: Personnel & Finance Committee

FROM: Odulia Halstead- Social Worker- APS

DATE: March 27, 2025

RE: Requesting Exception to Chapter 20- Employee Expenses Claimed outside of 60 day Window

The purpose of this memo is to request an exception to Chapter 20 for employee expenses claimed outside the 60 day window.

I am requesting payment for the mileage form submitted but not processed. The original form that was used was unable to be saved thus, I had to re-write the entire document on a working form but it was not completed within the time line necessary.

Attachment: Employee mileage form for January 2025

Odulia Halstead
Social Worker- Adult Protective Services
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