



Dane County Department of Human Services

Interim Director – Astra Iheukumere
Children, Youth, and Families Division – Dr. Martha Stacker

1202 Northport Drive, Madison, WI 53704-2092
PHONE: 608-242-6200 FAX: 608-242-6294

May 27, 2025

RE: Mileage reimbursement, February 2025

To Personnel and Finance Committee,

This memo is being written to request an exception to the 60-day limit for employee reimbursements outlined in Ch. 20., for approval for mileage reimbursement that was submitted after 04/15/2025. I submitted my mileage for February 2025 before leaving for FMLA leave on 04/22/2025, and accidentally missed that I had not signed the document before sending it to my supervisor for approval. Upon my return to the office on 05/12/2025 from FMLA leave, I signed the mileage reimbursement form as soon as I became aware of my oversight, and sent the signed document to my supervisor for approval. I was then informed that I needed to submit a memo to request reimbursement for my mileage from February 2025.

Please consider this request for mileage reimbursement.

Sincerely,

A handwritten signature in black ink, appearing to read "Angela Ivan".

Angela Ivan, MSW, APSW
Dane County Department of Human Services
Ongoing CPS Social Worker

CC:

Dr. Martha Stacker, Division Administrator
Brenda Blanck, Department Head
Olivier Benthon
Lindsey Beischel, Ongoing CPS Supervisor