

MEMO

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Interim Director DCDHS
Todd Campbell, Administrator
Chloe Moore, Manager
Meg Krohn

FROM: Debie Evans (on behalf of Heidi Veloon)

DATE: 11/15/24

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

Reason: July mileage for Heidi Veloon was signed and submitted late due to supervisor oversight.

Thank you for your consideration,

Debie Evans
CCS/CLTS Supervisor