



Dane County Department of Human Services

Adult Protective Services

Interim Director – Astra Iheukumere
Division Administrator – Angela Velasquez

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JOE PARISI
DANE COUNTY EXECUTIVE

To: Personnel & Finance Committee

From: Rachel Friedman, Senior Social Worker DCDHS - Adult Protective Services Guardianship Program

Date: June 7, 2023

RE: Request for exception to County Ordinance 20.08 - Employee Expenses Claimed Outside of 60 Day Window

The purpose of this memo is to request an exception to Chapter 20.08 for employee expenses claimed outside of the 60 day window. Specifically, I am seeking reimbursement for mileage costs incurred for the month of February, 2023.

I believe I had submitted my mileage reimbursement form for February 2023; however, the controller's office appears not to have received it. This was my first mileage claim as a social worker in my new position with APS. They have received my March and April claims on time and without issue.

Thank you for your consideration of my exception request.

A handwritten signature in black ink, appearing to read "Rachel Friedman".

CC: Angela Velasquez, Division Administrator
Astra Iheukumere, Interim Director