



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

TO: Personnel & Finance Committee
FROM: Tisha Butler, Social Services Specialist
DATE: July 13, 2026
SUBJECT: Request for Exception to Chapter 20 – Employee Expense Reimbursement Submitted Outside the 60-Day Window

I am requesting approval to process my March 2026 mileage reimbursement in the amount of \$137.75, outside the required 60-day submission window.

I am employed with Dane County Human Services, and my direct supervisor is Angela Sadler. I signed my March 2026 mileage reimbursement form on May 15, 2026, and attempted to email it to my supervisor that same day. However, I recently discovered that the email had remained in my Outbox and was never sent due to a technical issue.

The email issue has since been resolved. Because the delay was caused by this technical problem rather than an intentional late submission, I respectfully request an exception to Chapter 20 so that my March 2026 mileage reimbursement can be processed.

Thank you for your time and consideration of this request.

Sincerely,

Tisha Butler
Social Services Specialist
Dane County Human Services
(608) 621-8808
Butler.tisha@danecounty.gov

Attachment: Employee Mileage Reimbursement Form – March 2026