

Date: August 2, 2022

To: Finance and Personnel Committee

From: Michelle Allaby

Subject: Late Mileage Reimbursement Request

I am writing to request that my late mileage request from May 2022 be approved. I have not previously had a late mileage submission, however, I realized that May's mileage was not turned in when I submitted my June and July mileage requests. I have set a monthly calendar reminder for mileage submissions to prevent any future errors.

Please let me know if you have any further questions.

Thank you,

A handwritten signature in cursive script that reads "Michelle Allaby".

Michelle Allaby, Senior Social Worker
Dane County Human Services
Adult Protective Services