



**Dane County
Department of Human Services**

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

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MEMO

TO: Personnel and Finance Committee

FROM: Jennifer Zehr, Youth Justice Supervisor

DATE: 01/17/2025

CC: Astra Iheukumere, Interim Director DCDHS
Dr. Martha Stacker
Andre Johnson

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

Reason: Kristen Barge submitted mileage forms for August 2024 and September 2024 in addition to Employee Reimbursement Forms that included Noon and Evening Meals. On 8/28/24, the meals totaled \$30 per the allotted amount. On 9/19/24, Kristen's travel meals totaled \$30 per the allotted amount. This was my first experience as a supervisor with meal costs submitted for reimbursement. I sought consultation regarding how to process. At this time, I am asking for an exception to Ch. 20 in order for Kristen Barge to receive reimbursement for all four meals and all mileage for travel expenses detailed on the August 2024 and September 2024 Mileage Forms to be paid from the CYF Mileage budget line.

Thank you in advance for your consideration.