



Dane County Department of Human Services Division of Prevention & Early Intervention

Dane County Executive – Melissa Agard
Interim Director – Astra Iheukumere
Division Administrator – Martha Stacker, PhD

1202 Northport Drive, Madison, WI 53704-2092
PHONE: (608) 242-6200 FAX: (608) 242-6294

MEMO

TO: Personnel and Finance Committee

CC: Martha Stacker, CYF Division Administrator
Sue Debuhr, Supervisor

FROM: Julie Gueldner (Swenson)

DATE: January 17, 2025

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

In October 2024 I drove 307 miles during the course of performing my job duties for Human Services, CYF division. I submitted my mileage reimbursement request on 12/30/24 and was informed today this it is considered late and unreimbursable. I am respectfully requesting this committee to authorize payment (\$205.69) for these miles driven. Thank you all for your consideration of this request.