



**Dane County
Department of Human Services**

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

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PHONE: 608-242-6200 FAX: 608-242-6294**

MEMO

TO: Personnel and Finance Committee

FROM: Rebecca Nowak

DATE: 01/17/2025

RE: Late submission of October 2024 mileage

Good afternoon,

I am politely requesting an exception for the late submission of my October 2024 mileage form. I greatly apologize for the delay. I mistakenly thought I had until the end of the second month rather than the 15th of that month, and understand the need to complete it in a timely manner. I have set a reoccurring reminder to avoid this happening again in the future.

Thank you so much for your time and consideration.

Respectfully,

Rebecca Nowak
Ongoing Social Worker
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