



Dane County Department of Human Services

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

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MEMO

TO: P&F Committee

FROM: Lindsey Beischel

DATE: 12/18/2025

RE: September Mileage Reimbursement for Courtney Trampush

Courtney Trampush submitted a mileage reimbursement for miles traveled to a conference she attended in Baraboo, WI. The form was submitted by me, her supervisor, in November a few days after the 45-day deadline. The form was missing the MUNIS-ORG-OBJECT CODE which I did not have until today. The form was resubmitted past the due date due to this supervisor's lack of knowledge about the process for submitting this type of reimbursement. The amount of the reimbursement is \$189.00.

Lindsey Beischel

Supervisor Lindsey Beischel