



**Dane County  
Department of Human Services**

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

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

*MEMO*

TO: Personnel and Finance Committee

FROM: Jen Mrotek

DATE: 09/27/2024

RE: Late Mileage Reimbursement

To Whom It May Concern:

I received an email from Olivier Benthon advising that my mileage for June was signed a few weeks after the deadline. I was advised to write a memo requesting an exception to this rule. I am attaching my June mileage form for your review. Thank you for your time.

Sincerely,

Jen Mrotek