



MEMO

Dane County Department of Human Services

Director – John Schlueter

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TO: Personnel and Finance Committee

CC: Astra Iheukumere – Deputy Director DCDHS/Supervisor
Chuck Hicklin – CFO & Controller

FROM: Tanya Andersen – Communications Manager

DATE: January 15, 2026

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

Reason:

I am writing to request an exception to the 60-day limit for employee reimbursement outlined in Chapter 20, for a mileage reimbursement for Ana Lopera, Spanish interpreter whose work requires her to be in many locations across the county every week.

Ms. Lopera completed the mileage reimbursement for \$230.30 in a timely manner; however, due to an oversight on my part, I did not submit the form and was recently alerted that the October mileage had not been paid.

I respectfully ask the committee to grant an exception in this case so that the employee is not negatively impacted by my administrative error.

Thank you for your time. Please let me know if any additional information or documentation is needed to support this request.

Sincerely,
Tanya Andersen
Dane County Department Human Services | Communications Manager
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