



Dane County Department of Human Services Division of Children Youth and Families

Dane County Executive – Joe Parisi
Director – Astra Iheukumere, Interim Director DCDHS
Division Administrator – Dr. Martha Stacker

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MEMO

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Interim Director DCDHS
Dr. Martha Stacker, CYF Division Administrator

FROM: Josephine Lorya, Social Worker

DATE: June 18th 2024

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

In January 2024 and February 2024, I drove 385 miles during the course of performing my job duties.

Unfortunately, I did not submit my mileage form to my supervisor on time. Given this is outside of the 60 day window I am respectfully requesting this committee to authorize payment (\$257.95) for these miles driven. My apologies for the oversight. Thank you all for your consideration of this request.