

MEMO

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Interim Director DCDHS  
Todd Campbell, BH Division Administrator  
Julie Meister, CCS Program Manager

FROM: Sarah Roelke, CCS Intake Unit

DATE: 1/7/2025

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

Reason: Requesting processing of Mileage, lodging, and conference reimbursement from a conference that took place on October 17<sup>th</sup> and 18<sup>th</sup>, 2024.

Once CEUs were sent to this writer following the conference, and required for reimbursement, this writer submitted, via email, CEUs and all other reimbursement documents to Kelsi Gullickson, as directed by management, on November 12<sup>th</sup>, 2024. Writer requested documents be reviewed for errors so that they could be addressed. Upon returning from holiday time off on 1/2/2025, writer had received an email from Kelsi. Writer had time off from 12/24/2024 until 1/2/2025. Kelsi had sent the email on 12/26/2024 and writer received it on 1/2/2025. Kelsi shared writer's email from November 12<sup>th</sup> had been missed by her and sent to accounts payable only recently. She shared writers' reimbursement form needed to be amended and resubmitted and lodging receipt needed to include the last 4 digits of credit card. Writer amended form and obtained new receipt for lodging. All forms were emailed to Kelsi on 1/2/2025 for resubmission.