



## **Dane County Department of Human Services Behavioral Health Division**

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Interim Director – Astra Iheukumere  
Division Administrator – Todd Campbell

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(608) 242-6200 FAX (608) 242-6531

### **MEMORANDUM**

**DATE:** 12/23/2024

**TO:** Personnel and Finance Committee

**CC:** Astra Iheukumere, Interim Director DCDHS  
Todd Campbell, Division Administrator

**FROM:** Carrie Simon, Behavioral Health Manager (on behalf of James Van Den Brandt)

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

Reason: Requesting processing of employee reimbursement for James Van Den Brandt for expenses related to the WISAM Conference, which took place in late September 2024. While James submitted his request for reimbursement with ample time for processing, an oversight on my part resulted in delayed submission of the approved request. All conference related expenses are covered by grant funds, as such I am humbly requesting that this reimbursement be issued despite having missed the 60 day window. Failure to provide this reimbursement would result in reduced claiming of grant funds. Thank you for your consideration.