



DIRECTOR – ASTRA IHEUKUMERE  
DIVISION ADMINISTRATOR – ANGELA VELASQUEZ  
ADRC MANAGER – JENNIFER FISCHER

JOE PARISI  
DANE COUNTY EXECUTIVE

## MEMO

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Director DCDHS  
Angela Velasquez, Division Administrator

FROM: Kate Kingree, I&A Specialist

DATE: 10/18/2023

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

In June 2023, I drove 114 miles while performing my job duties.

Unfortunately, I inadvertently forgot to submit my mileage form to my supervisor until 8/31/2023. Given that this is outside the 60-day window, I request that this committee authorize payment (\$74.67) for these miles driven. My apologies for the oversight. I will submit the mileage claim forms soon. Thank you all for your consideration of this request.

A handwritten signature in black ink that reads 'Kate Kingree'.

Kate Kingree, MPH  
ADRC of Dane County