



Dane County Department of Human Services

Division of Disability & Aging Services

Interim Director – Astra Iheukumere
Division Administrator – Angela Velasquez

2306 S Park St., Madison, Wisconsin 53713
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To: Personnel & Finance Committee

Date: June 27, 2024

From: Joe Aguilar, APS Social Worker

Re: Late Conference & Training Reimbursement
Meal Reimbursement Rate Payment

I, Joe Aguilar am requesting consideration by the Personnel and Finance Committee for reimbursement of Conference and Training related costs due to late submission. I submitted the request for reimbursement on 4/23/24, however, I have learned that the accounting unit never received it. Further, the meal costs exceed Dane County Ordinances for reimbursement. My position as the Intellectual and Developmental Disability Victim Advocate, offers conferences and trainings along with reimbursements funded through the Federal Victims of Crime Act grant (VOCA). The VOCA grant has a different guide, which I was instructed to follow by the VOCA grant administrator. This guide, referred as the Pocket Travel guide, provides higher meal cost rate reimbursements. The Pocket Travel guide takes into consideration the higher costs of meals when traveling outside of Wisconsin for VOCA funded conferences and trainings. My training reimbursement request is for out of state as the training was in California. I followed that guide when traveling to this conference and am requesting reimbursement at the rate approved through the VOCA grant administrator and referenced in the Pocket Travel guide.

Thank you for considering my request.

Cc: LeeAnn Grimm
Angela Velasquez
Astra Iheukumere