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February 19, 2025

**To:** Personnel and Finance Committee  
**Cc:** Astra Iheukumere, Interim Director DCDHS  
Connie Bettin, PEI Division Administrator  
Fabiola Hamdan, Immigration Affairs Supervisor

**From:** Charlyn Cruz Nuñez, Immigration Affairs Senior Social Worker

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

**Reason:** I am requesting reimbursement for conference lodging and meals from the National Association of Social Workers (NASW) conference, which took place on October 22-23, 2024. I submitted the Employee Reimbursement Form along with the hotel receipt and conference/training request form to the Controller's Office via Inter-D on November 15, 2024, 23 days after the conference. However, I mistakenly sent it to the Controller's Office instead of Accounts Payable, a mistake I was unaware of until I received an email from Natalie T. Bruere, Accounting Assistant, on Wednesday, February 12, 2025—89 days after my initial reimbursement request. She explained that she had received my form the previous day, along with a post-it note from the Controller's Office that read, "This doesn't go to the Controller's Office. Check with HS A/P." She also clarified that because the request was submitted after the 60-day deadline, I would need to resubmit it along with this memo explaining the reason for the delay.

Enclosure:

- Original Employee Reimbursement form along with hotel receipt & Conference/Training Request Form
- 2024 Employee Reimbursement Form