



**Dane County
Department of Human Services**

**Interim Director – Astra Iheukumere
Children, Youth, and Families Division – Dr. Martha Stacker**

**1202 Northport Drive, Madison, WI 53704-2092
PHONE: 608-242-6200 FAX: 608-242-6294**

Tuesday, September 10th, 2024

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Interim Director DCDHS
Todd Campbell, Administrator
Chloe Moore, Manager

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

To Whom It May Concern,

Thank you for providing me this opportunity to request an exception in covering my transportation expenses. In the month of May, I used my own vehicle and paid for gas for my employment responsibilities such as: attending trainings, appearing in court, checking in with my families and children through home visits, and providing services to the children and families I work with.

I understand I must submit my mileage reimbursement request forms no later than 60 days, and I recognize my May Mileage was submitted past the deadline. I kindly ask that you consider providing me with an exception as this is the first time I've missed this deadline. I took some time off in June and July, and the mileage reimbursement submission had completely crossed my mind as I was catching up when returning.

Thank you in advance for your time and consideration. ☺

FROM:

Sodie Yang
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