



JAMIE KUHN
INTERIM COUNTY EXECUTIVE

Dane County Department of Human Services

Adult Protective Services

Interim Director – Astra Iheukumere
Division Administrator – Angela Velasquez

2306 S Park Street, Madison, Wisconsin 53713
(608) 242-6200 FAX (608) 242-6287

October 24, 2024

To: The Personnel and Finance Committee

From: Sarah J Karls, LTE Social Worker, Adult Protective Services Guardianship Unit

RE: Mileage exception request for Sarah Karls

Hello,

I am requesting an exception to the 60 day limit for my mileage reimbursement from June, 2024. I apologize that I did not submit this form to my supervisor on a timely basis. I am an LTE employee and I guess this got overlooked. The form was due on 8/15/24 but I did not submit it to Beth Freeman, our APS division administrator until mid-September. She signed it and submitted in on 9/17/24.

I am attaching the mileage form I filled out for June, 2024 and would appreciate it if the Personnel and Finance Committee could consider an exception and I can receive payment for mileage for that month.

Thanks a lot,

Sarah J Karls, LTE Social Worker
Dane County Human Services
Adult Protective Services Guardianship Unit
2306 S. Park Street
Madison, WI 53713

Cc: Shari Gray-Dorn, APS/AGP supervisor
Beth Freeman, APS supervisor
Meg Krohn, Department of Administration, Controller