



Dane County Department of Human Services
Behavioral Health Division

Interim Director – Astra Iheukumere
Division Administrator – Todd Campbell

JAMIE KUHN
DANE COUNTY EXECUTIVE

Memo

To: Personnel & Finance Committee

From: Heidi Stringer, Social Work Supervisor

cc: Astra Iheukumere, Interim Director
Todd Campbell, Division Administrator

Date: November 8, 2024

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

I am writing to request an exception to Co. Ord. 20.08 60 Day Reporting Deadline for the June 2024 claim of Lorena Raynor. The claim was originally submitted on 7/1/2024; however, due to a breakdown in internal administrative processes, her claim was misfiled. The error was identified on 11/4/2024 which exceeds the 60-day window. I am re-submitting the June mileage claim and respectfully requesting the committee to authorize payment to Lorena Raynor for \$96.49

Thank you all for your consideration of this request.