



JOE PARISI
DANE COUNTY EXECUTIVE

Dane County Department of Human Services
Division of Children, Youth & Families

Director – Astra Iheukumere
Division Administrator – Martha Stacker, Ph.D.

MEMO

TO: Personnel and Finance Committee

FROM: Rebecca Nowak

DATE: September 6, 2023

RE: Late submission of May mileage

Good morning,

I am respectfully requesting an exception for the late submission of my May 2023 mileage form. I greatly apologize for the delay. I realized I had forgotten to submit it after receiving my April mileage check and understand the need to complete it in a timely manner. I have set a reoccurring reminder to avoid this happening again in the future.

Thank you so much for your time and consideration.

Respectfully,

Rebecca Nowak
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