

MEMO

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Interim Director DCDHS  
Todd Campbell, Administrator  
Julie Meister, Manager

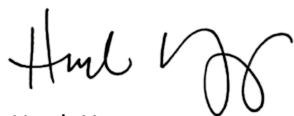
FROM: Hnub Yang

DATE: 1/7/2025

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

Reason: Requesting the processing of mileage reimbursement form from a training that took place in October 2024. The conference/mileage reimbursement form was submitted to the Administrative Assistant from our division, who would assist with getting the form signed by the appropriate supervisors and submitted. However, the email send to the supervisor for signature was missed. Therefore, it is now outside of the 60-day window.

Thank you for your consideration,



Hnub Yang