



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

---

**Interim Dane County  
Executive – Patrick Miles**

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

*MEMO*

TO: Personnel and Finance Committee

FROM: Maryann Riley

DATE: 05/14/2024

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

Reason: Documents for January and February Milage was saved incorrectly. Due date has passed. January Milage was saved February. Both and January and February were submitted on March 6<sup>th</sup> and 7<sup>th</sup>, within the 60-day limit.