



**Dane County
Department of Human Services**

Interim Director – Astra Iheukumere
Children, Youth, and Families Division – Dr. Martha Stacker

1202 Northport Drive, Madison, WI 53704-2092
PHONE: 608-242-6200 FAX: 608-242-6294

MEMO

TO: Personnel and Finance Committee

FROM: Jennifer Zehr, Youth Justice Supervisor

DATE: 11/12/24

CC: Astra Iheukumere, Interim Director DCDHS
Dr. Martha Stacker
Andre Johnson

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

Reason: Meaghan Duffy's August 2024 Mileage Reimbursement form was submitted to me on 8/30/24 via email. I was in work status on that date, and believe that I signed and placed the signed form in the *Shared Drive/Mileage/PLEASE SAVE ALL FORMS HERE* for processing. The total amount of this expense request is \$50.92. In the event that this was a mistake on my end, I am asking for an exception to Ch. 20 in order for Meaghan Duffy to receive her mileage check for the miles driven the month of August 2024.

Thank you in advance for your consideration.