



Dane County Department of Human Services

Director – John Schlueter
Children, Youth, and Families Division – Dr. Martha Stacker

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TO: Controller's Office

FROM: Sarah Thomas on behalf of Melissa Dimpfl

DATE: 09/09/2025

SUBJECT: Cassie DeMars Travel Reimbursement \$8.00 parking fee

Submission of accurate travel reimbursement forms for CYF Social Worker Cassie DeMars were submitted late due to confusion related to which forms to complete and to whom they were to be submitted.

Initially the wrong form was submitted. Once the Social Worker and her Supervisor were informed of the correct forms and where to submit, they were promptly submitted.

This confusion was not the fault of Social Worker DeMars.

It is requested Cassie DeMars be reimbursed \$8.00 parking fee despite the late submission of documents.

Respectfully,

Sarah Thomas; MSSW, APSW

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CC: Cassie DeMars
Melissa Dimpfl