



## Dane County Department of Human Services

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

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### MEMO

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Interim Director DCDHS  
Dr. Martha Stacker, Division Administrator  
Sue Debuhr, Supervisor

FROM: Amy Otto, Sr. Social Worker

DATE: January 6, 2025

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

In September 2024, I drove 659 miles during the course of performing my job duties. I sent my September 2024 mileage reimbursement form to my supervisor on October 8, 2024 for approval. (There is an email to support this). Having not been paid my September 2024 mileage by December 3, 2024, I contacted payroll and inquired if my reimbursement form had been received. I was told it had not been received (confirming email available). On December 3, 2024, I forward my original email containing my September reimbursement form to my supervisor who then copied me on the email that the reimbursement form had been signed and submitted to payroll on December 3, 2024. I was under the impression the issue had been taken care of until I received an email on January 3, 2025 indicating that my reimbursement form was late and I needed to address this via a memo requesting an exception which I am therefore doing. I am requesting this committee to authorize payment (\$441.53) for the miles driven. Thank you for consideration of this request.