



**Dane County
Department of Human Services**

Director – John Schlueter
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 & Finance Committee

FROM: Ashley Mills, Ongoing CPS Social Worker, CYF

DATE: April 28, 2026

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

The purpose of this memo is to request an exception to Chapter 20 for employee expenses claimed outside of the 60-day window. I am requesting payment of \$294.35 for 406 miles driven while using my personal vehicle to perform the County's business for the month of January 2026.

My January 2026 mileage request will be denied due to it being made outside of the 60-day window. I acknowledge this was an oversight on my part and have a plan to prevent this from happening in the future.

I am asking that an exception be made so that I may receive mileage reimbursement for the month of January 2026.

Sincerely,

Ashley Mills

Dane County Ongoing CPS Social Worker
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Madison, WI 53713
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