



Dane County Department of Human Services Division of Prevention & Early Intervention

Dane County Executive – Joe Parisi
Director – Shawn Tessmann
Division Administrator – Connie Bettin, LCSW

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

MEMO

TO: Personnel and Finance Committee

CC: Shawn Tessmann, Director DCDHS
Martha Stacker, CYF Division Administrator

FROM: Charlie Larson, Sr. Social Worker

DATE: September 9, 2022

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

In May 2022 I drove 278 miles during the course of performing my job duties. I submitted my mileage electronically to my supervisor in a timely fashion, who inadvertently placed my form in the e-folder for July instead of May. This resulted in accounting not seeing my mileage form within the 60 day window required for payment. I am respectfully requesting this committee to authorize payment (\$173.75) for these miles driven. Thank you all for your consideration of this request.