



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

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

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MEMO

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Interim Director DCDHS
Connie Bettin, PEI Division Administrator

FROM: Kate Gravel, Sr. Social Worker

DATE: November 1, 2022

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

In August I drove 104 miles during the course of performing my job duties. Unfortunately, I inadvertently missed the October deadline to submit my mileage form to my supervisor. Given this is outside of the 60 day window I am respectfully requesting this committee to authorize payment (\$65.00) for these miles driven. My apologies for the oversight and I will do my best submit the mileage claim forms in a timelier manner in the future. Thank you all for your consideration of this request.