



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

Dane County Executive – Joe Parisi
Interim Director – Astra Iheukumere
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
Marykay Wills, PEI Human Services Manager

FROM: Heidi Stringer, Children's Behavioral Health Supervisor

DATE: November 23, 2022

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

In August 2022, Rachel Nelson drove 348 miles while performing her normal job duties, which included required travel outside of Dane County. Rachel submitted her mileage form in the early part of September. Regrettably, I inadvertently misfiled the original form and missed the October deadline to approve her reimbursement and forward to our Accounting Department for processing. Given this is outside of the 60 day window I am respectfully requesting this committee to authorize payment to Rachel Nelson in the amount of \$217.50 for August mileage claim.

Thank you all for your consideration of this request.