



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

**Dane County Executive – Jamie Kuhn
Interim Director – Astra Iheukumere
Division Administrator – Connie Bettin, LCSW**

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MEMO

TO: Personnel and Finance Committee

CC: Connie Bettin, PEI Division Administrator
Jennifer Edds, Supervisor

FROM: Kate Gravel, Sr. Social Worker

DATE: April 29, 2025

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

In January 2025 I drove 506 miles during the course of performing my job duties for Human Services, PEI Division. I submitted my mileage after the 60 day window. Therefore, I am respectfully requesting this committee to authorize payment (\$354.20) for these miles driven. Thank you all for your consideration of this request.