

ATTN: Personnel and Finance Committee  
Dane County Department of Human Services


Britt Gilles  
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Behavioral Health Unit  
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Dear Personnel and Finance Committee,

I'm writing to request an exception to Chapter 20's 60 day limit for employee's submission of mileage reports within Dane County. I needed to re-submit my November 2024 mileage report, outside of the 60 day limit, in order to issue a correction to honor the lesser-than-exception. I would appreciate reimbursement for the use of my own personal vehicle.

I appreciate your attention to this important matter.

Thank you,  
Britt

A handwritten signature in cursive script that reads "Brittany Gilles".

Britt Gilles MSW, LCSW  
CRS Coordinator  
Behavioral Health Unit