



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

**Dane County Executive – Melissa Agard
Interim Director – Astra Iheukumere
Division Administrator – Martha Stacker, PhD**

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MEMO

TO: Personnel and Finance Committee

FROM: Olivier Benthó, Account Clerk II

DATE: March 3, 2025

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

Kara Hagen November's mileage reimbursement claim was submitted within the 60 day window. However, the claim form was unintentionally moved to a different folder. Please accept that an exception to Ch. 20 be made for Kara Hagen November 2024 mileage reimbursement claim form which totals \$ 335.67.

Thank you for your consideration,

Olivier Benthó
Account Clerk II
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