



**Dane County Department of Human Services
Division of Economic Assistance & Work Services**

Interim Director – Astra M. Iheukumere
Division Administrator – Shawn Tessmann
Job Center 1819 Aberg Avenue, Madison, WI 53704
PHONE: (888) 794-5556 FAX (608) 242-7410

JOE PARISI
DANE COUNTY EXECUTIVE

MEMO

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Interim Director
Shawn Tessmann, Division Administrator

FROM: Jonathan Wiggins, FSET Program Specialist

DATE: February 9, 2024

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

In November of 2023 I drove 62 miles during the course of performing my job duties. I did complete the mileage form however submitting it to my supervisor did slip through the cracks. I am respectfully requesting this committee authorize payment (\$40.61) for the miles driven in November 2023. My apologies for the delay in my submission. Thank you for your consideration of this request.

Jonathan Wiggins