



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

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Dane County Executive – Melissa Agard  
Interim Director – Astra Iheukumere  
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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 Lucero Torres Manzanares

Lucero Torres Manzanares 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 Lucero Torres Manzanares November 2024 mileage reimbursement claim form which totals \$ 93.80.

Thank you for your consideration,

Olivier Benthó  
Account Clerk II  
Dane County Department of Human Services  
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