



JOE PARISI
DANE COUNTY EXECUTIVE

Dane County Department of Human Services **Division of Children, Youth & Families**

Director – Acting: Astra Iheukumere
Division Administrator – Martha Stacker, Ph.D.

MEMO

TO: Personnel & Finance Committee
FROM: Heather Soehle (legal name: Heather Rortvedt), Ongoing CPS Social Worker, CYF
DATE: June 23, 2025
RE: Request for exception to Ch.20 (Employee expenses claimed outside of the 60 day window)

The purpose of this memo is to request an exception to Chapter 20 for employee expenses claimed outside of the 60 day window.

I am requesting payment of \$148.40 for 212 miles driven while using my personal vehicle to perform the County's business for the month of March 2025

I was recently denied for March due to my mileage request being made outside of the 60 day window. I acknowledge this was an oversight on my part and it was submitted late.

I am asking that an exception be made so that I may receive mileage reimbursement for the month of March 2025.

Sincerely,

Heather Soehle
CPS Ongoing Social Worker
Dane County Department of Human Services
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