



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: May 2, 2023
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 \$239.38 for 383 miles driven while using my personal vehicle to perform the County's business for the month of December 2022.

I recently submitted Mileage for December 2022, January 2023 and February 2023 but was denied for December due to this 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 December 2022.

Sincerely,

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