



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

Dane County Executive – Jamie Kuhn
Interim Director – Astra Iheukumere
Division Administrator – Connie Bettin, LCSW

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MEMO

TO: Personnel and Finance Committee

CC: Connie Bettin, PEI Division Administrator
Jennifer Edds, Supervisor

FROM: Kate Gravel, Sr. Social Worker

DATE: May 5, 2025

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

In February 2025 drove 590 miles during the course of performing my job duties for Human Services, PEI Division. I submitted my mileage on 4/29. On 5/5 a Human Services account clerk asserted that it was not submitted in time. Therefore, I am respectfully requesting this committee authorize payment (\$413) for these miles driven. Thank you all for your consideration of this request.