



Dane County Department of Human Services
Division of Economic Assistance and Work Services

Interim Director – Astra Iheukumere
Division Administrator – Shawn Tessmann
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DANE COUNTY EXECUTIVE - Melissa Agard

TO: Personnel and Finance Committee

FROM: Adam Chorlton

DATE: January 7, 2025

SUBJECT: Mileage Claim appeal due to error

Please approve the mileage request for Gwen Hannes. She submitted the forms timely but I made an error and saved them in the wrong folder in the shared H drive so they were not processed. The mileage forms are from June- Sept 2024.

Thank you,

Adam Chorlton

CC Shawn Tessmann

Astra Iheukumere