



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

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Dane County Executive – Joe Parisi  
Director – Shawn Tessmann  
Division Administrator – Connie Bettin, LCSW

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### *MEMO*

TO: Personnel and Finance Committee

CC: Shawn Tessmann, Director DCDHS  
Connie Bettin, PEI Division Administrator

FROM: Kate Gravel, Sr. Social Worker

DATE: May 27, 2022

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

In February 2022 I drove 24 miles during the course of performing my job duties. Unfortunately, I inadvertently forgot to submit my mileage form to my supervisor until 5/26/22. Given this is outside of the 60 day window I am respectfully requesting this committee to authorize payment (\$14.04) for these miles driven. My apologies for the oversight and I will submit the mileage claim forms in a more timely manner in the future. Thank you all for your consideration of this request.