



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

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

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MEMO

TO: Personnel and Finance Committee

CC Astra Iheukumere, Interim Director DCDHS
Martha Stacker, CYF Division Manager
Chad Lillethun, Division Manager

FROM: Tom Malone, Finance Manager

DATE: May 24th 2023

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

Kristen Barge's reimbursement claim was submitted within the 60 day window. However, the form was submitted incorrectly, and the corrected version was not submitted. The total reimbursement was for \$514.92 which includes mileage and hotel reimbursement for a client visit in August of 2022.

It is requested that the reimbursement be granted an exception to Ch. 20.