



Dane County Department of Human Services

Director – John Schlueter
Prevention & Early Intervention – Connie Bettin

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TO: Personnel and Finance Committee

FROM: Jen Foerster, Senior Social Worker PEI Division

DATE: 1/12/26

SUBJECT: Mileage Reimbursement-late submission

This memo serves to request an exception for late submission of my mileage claim of **\$58.80** (form attached) from September 2025. I was unable to submit my mileage on time, as I unexpectedly had to take a Caregiver Leave and was then on FMLA from 9/29/25-12/8/25. I am requesting an exception to the 60 day limit for employee reimbursements. Thank you for your attention in this matter.