



Dane County Department of Human Services

Dane County Executive – Melissa Agard

Director – John Schlueter

Division Administrator – Shawn Tessmann

1202 Northport Drive, Madison, WI 53704-2092

PHONE: (608) 242-6200 FAX: (608) 242-6294

MEMO

TO: Personnel and Finance Committee

FROM: Olivier Benthó, Account Clerk II

DATE: October 9, 2025

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

Kate Kingree's June 2025 mileage reimbursement claim was submitted within the 60-days window. However, the form was inadvertently moved to a different folder by an FMS staff member. Please accept that an exception to Ch. 20 be made for Kate Kingree's June 2025 mileage reimbursement claim which totals \$100.10.

Thank you for your consideration,

Olivier Benthó

Account Clerk II

Dane County Department of Human Services

1202 Northport Drive, Madison, WI 53704

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