



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

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**Dane County Executive – Melissa Agard  
Interim Director – Astra Iheukumere  
Division Administrator – Connie Bettin, LCSW**

**1202 Northport Drive, Madison, WI 53704-2092  
PHONE: (608) 242-6200 FAX: (608) 242-6294**

### ***MEMO***

**TO:** Personnel and Finance Committee

**CC:** Connie Bettin, PEI Division Administrator  
Amy Harsh, Supervisor

**FROM:** Kris Schaefer, Sr. Social Worker

**DATE:** 5/23/24

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

In January 2025 I drove miles during the course of performing my job duties for Human Services, PEI Division. I submitted my mileage after the 60 day window. Therefore, I am respectfully requesting this committee to authorize payment (\$151.90) for these miles driven. Thank you all for your consideration of this request.