



Dane County Department of Human Services Division of Children, Youth & Families

Deputy Director – Astra Iheukumere
Division Administrator – Martha Stacker, Ph.D.

JOE PARISI
DANE COUNTY EXECUTIVE

MEMO

TO: Personnel and Finance Committee

FROM: Lindsey Beischel

DATE: October 23, 2023

RE: Late Mileage Forms

I am requesting a 60 day exception to my late mileage forms for June and July 2023. I have not had to claim mileage often while working as the TIC Coordinator, but began helping Initial Assessment and therefore began driving more for family meetings. I completely forgot about claiming mileage until my supervisor reminded me, and I realized this was something I should be doing. I apologize for not keeping this on my radar.