



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

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Dane County Executive – Melissa Agard  
Director – John Schlueter  
Division Administrator – Connie Bettin, LCSW

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### *MEMO*

TO: Personnel and Finance Committee

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

FROM: Kris Schaefer, Sr. Social Worker

DATE: 6/30/25

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

In March 2025 I drove 316 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 of 221.20 for these miles driven. Thank you all for your consideration of this request.