



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 Lucero Torres Manzanares.

Lucero Torres Manzanares'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 Lucero Torres Manzanares's June 2025 mileage reimbursement claim which totals \$77.70.

Thank you for your consideration,

Olivier Benthó

Account Clerk II

Dane County Department of Human Services

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