



**Dane County Department of Human Services
Division of Economic Assistance & Work Services**

Director – John Schlueter

Division Administrator – Shawn Tessmann

Job Center 1819 Aberg Avenue, Madison, WI 53704

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Melissa Agard
DANE COUNTY EXECUTIVE

MEMO

TO: Personnel and Finance Committee

CC: John Schlueter, Director
Shawn Tessmann, Division Administrator

FROM: Jonathan Wiggins, FSET Program Specialist

DATE: December 19, 2025

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

In October of 2025 I drove 66 miles during the course of performing my job duties. I did complete the mileage and it was submitted by my supervisor. I am respectfully requesting this committee authorize payment (\$46.20) for the miles driven in October 2025. Thank you for your consideration of this request.

Jonathan Wiggins