



## **Dane County Department of Human Services**

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Director – John Schlueter  
Prevention & Early Intervention – Connie Bettin

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PHONE: 608-242-6200 FAX: 608-242-6294

### *MEMO*

TO: Personnel and Finance Committee

CC: Connie Bettin, PEI Division Administrator  
Jennifer Edds, Supervisor

FROM: Kate Gravel, Sr. Social Worker

DATE: August 1, 2025

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

In April 2025 drove 425 miles during the course of performing my job duties for Human Services, PEI Division. I completed my mileage form but neglected to submit it for approval by the 60 day deadline. Therefore, I am respectfully requesting this committee authorize payment (\$297.50) for these miles driven. Thank you for your consideration of this request.