



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

Dane County Executive – Joe Parisi
Director – Shawn Tessmann
Division Administrator – Connie Bettin, LCSW

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MEMO

TO: Personnel and Finance Committee

CC: Astra Iheukumere, Interim Director DCDHS

FROM: Shari Gray-Dorn

DATE: January 30, 2023

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

The October mileage reimbursement form for Rachel Friedman was submitted internally by Rachel and I within the 60 day window. However, I inadvertently did not save the form in the correct location. This was not identified until after the 60 day deadline. It is requested that an exception to chapter 20 be granted and the October mileage reimbursement for Rachel Friedman be processed in the amount of \$38.65.