



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

**Dane County Executive – Melissa Agard
Interim Director – Astra Iheukumere
Division Administrator – Martha Stacker, PhD**

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MEMO

TO: Personnel and Finance Committee

FROM: Olivier Benthó, Account Clerk II

DATE: February 10, 2025

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

Denise Hettrick October's mileage reimbursement claim was submitted by Denise and LeeAnn Grimm, her supervisor within the 60 day window. However, the claim form was moved by me to a different folder by error. It was originally saved as "November" which caused the confusion. Please accept that an exception to Ch. 20 be made for Denise Hettrick's October 2024 mileage reimbursement claim form which totals \$150.08.

Thank you for your consideration,

Olivier Benthó
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