



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

Dane County Executive – Jamie Kuhn
Interim Director – Astra Iheukumere
Division Administrator – Connie Bettin, LCSW

1202 Northport Drive, Madison, WI 53704-2092
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: July 22, 2024

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

In April 2024 I drove 315 miles during the course of performing my job duties for Human Services, PEI Division. I submitted my mileage after the 60 day window. Therefore, I am respectfully requesting this committee to authorize payment (\$211.05) for these miles driven. Thank you all for your consideration of this request.