



**Dane County
Department of Human Services**

**Director – John Schlueter
Children, Youth, and Families Division – Dr. Martha Stacker**

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MEMO

TO: Personnel and Finance Committee

**CC: John Schlueter -- Director DCDHS
Dr. Martha Stacker ---Administrator
Rhonda Voigt---Supervisor**

FROM: Michelle Monarch

DATE: 12/10/25

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

Reason:

I am requesting an exception to the 60 day window for my September mileage for \$28.00, as I neglected to complete it in a timely fashion. I apologize for my lateness.