

To: Personnel and Finance Committee

CC: Lisa Martin Initial Assessment Supervisor

Martha Stacker, Ph.D., Division Administrator

Meg Krohn, Assistant Controller

From: Christina Fruin, Social Worker II

Date 8/16/2024 (originally drafted on 5/2/2024, however, email failed to send)

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

In January of 2024, I drove 252 miles during the course of performing my job duties for DCDHS CPS. I submitted my mileage the evening of March 15th and the form was submitted by my supervisor on 3/29/2024, both dates after the 3/15/2024 deadline but both still within the 60-day window. Therefore, I am respectfully requesting this committee to authorize payment of \$168.84 for the miles driven.

Thank you for your consideration of this request,

Christina Fruin
Initial Assessment Social Worker
Dane County Department of Human Services
2306 South Park Street.
Madison, WI 53713
Fruin.Christina@danecounty.gov
608-867-7742