



## Dane County Department of Human Services Division of Economic Assistance & Work Services

Director – John Schlueter

Division Administrator – Shawn Tessmann

Job Center 1819 Aberg Avenue, Madison, WI 53704

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Melissa Agard  
DANE COUNTY EXECUTIVE

## **MEMO**

TO: Personnel and Finance Committee

CC: John Schlueter, Director  
Shawn Tessmann, Division Administrator

FROM: Jonathan Wiggins, FSET Program Specialist

DATE: December 19, 2025

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

In September of 2025 I drove 174 miles during the course of performing my job duties. I did complete the mileage and it was submitted by my supervisor. I am respectfully requesting this committee authorize payment (\$121.8) for the miles driven in September 2025. Thank you for your consideration of this request.

*Jonathan Wiggins*