



DIRECTOR– JOHN SCHLUETER
DIVISION ADMINISTRATOR – ANGELA VELASQUEZ
ADRC MANAGER – JENNIFER FISCHER

MEMO

TO: Personnel and Finance Committee

CC: Chuck Hilkin, Dane County Department of Administration
John Schlueter, Dane County Department of Human Services
Bill Huisheere, ADRC Supervisor

FROM: MaiSee Thao, ADRC, Information & Assistance Specialist

DATE: October 7, 2025

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

In July 2025 I drove 138 miles during the course of performing my job duties. Unfortunately, I inadvertently forgot to submit my mileage form to my supervisor until 10/2/2025. Given this is outside of the 60 day window I am respectfully requesting this committee to authorize payment (\$96.60) for these miles driven. My apologies for the oversight and I will submit the mileage claim forms in a more timely manner in the future. Thank you all for your consideration of this request.