



Dane County Department of Human Services

Director – John Schlueter
Badger Prairie Health Care Center Division – Bill Brotzman

1100 East Verona Ave, Verona, WI 53593
PHONE: 608-845-6601 FAX: 608-242-6294

TO: P&F Committee

CC: Bill Brotzman, BPHCC Division Administrator

FROM: Chonh Her, BPHCC Finance Manager

DATE: 02/18/2026

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

Our Director of Nursing, Laura Klitzke, incurred eligible business-related mileage while performing County duties. Due to an administrative timing issue, her mileage reimbursement request was not submitted within the required timeframe. I understand the importance of timely submittals and compliance with County reimbursement procedures, and I regret the late filing.

On November 18 – November 20, Laura attended the FOCUS conference in Green Bay. Her round-trip mileage was 302 miles.

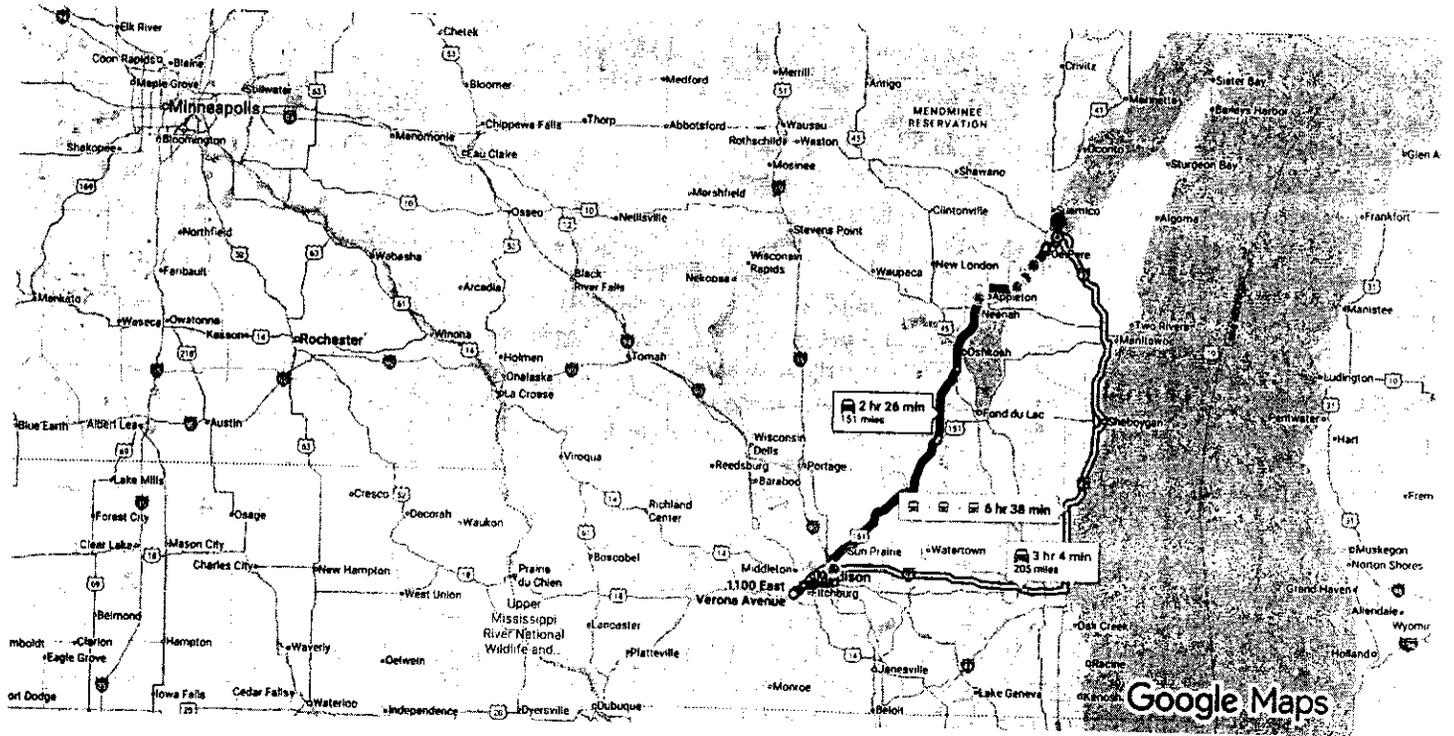
I respectfully request that the Committee consider approving reimbursement of \$211.40 for this late mileage submission as an exception, based on the fact that:

- The travel was conducted for official Dane County business purposes;
- The mileage is supported by documentation (dates, destinations, purpose, and total miles); and
- The reimbursement is consistent with standard County mileage reimbursement practices, aside from the submission timing.

I have attached the following for review:

- Employee reimbursement form with map
- Conference/Training, Education, License, Certification and Outreach Request Form

Thank you for your consideration.



Map data ©2025 Google 20 mi

1100 E Verona Ave
Verona, WI 53593

Get on US-151 N/US-18 E

- ↑ 1. Head east 3 min (0.8 mi)
- ↑ 2. Continue straight 272 ft
- ↪ 3. Turn right onto Maple Grove Dr 0.2 mi
- ⤴ 4. Turn left to merge onto US-151 N/US-18 E 171 ft
- 0.6 mi

Continue on US-151 N/US-18 E. Take US-12 E and I-39 N/I-90 W to US-151 N in Madison. Take exit 135C-B-A from I-39 N/I-90 W

- ⤴ 5. Merge onto US-151 N/US-18 E 20 min (19.8 mi)
- ↪ 6. Take the exit onto US-12 E/US-14 E/US-151 N/US-18 E 3.8 mi
- 📍 Continue to follow US-12 E/US-18 E 9.2 mi

- ↖ 7. Use the left 2 lanes to take exit 267B to merge onto I-39 N/I-90 W toward I-94/Milwaukee/Wis Dells
5.9 mi
- ↗ 8. Use the right lane to take exit 135C-B-A to merge onto US-151 N toward Sun Prairie
0.9 mi

Get on I-41/US-41 N in Oshkosh from US-151 N and I-41 ALT

1 hr 9 min (72.7 mi)

- ↗ 9. Merge onto US-151 N
49.9 mi
- ↗ 10. Take exit 148 for WI-26 N toward Rosendale/Oshkosh
1.2 mi
- ↗ 11. Continue onto WI-26 N/WI-26 Trunk N/I-41 ALT
 - Continue to follow I-41 ALT
21.4 mi
- ↗ 12. Turn left to merge onto I-41/US-41 N
0.2 mi

Follow I-41/US-41 N to Riverside Dr in Allouez. Take the Riverside Dr exit from WI-172 E

47 min (53.9 mi)

- ↗ 13. Merge onto I-41/US-41 N
50.2 mi
- ↗ 14. Use the 2nd from the right lane to take exit 164 A-B for WI-172/County Rd AAA/Oneida St/Waube La toward I-43/A Straubel Arpt
0.2 mi
- ↗ 15. Use the left lane to take the ramp to WI-172 E
0.8 mi
- ↗ 16. Use any lane to merge onto WI-172 E via the ramp to I-43
2.3 mi
- ↗ 17. Take the Riverside Dr exit
0.4 mi

Follow Riverside Dr and S Monroe Ave to Main St in Green Bay

8 min (3.6 mi)

- ↗ 18. Turn right onto Riverside Dr
1.6 mi
- ↑ 19. Continue onto S Monroe Ave
1.8 mi



COUNTY OF DANE

Conference/Training, Education, License, Certification and Outreach Request Form

The County is required, per the Employee Handbook, to pay fees associated with the employee's continuing education, recertification, exams or license renewals when an employee is required to hold a professional license or certification per their Class Specifications. Allowances beyond what is required by the Class Specification is at the Department Head's discretion. The County does not pay for initial certifications and licenses required to be held upon hire or obtain during initial employment, including CDLs, for any position.

This form is required to be included with all request for payments through MUNIS or via PCARD related to attending conferences, training or continuing education events and certification & license renewals including CPE required to maintain license or certification.

Employee requests are submitted to their Dept Head for approval. Board member requests are submitted to the Board Chair for approval.

EMPLOYEE'S NAME Laura Klitzke		BOARD/COMMITTEE/COMMISSION/DEPARTMENT Human Services/Badger Prairie/Nursing	
NAME OF CONFERENCE/TRAINING, LICENSE, CERTIFICATION or OUTREACH EVENT FOCUS 2025 Conference			
DATES OF CONFERENCE/TRAINING or OUTREACH EVENT: From: Nov 19, 2025		Through Nov 20, 2025	LOCATION OF EVENT KI Center - Green Bay, WI
BRIEFLY OUTLINE OBJECTIVES TO BE ACCOMPLISHED See attached flyer.			
ESTIMATED COST INFORMATION			
<u>Training, Conference or Education</u>			
1. TRANSPORTATION (If two or more persons are making the same trip, travel shall be in the least number of vehicles.)		\$	211.40
2. LODGING		\$	216.00
3. REGISTRATION FEES		\$	250.00
4. PER MEAL ALLOWANCE (\$8.00 MORNING, \$10.00 MIDDAY AND \$20.00 EVENING)		\$	
<u>License and Certification Renewals</u>			
5. CERTIFICATION OR LICENSE RENEWAL COST		\$	
5A. PROVIDE TYPE OF LICENSE/CERTIFICATION AND STATE AGENCY:			
5B. IS CERTIFICATION/LICENSE REQUIRED PER YOUR CLASS SPEC:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Department Sponsored Training Food Purchases</u>			
6. FOOD PURCHASE FOR DEPARTMENT TRAINING (CO. ORD 20.14(3)) WITH A MAXIMUM PER MEAL COST OF \$10.00		\$	
6A. NUMBER OF ATTENDEES:			
<u>Outreach Events</u>			
7. OUTREACH EVENT (Per Co. Ord. Chapter 20 - event may not be a fundraising event)		\$	
<u>Other</u>			
8. OTHER (specify)		\$	
TOTAL ESTIMATED COSTS		\$	461.40
I hereby request approval and I have reviewed and understand the county's reimbursement policies for conference and training and outreach expenses.			
ATTENDANT'S SIGNATURE <i>Laura Klitzke</i>		DATE 09/08/2025	
DEPARTMENT HEAD APPROVAL (for employee, dept sponsored training & in-state dept head requests)			
DEPARTMENT HEAD'S SIGNATURE <i>[Signature]</i>		DATE 10/8/25	
COUNTY EXECUTIVE'S APPROVAL (Required for out of state Department Head travel and all Outreach Events)			
COUNTY EXECUTIVE'S SIGNATURE		DATE	

TO BE COMPLETED BY ATTENDEE