



**Dane County
Department of Human Services**

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

1202 Northport Drive, Madison, WI 53704-2092
PHONE: 608-242-6200 FAX: 608-242-6294

MEMO

TO: Personnel & Finance Committee
FROM: Heather Soehle (legal name: Heather Rortvedt), Ongoing CPS Social Worker, CYF
DATE: April 30, 2026
RE: Request for exception to Ch.20 (Employee expenses claimed outside of the 60 day window)

The purpose of this memo is to request an exception to Chapter 20 for employee expenses claimed outside of the 60 day window. I am requesting payment of \$175.00 for 250 miles driven while using my personal vehicle to perform the County's business for the month of November 2025. Additionally, I am requesting payment of \$202.30 for 289 miles driven while using my personal vehicle to perform the County's business for the month of December 2025.

I will be denied for November and December 2025 due to my mileage request being made outside of the 60-day window. I acknowledge this was an oversight on my part and it was submitted late.

I am asking that an exception be made so that I may receive mileage reimbursement for the months of November and December 2025.

Sincerely,

Heather Soehle

Heather Soehle
CPS Ongoing Social Worker, Dane County Department of Human Services
1202 Northport Drive. Madison, WI 53704, Phone # 608-347-5508 Fax # 608-242-6256
Soehle.Heather@countyofdane.com

Lindsey Beischel

4-30-26

Lindsey Beischel
CPS Supervisor