



Dane County Department of Human Services Division of Prevention & Early Intervention

Dane County Executive – Joe Parisi
Director – Shawn Tessmann
Division Administrator – Connie Bettin, LCSW

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MEMO

TO: Personnel and Finance Committee

CC: Connie Bettin, PEI Division Administrator
Jennifer Edds, Supervisor

FROM: Kate Gravel, Sr. Social Worker

DATE: September 8, 2023

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

In June 2023 I drove 194 miles during the course of performing my job duties for Human Services, PEI Division. I submitted my mileage to Financial Management Services at Human Services on 8/31/23. Unfortunately, the form arrived at the Controller's office via Inter-D mail on 9/5/23. Because it was beyond 60-days they were not able to process my mileage request. Therefore, I am respectfully requesting this committee to authorize payment (\$127.07) for these miles driven. Thank you all for your consideration of this request.