



**Dane County
Department of Human Services**

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

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MEMO

TO: Personnel and Finance Committee

**CC: John Schlueter, Director DCDHS
Martha Stacker, CYF Division Administrator**

FROM: Jessica Harris, Senior Social Worker

DATE: November 3, 2025

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

There was an error on the signature page in the submission of my August 2025 mileage, attached here. Unfortunately, this was not discovered until October 30, 2025 and I was told it could not be rectified in the allotted time frame. I am respectfully requesting this committee to authorize payment of \$45.50 for miles driven in August of 2025. Thank you all for your consideration of this request.