



Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

DATE:

TO: Makda Fessahaye, DAI Administrator

FROM: (Supervisor) Staff Name, Institution

RE: Request for Exemption for Overnight Distance Requirement

I request an exemption to the 150 mile distance restriction for overnight stays prior to training days for employee **Staff First Name Last Name, Position**.

Staff Name is enrolled in **Name of Training/Meeting**, which starts at **Time** on **Month Day** and **Time** on **Month Day, Year**. **Staff Name** lives **XX** miles away from Training/Meeting Site; the institution is **XX** miles away.

Specific additional information that may be relevant. [Example: The class also consists of homework and possibly group project homework that may require staff to stay in the Central Office area later than a normal training/work day.]

Commute Cost Calculations from **Home/Institution**:
XX

Overnight Cost Calculations:
XX

Total savings:
XX

cc: Warden Name, Institution
Other