



# 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

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I request an exemption to the 80 mile distance restriction for overnight stays between training days for **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