

From: tseytlinm@doj.state.wi.us
To: [Byrnes, Amy J.](#); [Nielsen, Jenny M.](#); [Ortega Portillo, Samantha](#); [Varese, Darcey L.](#)
Subject: Expense report 0000269719 for LeRoy, Kevin requires your attention
Date: Tuesday, July 25, 2017 2:48:18 PM

An expense report has been submitted that requires your action:

Employee ID: [REDACTED]
Employee Name: LeRoy, Kevin
Submission Date: 2017-07-25
Report Description: ADF Religious Liberty Summit
Report ID: 0000269719
Business Purpose: Business Travel-Out of State
Total Amount: 70.98 USD
Reimbursement Amount: 70.98 USD

You can navigate directly to the approval page by clicking the link below:

https://starfin.wi.gov/psp/starfin/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_SHEET_APPR.GBL?Action=U&SHEET_ID=0000269719&LINE_NBR=6