

TRAINING AND/OR TRAVEL REQUEST

This form is not required UNLESS you are attending training, a conference, or if you are traveling out of state.

EMPLOYEE INFORMATION		
Originator of Request (may be different than attendee/traveler) Donna Sarow		Request Date 7/6/17
Headquarters City Madison, WI	Business Phone Number 608-266-0425	Division/Office AGs Office/Solicitor General's Office

EVENT INFORMATION		
Event Type:	TRAVEL OUT OF STATE	
Title of Training, Conference, or Meeting 2017 Summit on Religious Liberty	Sponsoring Organization Alliance Defending Freedom	
Location (City & State) Dana Point, CA	Departure Date 7/10/17	Return Date 7/14/17
Reason for Attending (please describe content or subject matter of event and how your attendance would benefit the DOJ) Attend Summit sponsored by national organization which is bringing together prominent legal scholars to discuss constitutional issues.	Attachments(s) Choose an item. If yes, forward brochure and/or agenda with request	

ATTENDEE INFORMATION – PLEASE COPY THIS SECTION AND FILL OUT FOR EACH INDIVIDUAL ATTENDEE/TRAVELER
TO ADD MORE THAN ONE ATTENDEE/TRAVELER, SELECT INFORMATION BETWEEN THE TWO ARROWS (→) AND CLICK COPY ON THE HOME TAB OF YOUR RIBBON. CLICK BELOW THIS SECTION (OUTSIDE OF THE TABLE) AND CLICK PASTE ON THE HOME TAB OF YOUR RIBBON. REPEAT THIS FOR EACH ADDITIONAL ATTENDEE/TRAVEL.

→ Attendee/Traveler Name (please list each attendee/traveler information separately)
Kevin LeRoy, Deputy Solicitor General

Total Cost estimates – Include ALL costs including costs paid by DOJ, individual, or third party.

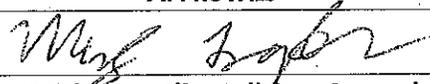
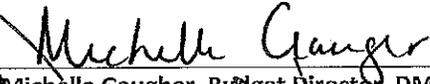
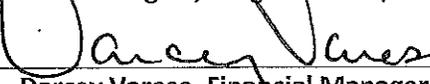
Type of cost	Estimated Amount (Do not use a range)	P-card (Type "yes" if using a P-card for this expense)	Third Party Reimbursement ⁺	
			Name of third party funding this expense. Only if cost is not being paid by DOJ or attendee/traveler	Indicate if the 3rd party is prepaying for the expense or if the DOJ is being reimbursed
Registration Fees				prepaying
Airfare	962.69	yes		
Auto (see rental car note below)				
Lodging (see lodging question below if cost exceeds the allowance for the destination city. Allowances can be found here.)				prepaying

⁺ Employees may not receive payment directly from a third party. Payment must be made to Wisconsin Department of Justice. Allowable expenses will be paid to the employee by WI-DOJ and will be limited to maximum amounts in the UTSA guidelines. Each division is responsible for collection of third party reimbursements.

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Meals	50.00			
Other (please specify Baggage, taxi, airport parking)	150.00			
Total	\$1,162.69			
Please explain why a rental car is the most cost efficient mode of transportation.				
If cost of lodging exceeds the allowance for the city please provide an explanation for why this lodging option was used. Allowances can be found here.		Event is at the hotel	No other rooms available	Other:
Comments				

FUNDING SOURCE					
Fund	Appr	Dept	Program	Project (if applicable)	Activity (if applicable)
10000	12400	4551A02SGO			

APPROVALS		
Required for all types of requests	 Misha Tseytlin, Solicitor General	7/21/17 Date
Required for all types of requests except free training	 Michelle Gaugher, Budget Director, DMS	7/7/17 Date
Required for all Out-of-State Travel	 Darcey Varese, Financial Manager	7/21/17 Date

This completed form should be attached electronically to the Travel Expense Report in PeopleSoft when requesting reimbursement. When a P-Card is used for some of the expenses, the completed form should also be attached to the P-Card log.

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