

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) Luke Berg		Request Date 12/10/2015
Headquarters City Madison, WI	Business Phone Number (608) 266-3056	Division/Office DOJ – Office of the Solicitor General

EVENT INFORMATION		
Event Type:	TRAVEL OUT OF STATE	
Title of Training, Conference, or Meeting NAAG Supreme Court Seminar		Sponsoring Organization NAAG
Location (City & State) Washington, D.C.	Departure Date 12/1/2015	Return Date 12/3/2015
Reason for Attending (please describe content or subject matter of event and how your attendance would benefit the DOJ) Supreme Court litigation training. Will be doing this work with the Solicitor General's Office		Attachments(s) No 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) Luke Berg				
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	\$425.00	Yes	Click here to enter text.	Click here to enter text.
Airfare	\$197.96	Yes	Click here to enter text.	Click here to enter text.
Auto (see rental car note below)	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Lodging (see lodging question below if cost exceeds the allowance for the destination city. Allowances can be found here .)	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

⁺ 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	\$13.98	Yes	Click here to enter text.	Click here to enter text.
Other (please specify) Parking, Metro, Taxi	\$75.66	Yes	Click here to enter text.	Click here to enter text.
Total	\$712.60			
Please explain why a rental car is the most cost efficient mode of transportation.		N/A		
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
			Click here to enter text.	Click here to enter text.
Comments			Click here to enter text. ←	

FUNDING SOURCE					
Fund	Appr	Dept	Program	Project (if applicable)	Activity (if applicable)
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

APPROVALS		
Required for all types of requests	Click here to enter text.	Click here to enter a date.
	Immediate Supervisor	Date
Required for all types of requests except free training	Click here to enter text.	Click here to enter a date.
	Division Administrator or Designee	Date
Required for all Out-of-State Travel	Click here to enter text.	Click here to enter a date.
	Budget Director	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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