

## TRAINING AND/OR TRAVEL REQUEST

This form is not required UNLESS you are attending training, conference, or if you are traveling out of state. See procedure document on JusticeNet under Travel to know when you need a TTR.

EMPLOYEE INFORMATION		
<b>Originator of Request</b> (may be different than attendee/traveler) Richard Muirhead		<b>Request Date</b> 12/7/2017
<b>Headquarters City</b> Madison, WI	<b>Business Phone Number</b> 608-267-1922	<b>Division/Office</b> AGs Office/OSG

EVENT INFORMATION		
<b>Event Type:</b>	TRAVEL OUT OF STATE	
<b>Title of Training, Conference, or Meeting</b> 2017 National Lawyers' Convention	<b>Sponsoring Organization</b> The Federalist Society	
<b>Location (City &amp; State)</b> Washington, D.C.	<b>Departure Date</b> 11/16/2017	<b>Return Date</b> 11/17/2017
<b>Reason for Attending</b> (please describe content or subject matter of event and how your attendance would benefit the DOJ)  Conference topic: Administrative Agencies and the Regulatory State. Fees include CLE credits.		<b>Attachments(s)</b>  If yes, forward brochure and/or agenda with request

<b>ATTENDEE INFORMATION – PLEASE COPY THIS SECTION AND FILL OUT FOR EACH INDIVIDUAL ATTENDEE/TRAVELER</b> <b>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.</b>				
<b>→ Attendee/Traveler Name</b> (please list each attendee/traveler information separately) Misha Tseytlin, Solicitor General				
<b>Total Cost estimates – Include ALL costs including costs paid by DOJ, individual, or third party.</b>				
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 <sup>+</sup>	
			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
<b>Registration Fees</b>	-0- (but see comments)	See comments		
<b>Airfare</b>	317.96	Yes		
<b>Taxi</b> (see rental car note below)	19.18	No		
<b>Lodging</b> (see lodging question below if cost exceeds the allowance for the destination city. Allowances can be found <a href="#">here</a> .)				
<b>Meals</b>	75.00	No		


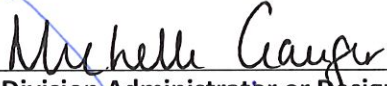

<sup>+</sup> Employees may not receive payment directly from a third party. Payment must be made to Wisconsin Department of Justice. Allowable expenses will be paid to the employee by WI-DOJ and will be limited to maximum amounts in the UTSA guidelines. Each division is responsible for collection of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

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Other: Mileage	60.00	No		
Total	472.14			
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	Registration fees were charged to P-card and refunded at a later date. P-card statement will initially show \$400 charge, but subsequent statement will reflect refund. ←			

FUNDING STRING						
Fund	Department Code	Appr.	Operating Unit	Program	Project	Activity
10000	4551A02SGO	12400				

Please see your supervisor for assistance identifying the funding string paying for the travel costs.

APPROVALS		
Required for all types of requests		1/2/18
	Immediate Supervisor	Date
Required for all types of requests except free training		1/3/18
	Division Administrator or Designee	Date
Required for all Out-of-State Travel		1/3/18
	Financial Manager	Date

See the Training and Travel Request Policy and Instructions document under Travel on JusticeNet for questions or contact Finance @ [dojtravel@doj.state.wi.us](mailto:dojtravel@doj.state.wi.us).

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