

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) Kevin M. LeRoy		Request Date 9/28/2016
Headquarters City Madison	Business Phone Number 608-267-2221	Division/Office AGs Office

EVENT INFORMATION		
Event Type: TRAVEL OUT OF STATE		
Title of Training, Conference, or Meeting Supreme Court Seminar	Sponsoring Organization National Association of Attorneys General	
Location (City & State) Washington, D.C.	Departure Date 11/29/2016	Return Date 12/1/2016
Reason for Attending (please describe content or subject matter of event and how your attendance would benefit the DOJ) 2-day seminar on how to effectively practice in the U.S. Supreme Court. The SG's office regularly practices before the Supreme Court, so this training is highly relevant.		Attachments(s) Yes 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 M. LeRoy				
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 ⁺	
Registration Fees	\$395		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
Airfare	\$508			–
Auto (see rental car note below)	\$0			–
Lodging (see lodging question below if cost exceeds the allowance for the destination city. Allowances can be found here .)	\$418			–
Meals	\$50			–
Other (please specify) Subway/Taxi/Uber	\$10			
Total	\$1,381			

⁺ 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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Please explain why a rental car is the most cost efficient mode of transportation.	<div style="border-bottom: 1px solid black; height: 20px;"></div>		
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:
	<div style="border-bottom: 1px solid black; height: 20px;"></div>	<div style="border-bottom: 1px solid black; height: 20px;"></div>	<div style="border-bottom: 1px solid black; height: 20px;"></div>
Comments	<div style="border-bottom: 1px solid black; height: 20px;"></div>		

FUNDING SOURCE					
Fund	Appr	Dept	Program	Project (if applicable)	Activity (if applicable)

APPROVALS	
Required for all types of requests	<div style="border-bottom: 1px solid black; height: 20px;"></div>
	<div style="display: flex; justify-content: space-between;"> Immediate Supervisor Date </div>
Required for all types of requests except free training	<div style="border-bottom: 1px solid black; height: 20px;"></div>
	<div style="display: flex; justify-content: space-between;"> Division Administrator or Designee Date </div>
Required for all Out-of-State Travel	<div style="border-bottom: 1px solid black; height: 20px;"></div>
	<div style="display: flex; justify-content: space-between;"> Budget Director Date </div>

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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