

View Expense Report

339148

Expense Details

Ryan Walsh

Actions ...Choose an Action

GO

Business Purpose Business Travel-Out of State

Report 0000339148 Approvals in Process

Description FedSoc Nat. Lawyers Convention

Created 01/09/2018 Richard Muirhead

Reference

Last Updated 01/09/2018 Misha Tseytlin

Post State Not Applied

Totals ?

View Printable Version

View Analytics

Notes

Attachments (3)

Employee Expenses (10 Lines) 405.51 USD

Non-Reimbursable Expenses 0.00 USD

Employee Credits 0.00 USD

Cash Advances Applied 0.00 USD

Prepaid Expenses 0.00 USD

Supplier Credits 0.00 USD

Amount Due to Employee 405.51 USD

Amount Due to Supplier 0.00 USD

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Withdraw Expense Report

Submitted On 01/09/2018

Submitted By Richard Muirhead

Approval History

Submitted
Ryan Walsh
HR Supervisor
Misha Tseytlin
Prepay Auditor
(Pooled)
Payment

Action	Role	Name	Date/Time
Submitted	Employee	Richard Muirhead	01/09/2018 2:10:22PM
Approved	HR Supervisor	Misha Tseytlin	01/09/2018 3:25:52PM

SOP

JAN 22 17

L.S.
1/22/18 ✓

View Expense Report

Ryan Walsh (?)

HQ City: Madison

Summary

Actions ...Choose an Action GO

Business Purpose Business Travel-Out of State

Report 0000339148 Approvals in Process

Report Description FedSoc Nat. Lawyers Convention

Attachments (3)

Reference

Expenses (?)

Expand All | Collapse All

Total 405.51 USD

*Date *Expense Type

*Description

*Payment Type

*Amount

*Currency

09/25/2017 Airfare

* Round trip airfare MKE to DCA, depart 11/15/17 at 7:30 a.m., return 11/19/17 at 3:35 p.m.

Payroll

243.97 USD

165 characters remaining

Billing Type Billable

Ticket Number VZQX3Q

☒ Default Rate

Exchange Rate 1.00000000

☐ Non-Reimbursable

Base Currency Amount 243.97 USD

☐ No Receipt

Accounting Details (?)



11/15/2017 Mileage Car (TD)

* Leave home before 6 a.m. on 11/15/2017, return home after 2:30 p.m. on 11/19/17

Payroll

41.54 USD

175 characters remaining

Billing Type Billable

Originating Location Lake Mills, WI

Destination Location District of Columbia, DC

Miles 118 x 0.3520

☒ Default Rate

Exchange Rate 1.00000000

☐ Non-Reimbursable

Base Currency Amount 41.54 USD

☐ No Receipt

Accounting Details (?)



11/15/2017 Meals Out-of-State Overnight

* Breakfast, Leave home before 6 a.m. on 11/15/2017, return home after 2:30 p.m. on 11/19/17

Payroll

10.00 USD

164 characters remaining

Billing Type Billable

Location District of Columbia, DC

☒ Default Rate

Exchange Rate 1.00000000

☐ Non-Reimbursable

Base Currency Amount 10.00 USD

☐ No Receipt

Accounting Details (?)



11/15/2017	Meals Out-of-State Overnight	Lunch, Leave home before 6 a.m. on 11/15/2017, return home after 2:30 p.m. on 11/19/17	Payroll	15.00	USD
Billing Type Billable		168 characters remaining			
Location District of Columbia, DC		Default Rate	Exchange Rate	1.00000000	
		Non-Reimbursable	Base Currency Amount	15.00	USD
		No Receipt			

Accounting Details ?



11/15/2017	Meals Out-of-State Overnight	* Dinner, Leave home before 6 a.m. on 11/15/2017, return home after 2:30 p.m. on 11/19/17	Payroll	25.00	USD
Billing Type Billable		167 characters remaining			
Location District of Columbia, DC		Default Rate	Exchange Rate	1.00000000	
		Non-Reimbursable	Base Currency Amount	25.00	USD
		No Receipt			

Accounting Details ?



11/16/2017	Meals Out-of-State Overnight	Breakfast, Leave home before 6 a.m. on 11/15/2017, return home after 2:30 p.m. on 11/19/17	Payroll	10.00	USD
Billing Type Billable		164 characters remaining			
Location District of Columbia, DC		Default Rate	Exchange Rate	1.00000000	
		Non-Reimbursable	Base Currency Amount	10.00	USD
		No Receipt			

Accounting Details ?



11/17/2017	Meals Out-of-State Overnight	* Breakfast, Leave home before 6 a.m. on 11/15/2017, return home after 2:30 p.m. on 11/19/17	Payroll	10.00	USD
Billing Type Billable		164 characters remaining			
Location District of Columbia, DC		Default Rate	Exchange Rate	1.00000000	
		Non-Reimbursable	Base Currency Amount	10.00	USD
		No Receipt			

Accounting Details ?



11/17/2017	Meals Out-of-State Overnight	* Dinner, Leave home before 6 a.m. on 11/15/2017, return home after 2:30 p.m. on 11/19/17	Payroll	25.00	USD
Billing Type Billable		167 characters remaining			



Location District of Columbia, DC

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

Exchange Rate	1.00000000	
Base Currency Amount	25.00	USD

▶ Accounting Details

11/18/2017 Meals Out-of-State Overnight

Payroll 10.00 USD

Breakfast, Leave home before 6 a.m. on
 11/15/2017, return home after 2:30 p.m. on
 11/19/17



Billing Type Billable

Location District of Columbia, DC

<input checked="" type="checkbox"/> Default Rate	Exchange Rate	1.00000000	
<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	10.00	USD
<input type="checkbox"/> No Receipt			

▶ Accounting Details

164 characters remaining

11/18/2017 Meals Out-of-State Overnight

Payroll 15.00 USD

* Lunch, Leave home before 6 a.m. on
 11/15/2017, return home after 2:30 p.m. on
 11/19/17



Billing Type Billable

Location District of Columbia, DC

<input checked="" type="checkbox"/> Default Rate	Exchange Rate	1.00000000	
<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	15.00	USD
<input type="checkbox"/> No Receipt			

▶ Accounting Details

168 characters remaining

Expand All | Collapse All

Total 405.51 USD

Report
ID 0000339148

[illegible]

Muirhead, Richard W.

From: Ryan Walsh [REDACTED]
Sent: Tuesday, October 24, 2017 2:04 PM
To: Muirhead, Richard W.
Cc: Walsh, Ryan J.
Subject: Fwd: Flight reservation [REDACTED] | 15NOV17 | MKE-DCA | Walsh/Ryan J

Rich,

Here's my airfare for the Federalist Society conference.

Ryan

----- Forwarded message -----

From: Southwest Airlines <SouthwestAirlines@luv.southwest.com>
Date: Mon, Sep 25, 2017 at 2:44 PM
Subject: Flight reservation [REDACTED] | 15NOV17 | MKE-DCA | Walsh/Ryan J
To: [REDACTED]

Thanks for choosing Southwest® for your trip.

Southwest

[Log in](#) | [View my itinerary](#)

[Check In
Online](#)

[Check Flight
Status](#)

[Change
Flight](#)

[Special
Offers](#)

[Hotel
Offers](#)

[Car
Offers](#)

Ready for takeoff!



Thanks for choosing Southwest® for your trip. You'll find everything you need to know about your reservation below. Happy travels!



[Air itinerary](#)

AIR Confirmation: [REDACTED]

Confirmation Date: 09/25/2017

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
WALSH/RYAN J	[REDACTED]	5268767761480	Sep 20, 2018	1204

Rapid Rewards points earned are only estimates. Visit your (MySouthwest, Southwest.com or Rapid Rewards) account for the most accurate totals - including A-List & A-List Preferred bonus points.

Date	Flight	Departure/Arrival
Wed Nov 15	2012	Depart MILWAUKEE, WI (MKE) on Southwest Airlines at 07:30 AM Arrive in WASHINGTON (REAGAN NATIONAL), DC (DCA) at 10:25 AM

Rentals as low
as \$15 per day.

+ earn 1,200
Rapid Rewards®
points

dollar.

Book now >






**EarlyBird
Check-In**

Let us take care of
check-in for you.

[Get it now](#)

Travel Time 1 hrs 55 mins
Wanna Get Away

Date	Flight	Departure/Arrival
Sun Nov 19	5845	Depart WASHINGTON (REAGAN NATIONAL), DC (DCA) on Southwest Airlines at 02:30 PM Arrive in MILWAUKEE, WI (MKE) at 03:35 PM Travel Time 2 hrs 5 mins <u>Wanna Get Away</u>

-  **Check in for your flight(s):** 24 hours before your trip on Southwest.com or your mobile device to secure your boarding position. You'll be assigned a boarding position based on your check-in time. The earlier you check in within 24 hours of your flight, the earlier you get to board.
-  **Bags fly free®:** First and second checked bags. Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge.
-  **30 minutes before departure:** We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as we may begin boarding as early as 30 minutes before your flight.
-  **10 minutes before departure:** You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.
-  **If you do not plan to travel on your flight:** In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on your flight. Customers who fail to cancel reservations for a Wanna Get Away fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no-show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select and Anytime funds will be converted to reusable travel funds. If you no show your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of reusable travel funds under the name of the traveler(s).

Need to make a change? Keep your confirmation number on record. It will be used to retrieve your reservation and apply funds to future travel.

Air Cost: 243.97

Fare Rule(s): 5268767761480: NONREF/NONTRANSFERABLE STANDBY
REQ UPGRADE TO Y -BG WN

Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase. Failure to cancel reservations for a Wanna Get Away fare segment at least 10 minutes prior to travel will result in the forfeiture of all remaining unused funds.



Add a hotel

- ✓ Earn Rapid Rewards® points
- ✓ Best rate guarantee
- ✓ Free cancellation

[Book a hotel >](#)



Add a rental car

- ✓ Earn Rapid Rewards® points
- ✓ Guaranteed low rates
- ✓ Free cancellation

[Book a car >](#)

Travel more for less.

Exclusive deals for your
favorite destinations.

[Sign up and save >](#)

Southwest® Rapid Rewards

- ✓ Unlimited reward seats
- ✓ No blackout dates
- ✓ Redeem for international flights and more

[Enroll now >](#)

MKE WN WAS81.66WN MKE118.87USD200.53END ZP MKE4.10DCA4.10 XF
MKE4.5DCA4.5



Learn about our
boarding process.



Learn about inflight
WiFi & entertainment.

Cost and Payment Summary

AIR - VZQX3Q

Base Fare	\$ 200.53	Payment Information
Excise Taxes	\$ 15.04	Tkls funds applied from Residual Travel Funds
September 11th Security Fee	\$ 11.20	\$243.97
Segment Fee	\$ 8.20	
Passenger Facility Charge	\$ 9.00	
Total Air Cost	\$ 243.97	

Useful Tools

[Check In Online](#)
[Early Bird Check-In](#)
[View/Share Itinerary](#)
[Change Air Reservation](#)
[Cancel Air Reservation](#)
[Check Flight Status](#)
[Flight Status Notification](#)
[Book a Car](#)
[Book a Hotel](#)

Know Before You Go

[In the Airport](#)
[Baggage Policies](#)
[Suggested Airport Arrival Times](#)
[Security Procedures](#)
[Customers of Size](#)
[In the Air](#)
[Purchasing and Refunds](#)

Special Travel Needs

[Traveling with Children](#)
[Traveling with Pets](#)
[Unaccompanied Minors](#)
[Baby on Board](#)
[Customers with Disabilities](#)

Legal Policies & Helpful Information

[Privacy Policy](#) [Customer Service Commitment](#) [Contact Us](#)
[Notice of Incorporated Terms](#) [FAQs](#)

[Book Air](#) | [Book Hotel](#) | [Book Car](#) | [Book Vacation Packages](#) | [See Special Offers](#) | [Manage My Account](#)

This is a post-only mailing from Southwest Airlines. Please do not attempt to respond to this message. Your privacy is important to us. Please read our [Privacy Policy](#).

¹ All travel involving funds from this Confirmation Number must be completed by the expiration date.

² Security Fee is the government-imposed September 11th Security Fee.

Prohibition on Multiple/Conflicting Reservations. To promote seat availability for our Customers, Southwest prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or

purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively cancelled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as travel funds for use by the Customer on a future Southwest Airlines flight.

See [Southwest Airlines Co. Notice of Incorporation](#)

See [Southwest Airlines Limit of Liability](#)

Southwest Airlines
P.O. Box 36647-1CR
Dallas, TX 75235

[Contact Us](#)

Copyright 2017 Southwest Airlines Co. All Rights Reserved.

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		
Originator of Request (may be different than attendee/traveler) Richard Muirhead		Request Date 10/31/2017
Headquarters City Madison, WI	Business Phone Number 608-267-1922	Division/Office AGs Office/OSG

EVENT INFORMATION		
Event Type:	TRAVEL OUT OF STATE	
Title of Training, Conference, or Meeting 2017 National Lawyers' Convention	Sponsoring Organization The Federalist Society	
Location (City & State) Washington, D.C.	Departure Date 11/15/2017	Return Date 11/19/2017
Reason for Attending (please describe content or subject matter of event and how your attendance would benefit the DOJ) Conference topic: Administrative Agencies and the Regulatory State. Reg. fees include CLE credit		Attachments(s) 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) Ryan Walsh, Chief 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				
Airfare	243.97	No		
Taxi (see rental car note below)	50.00	No		
Lodging (see lodging question below If cost exceeds the allowance for the destination city. Allowances can be found here .)				
Meals	225.00	No		
Other: Mileage	60.00	No		

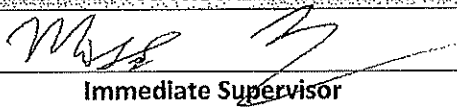
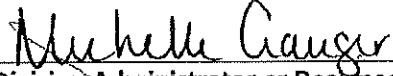
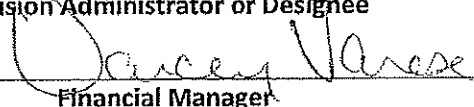
[†] Employees may not receive payment directly from a third party. Payment must be made to Wisconsin Department of Justice. Allowable expenses will be paid to the employee by WI-DOJ and will be limited to maximum amounts in the UTSA guidelines. Each division is responsible for collection of third party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

TRAINING AND/OR TRAVEL REQUEST

Total	578.97			
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 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		1/3/18
	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		12/27/17
	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.

* 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.