

PURCHASING CARD LOG

OK-BIA

3/20/18  
CCV

Cardholder (Employee) Name (as shown on payroll) <b>Sopen B. Shah</b>	For Statement Date: 01-12-18
Purchasing Card Number (last 4 digits only): <span style="background-color: black; color: black;">XXXX</span>	

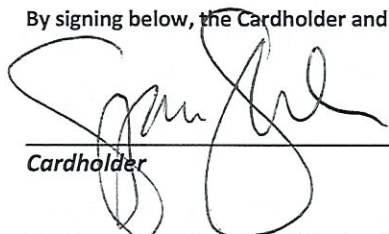
TTRV

Receipts are attached in order of occurrence

Transaction Date	Vendor Name/City	Items Purchased For Travel, Purpose of Trip	Depart/Return Dates for Air Travel Charges	Number of Nights	Room Rate	Total Cost	Inventory # for items is \$5,000 or less
1/3	United Airlines	Airfare	n/a (transaction canceled)			<del>245.99</del>	
1/3	United Airlines	Airfare	n/a (transaction canceled)			<del>(245.99)</del>	
1/5	American Airlines	American Airlines, airfare to DC for NAAG Supreme Court Seminar	Depart 1/13/18			<del>122.50</del>	
1/5	Orbitz	Booking fee for air travel				<del>1.88</del>	
1/5	United Airlines	United Airlines, return airfare from NAAG Supreme Court Seminar	Return 1/18/18			<del>124.00</del>	
→ Emailed Sopen about Orbitz 3/27/18							

CARD TOTAL: 248.38

By signing below, the Cardholder and Supervisor certify these charges are for state business purposes only and in full compliance with the Purchasing Card Manual.

  
Cardholder 3/19/18  
Date

  
Supervisor 3/19  
Date

The P-Card Coordinator certifies the log and receipts are in compliance with the Purchasing Card Manual guidelines.

\_\_\_\_\_  
Div/Bureau P-Card Coordinator Date

COPY

JV 519481  
MA 3/21/18

Upon receipt of your US Bank statement, the purchasing card log must be completed for that statement period.

Cardholder is responsible to obtain a receipt for all purchases and credits.

**Instructions to complete Purchasing Card Log**

1. Complete your name and the last four (4) digits of your card at the top left section of the form.
2. Complete the statement date in the top right section of the form as listed on your US Bank statement.
3. List all purchases that have been charged to your purchasing card during this statement period. This includes:
  - The transaction date.
  - The name of the vendor.
  - A description of the item purchased.
  - If the purchase was for travel, i.e. hotel costs, provide the purpose of the trip.
  - Include the travel dates, number of lodging nights, room rate.
4. All items listed on this log should include the total cost.
5. If any item requires to be inventoried, provide the assigned inventory number in the last column and on the same line as the purchased item.
6. Attach all receipts to the back of the log in order of occurrence.
7. As the cardholder, sign and date the purchasing card log.
8. Route the log to your supervisor for signature and date.
9. Obtain the division or bureau p-card coordinator approval.
10. Completed log along with all receipts and appropriate signatures shall be routed to the Bureau of Budget and Finance (BBF) for final auditing and file retention. The approved log must be received in BBF within three (3) weeks of statement date.

## 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> 3/1/2018
<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> 2018 Supreme Court Seminar	<b>Sponsoring Organization</b> National Association of Attorneys General	
<b>Location (City &amp; State)</b> Washington, D.C.	<b>Departure Date</b> 1/16/2018	<b>Return Date</b> 1/18/2018
<b>Reason for Attending</b> (please describe content or subject matter of event and how your attendance would benefit the DOJ) Professional development/CLE		<b>Attachments(s)</b> 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.				
<b>→ Attendee/Traveler Name</b> (please list each attendee/traveler information separately) Sopen Shah				
<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
Registration Fees	395.00	Yes		
Airfare (incl. baggage fees)	298.38	Yes		
Taxi (see rental car note below)				
Lodging (see lodging question below if cost exceeds the allowance for the destination city. Allowances can be found <a href="#">here</a> .)	479.86	Yes		
Meals	125.00	No		
Other: Parking	39.00	No		

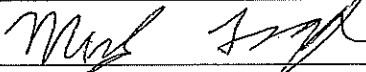

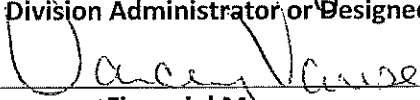
<sup>+</sup> Employees may not receive payment directly from a third party. Payment must be made to Wisconsin Department of Justice. Allowable expenses will be paid to the employee by WI-DOJ and will be limited to maximum amounts in the UTSA guidelines. Each division is responsible for collection of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

TRAINING AND/OR TRAVEL REQUEST

Total	1,337.24			
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:	
	X			
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.

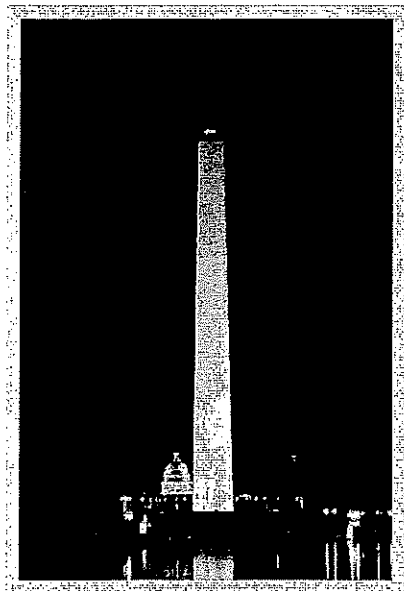
APPROVALS		
Required for all types of requests		3/5/18
	Immediate Supervisor	Date
Required for all types of requests except free training		3/7/18
	Division Administrator or Designee	Date
Required for all Out-of-State Travel		3/7/18
	Financial Manager	Date

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).

\* 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.

# Agenda at a Glance

[NAAG](#) » [Meetings & Trainings](#) » [Other NAAG Meetings](#) » [Agenda at a Glance](#)



No documents found.

## Registration

[Register Now](#)

## Hotel Information

Hyatt Regency Washington  
400 New Jersey Avenue NW  
Washington, DC 20001

## Supreme Court Seminar

Jan 17-18, 2018  
Washington, D.C.

## 2017 Supreme Court Seminar

### Wednesday, January 17

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8:30am – 9:00am	Breakfast
9:15am – 12:00pm	Observations of Oral Arguments
12:30pm – 1:00pm	Lunch at Supreme Court
1:00pm – 2:45pm	Panel on Oral Argument
3:00pm – 5:00pm	Perspective from the Clerk's Office
5:00pm – 7:00pm	Reception at Supreme Court

### Thursday, January 18

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7:45am –	Breakfast
8:30am	
8:45am –	Panel on Petitions for, and Oppositions to,
10:30am	Certiorari
10:45am –	Panel on Merits Briefs
12:45pm	
12:45pm –	Lunch
1:45pm	
1:45pm –	Panel on Amicus Briefs
3:45pm	



U.S. BANCORP SERVICE CENTER  
P. O. Box 6343  
Fargo, ND 58125-6343

ST OF WI - DOJ

ACCOUNT NUMBER XXXX-XXXX-XXXX  
STATEMENT DATE 01-12-18  
TOTAL ACTIVITY \$ 248.38

000001672 01 SP 0.500 106481400552197 P

SOPEN B SHAH  
TAX  
DEPARTMENT OF JUSTICE SGO  
17 W MAIN STREET  
MADISON WI 53703-3960

"MEMO STATEMENT ONLY"  
DO NOT REMIT PAYMENT

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_  
Approver Signature \_\_\_\_\_ Date \_\_\_\_\_

#### NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
11-05	01-03	UNITED 0167035012186 800-932-2732 TX SHAH/SOPEN B DEPARTURE: 01-16-18 MKE UA N ORD UA N DCA UA N ORD AU N MKE	24692168004100324586595	3000	245.99
11-08	01-03	UNITED 0167035012186 800-932-2732 TX SHAH/SOPEN B DEPARTURE: 01-16-18 MKE UA N ORD UA N DCA UA N ORD AU N MKE	74692168005100792702355	3000	245.99CR
11-08	01-05	AMERICAN AIR0017075722207 FORT WORTH TX SHAH/SOPEN B DEPARTURE: 01-13-18 MKE AA Q CLT AA Q DCA	24431068006344900645914	3001	122.50
11-08	01-05	ORBITZ*7320165640606 ORBITZ.COM WA PUR ID: D3EAOPME6 TAX: 0.00	24692168005100769671505	4722	1.88
11-08	01-05	UNITED 0167075708931 800-932-2732 TX SHAH/SOPEN B DEPARTURE: 01-18-18 DCA UA N ORD UA N MKE	24692168006100336459441	3000	124.00

Default Accounting Code: 455SGO

CUSTOMER SERVICE CALL  800-344-5696	ACCOUNT NUMBER XXXX-XXXX-XXXX		ACCOUNT SUMMARY	
	STATEMENT DATE	DISPUTED AMOUNT		
SEND BILLING INQUIRIES TO:  C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	01-12-18	\$ .00	PREVIOUS BALANCE	\$ .00
			PURCHASES & OTHER CHARGES	\$494.37
			CASH ADVANCES	\$ .00
			CASH ADVANCE FEE	\$ .00
			CREDITS	\$245.99
		AMOUNT DUE \$ 0.00 DO NOT REMIT	TOTAL ACTIVITY	\$248.38

Please remember to:

- Enclose your check or money order, payable in U.S. dollars, with this payment coupon, but do not staple or tape them together.
- Write your account number on the front of your check or money order.
- Make checks payable to: Corporate Payment Systems  
P.O. Box 790428  
St. Louis, MO 63179-0428

Please enter new address or telephone number here:

Name

Address

City

State

Zip

( )  
Home Phone

( )  
Business Phone

### CUSTOMER SERVICE 1-800-344-5696

Our Customer Service Representatives are available 24 hours a day, 365 days a year. If you have questions about your Commercial Card account, please call Corporate Payment Systems at 1-800-344-5696 or write to us at Corporate Payment Systems, P.O. Box 6343, Fargo, ND 58125-6343.

### MAKING PAYMENTS

The amount shown as Amount Due is payable in full upon delivery of this billing statement.

If an employer is making payment for individual employee cardholders, the employer must provide a single check, or other payment acceptable to Corporate Payment Systems, covering all Amounts Due, as well as a list of account numbers and the dollar amount to be credited to each account.

If individual employee cardholders are responsible for payment, a check, or other payment acceptable to Corporate Payment Systems, for the Amount Due together with the top portion of this billing statement must be mailed by the individual employee to Corporate Payment Systems, P.O. Box 790428, St. Louis, MO 63179-0428.

A payment of less than the Amount Due, but intended to settle an account in full, must be mailed to Corporate Payment Systems, P.O. Box 790428, St. Louis, MO 63179-0428. Accepting a partial payment will not change any agreement between either the individual employee cardholder or the employer and Corporate Payment Systems in any way.

Use the enclosed envelope to mail your payment to Corporate Payment Systems, P.O. Box 790428, St. Louis, MO 63179-0428. All payments by check or money order and accompanied by a payment coupon will be credited to your account on the day of receipt if received at this address by 1:00 p.m. on any banking day. Banking days are all calendar days except Saturday, Sunday and federal holidays. Other payments will be credited to your account within five days of receipt by Corporate Payment Systems.

### LOST OR STOLEN CARDS

If a Card is lost or stolen, the individual employee cardholder must call Corporate Payment Systems immediately at 1-800-344-5696 and notify the employer in accordance with the employer's policies and/or instructions.

### BILLING INQUIRIES

Before disputing or questioning a charge on your statement, take the following actions:

- Determine if other employees of the corporation / institution may have participated in the transaction.
- Review your receipts for the amount in question as it may have posted to your statement with a different merchant name.
- Attempt to contact the merchant to resolve the issue.

To dispute the transaction, phone Corporate Payment Systems Customer Service at the telephone number on the front of this statement and have the following information available:

- The date and dollar amount of the transaction you are questioning.
- An explanation of why you believe there is an error along with any documentation you may have to support your claim.
- The date you contacted the merchant to attempt to resolve this issue and the merchant's response.

Many inquiries can be corrected over the phone, but phoning alone does not preserve your rights. To preserve your rights, we must receive your written communication no later than 60 days after we sent you the first bill on which the error or problem appeared. Please send a letter with your name, account number and the above information to: CORPORATE PAYMENT SYSTEMS, P.O. BOX 6335, FARGO, ND 58125-6335. You do not have to pay the amount of the charge that is in dispute while we are investigating; however, you are obligated to pay any charges that are not in question. While we investigate your dispute, we cannot report you as delinquent or take any action to collect the amount you question.



Sopen S. [REDACTED]

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**Orbitz travel confirmation - Jan 13 - (Itinerary # 7320165640606)**

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Orbitz &lt;support@mailor.orbitz.com&gt;

Fri, Jan 5, 2018 at 10:06 AM

Reply-To: support@mailor.orbitz.com

To: [REDACTED]

**Thanks!**

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

**Washington**

Jan 13, 2018 - Jan 18, 2018

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Because you booked a flight, you qualify for up to 55% off Washington hotels.

Expires Mon, January 15

[See hotels](#)

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See live updates to your itinerary, anywhere and anytime.

[See your itinerary](#)[Download to your Phone](#)

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**Before you go**

- **E-ticket:** This email can be used as an E-ticket.
- Your roundtrip flight consists of two one-way fares which are subject to their own rules and restrictions. If one of your flights is changed or cancelled, it will not automatically change the other flight. You may incur a penalty fee for each flight for additional itinerary changes.



- Remember to bring your itinerary and government-issued photo ID for airport check-in and security.

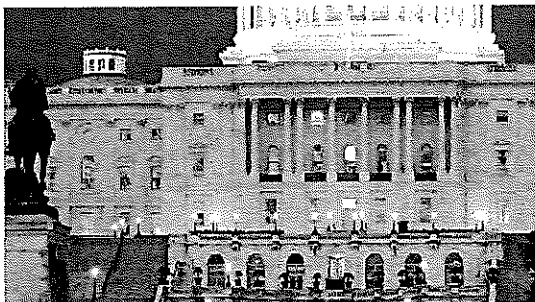
**Information Fare restrictions apply to this trip.**

Please review the rules and restrictions for each fare in the Additional Information section below.

- MKE to DCA: American Airlines Basic Economy
- DCA to MKE: United Basic Economy

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## Flight overview

**Travel dates**

1/13/2018

**Itinerary #**

7320165640606

**Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.**

**Confirmation**

[REDACTED] (American Airlines)

**Booking ID**

[REDACTED]

**Ticket #**

0017075722207 (Sopen B Shah)

Change or cancel this reservation

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**✈ Departure Sat, Jan 13**

American Airlines 5231 operated by PSA AIRLINES AS AMERICAN EAGLE

**Milwaukee (MKE)**

4:00pm

**Charlotte (CLT)**

7:02pm

**Fare type:** Basic Economy**Cabin:** Economy / Coach (B)**Included****Fee applies**

- Miles Earned
- 50% Miles
- Checked Bags
- Snacks
- Alcoholic Drinks
- Wi-Fi
- Lounge Access

**Not included**

- Cancellation
- Seat Choice
- Changes
- Priority Boarding
- Carry On Bag

2h 2m duration

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 1h 40m stop Charlotte (CLT)

American Airlines 856

**Charlotte (CLT)**

8:42pm

**Washington (DCA)**

10:15pm

**Terminal: C****Fare type:** Basic Economy**Cabin:** Economy / Coach (B)**Included**

- Miles Earned
- 50% Miles

**Fee applies**

- Checked Bags
- Snacks
- Alcoholic Drinks
- Wi-Fi
- Lounge Access

**Not included**

- Cancellation
- Seat Choice
- Changes
- Priority Boarding
- Carry On Bag

1h 33m duration

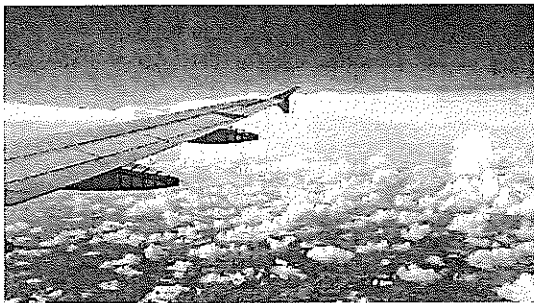
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**Total Duration**

5h 15m

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**Flight overview****Travel dates**



1/18/2018

Itinerary #

7320165640606

**Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.**

**Confirmation**

[REDACTED] (United)

**Booking ID**

[REDACTED]

**Ticket #**

0167075708931 (Sopen B Shah)

Change or cancel this reservation

**✈ Return Thu, Jan 18**

United 238

**Washington (DCA)**

5:55pm

Terminal: B

**Chicago (ORD)**

7:13pm

Terminal: 1

**Fare type:** Basic Economy  
**Cabin:** Economy / Coach (N)  
**Included**

**Fee applies**

- Bonus Miles

- Checked Bags

**Not included**

- Cancellation
- Seat Choice
- Changes
- Priority Boarding
- Carry On Bag
- Premium Seat

2h 18m duration

**🕒 1h 42m stop Chicago (ORD)**

United 3806 operated by AIR WISCONSIN DBA UNITED EXPRESS

**Chicago (ORD)**

8:55pm

Terminal: 2

**Milwaukee (MKE)**

9:41pm

**Fare type:** Basic Economy**Cabin:** Economy / Coach (N)**Included**

- Bonus Miles

**Fee applies**

- Checked Bags

**Not included**

- Cancellation
- Seat Choice
- Changes
- Priority Boarding
- Carry On Bag
- Premium Seat

46m duration

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**Total Duration**

4h 46m

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**Traveler(s)****Sopen B Shah**

No frequent flyer details provided

Frequent flyer and special assistance requests should be confirmed directly with the airline.

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**Price summary**

Flight 1: MKE to DCA

Traveler 1: Adult Flight      \$93.95    \$122.50

Taxes &amp; Fees                              \$28.55

Flight 2: DCA to MKE

Traveler 1: Adult Flight      \$93.95    \$124.00

Taxes &amp; Fees                              \$30.05

Orbitz Booking Fee                        \$1.88

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**Total****\$248.38**

All prices are quoted in USD.

## Additional information

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### Flight 1: MKE to DCA

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#### American Airlines Basic Economy Fare Rules

Restrictions include:

- 1 personal item that fits under the seat (no access to overhead bin)
- Seats assigned at check-in\*
- Not eligible for upgrades\*
- No flight changes or refunds\*
- Board in last group

\*Restrictions apply to all passengers, including AAdvantage elite members

#### Additional fees

The airline may charge additional fees for checked baggage or other optional services.

Please read the complete penalty rules for changes and cancellations applicable to this fare.

**Tickets are nonrefundable, nontransferable and name changes are not allowed.**

Please read important information regarding airline liability limitations .

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### Flight 2: DCA to MKE

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This price includes a nonrefundable booking fee.

#### United Basic Economy Fare Rules

Restrictions include:

- No seat selection — seat is assigned prior to boarding <sup>1</sup>
- Carry-on bags are limited to one personal item that fits under the seat in front of you. Full size carry-on bags are not permitted <sup>2</sup>
- The applicable checked bag fee plus a gate handling service charge will apply to any carry-on bags that must be checked at the gate

- Voluntary ticket changes or refunds are not permitted except as stated in the United 24-hour flexible booking policy <sup>3</sup>
  - MileagePlus program members will earn redeemable award miles; however they will not earn Premier qualifying credit (miles, segments, or dollars), lifetime miles, or contribution to four segment minimum
  - Customers will not be eligible for Economy Plus® seating, paid upgrades or complimentary upgrades <sup>4</sup>
  - Customers will board in the last boarding group <sup>2</sup>
1. Passengers acknowledge at the point of a multi-seat purchase that seating together is not guaranteed. Customers with disabilities, unaccompanied minors, customers with cabin-seat baggage and customers with other special service requests should call United Reservations for seat assignment.
  2. Does not apply if the customer is a MileagePlus® Premier® member, primary cardmember of a qualifying MileagePlus credit card, or Star Alliance™ Gold member.
  3. Restriction applies to all customers, including Premier members.
  4. Restriction applies to all customers, including Premier members and those with Economy Plus subscriptions.

### **Additional fees**

The airline may charge additional fees for checked baggage or other optional services.

Please read the complete penalty rules for changes and cancellations applicable to this fare.

**Tickets are nonrefundable, nontransferable and name changes are not allowed.**

Please read important information regarding airline liability limitations .

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### **More help**

Change or cancel this reservation.

Visit our Customer Support page.

Call Orbitz customer care at 844-663-2266

For faster service, mention **itinerary #7320165640606**

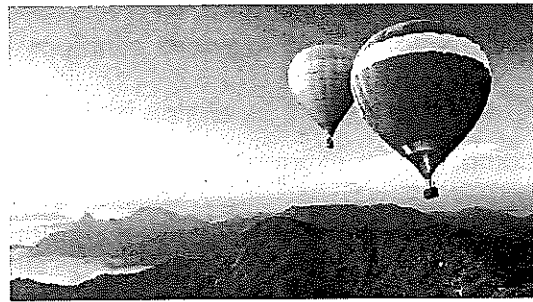
## Complete your trip



### Rooms are filling up quick!

Check out popular hotels in Washington before they sell out!

[Find a hotel](#)



### Tickets sell out fast!

Book your Washington activities now.

[Get Activities](#)



### Avoid the stress of traffic!

Let someone else do the driving

[Get a ride](#)



### How will you get around Washington?

Explore Washington with your own set of wheels.

[Rent a car](#)




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This resort has seven restaurants, five pools and a water park. \*Sale ends 2/14.

[Learn more »](#)



AdChoices 


FISHER INVESTMENTS\*

## How Far Does \$1 Million Go in Retirement?

Legendary money manager, Ken Fisher's firm answers this and more in *The 15-Minute Retirement Plan*.



[Learn More](#)

AdChoices 

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You are receiving this transactional email based on a recent booking or account-related update on Orbitz.com.

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**Adams, Brandon P.**

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**From:** Adams, Brandon P.  
**Sent:** Tuesday, March 27, 2018 8:25 AM  
**To:** Shah, Sopen B.  
**Subject:** Pcard Log 1/12/2018

Hey Sopen,

Just as a heads up, any sort of Airline/hotel travel should not be purchased with ORBITZ. They do not comply with our state rules/regulations.

keep this in mind for any future travel.

### ***AIRLINE -- US TRAVEL -- Optional Contract for Online Reservation***

The US Travel contract is a voluntary use contract for booking online travel and travel agency services for official state rentals and hotels nationwide. Authorized users must be fully registered prior to obtaining access to the state's travel going to the US Travel website. Registration requires use of your state/government email address.

DOJ does not require the use of the state optional travel contract with US Travel. Employees may use other online travel

Thanks,  
Brandon Adams