

180106

New Window | Help | Personalize Page

View Expense Report

Expense Details

Misha Tseytlin

Actions ...Choose an Action

GO

Business Purpose Business Travel-Out of State

Report 0000180106 Approvals in Process

Description National Lawyers Convention

Created 01/05/2017 Suzanne Elizabe Deuster

Reference

Last Updated 02/06/2017 Samantha Ortega Portillo

Post State Not Applied

Totals ?

View Printable Version

View Analytics

Notes

Attachments (3)

Employee Expenses (7 Lines) 667.52 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 667.52 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 01/05/2017

Submitted By Suzanne Elizabe Deuster

Approval History

Submitted
Misha TseytlinHR Supervisor
Paul ConnellPrepay Auditor
(Pooled)

Payment

Action	Role	Name	Date/Time	Comments
Submitted	Employee	Suzanne Elizabe Deuster	01/05/2017 4:07:03PM	
Reassigned	HR Supervisor	Samantha Ortega Portillo	02/06/2017 7:20:57AM	
Reassigned	HR Supervisor	Paul Connell	02/06/2017 7:22:00AM	
Reassigned	HR Supervisor	Samantha Ortega Portillo	02/06/2017 7:31:41AM	
Reassigned	HR Supervisor	Paul Connell	02/06/2017 7:34:24AM	
Approved	HR Supervisor	Paul Connell	02/06/2017 7:36:48AM	

SOP

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FEB - 6 17

Ho: Mad

New Window | Help | Personalize Page

View Expense Report

Summary

Misha Tseytin ?

Actions ...Choose an Action GO

Business Purpose Business Travel-Out of State

Report 0000180106 Approvals in Process

Report Description National Lawyers Convention

Attachments (3)

Reference



Expenses ?

Expand All | Collapse All

Total 667.52 USD

*Date 10/30/2016
 *Expense Type Registration Fee
 Billing Type Billable

*Description
 *Convention Registration Fee
 227 characters remaining

*Payment Type
 Payroll

*Amount 400.00
 *Currency USD

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

Exchange Rate 1.00000000
 Base Currency Amount 400.00 USD

Accounting Details ?

*Date 11/17/2016
 *Expense Type Airfare
 Billing Type Billable
 Ticket Number 0017905608810

*Description
 *From Chicago to DC
 236 characters remaining

*Payment Type
 Payroll

*Amount 63.10
 *Currency USD

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

Exchange Rate 1.00000000
 Base Currency Amount 63.10 USD

Accounting Details ?

*Date 11/17/2016
 *Expense Type Bus
 Billing Type Billable

*Description
 *Madison to Chicago
 236 characters remaining

*Payment Type
 Payroll

*Amount 30.00
 *Currency USD

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

Exchange Rate 1.00000000
 Base Currency Amount 30.00 USD

Accounting Details ?

*Date 11/17/2016
 *Expense Type Meals Out-of-State Overnight
 Billing Type Billable
 Location District of Columbia, DC

*Description
 *Left Madison 10:00 AM, Leave DC 8:00 PM
 206 characters remaining

*Payment Type
 Payroll

*Amount 50.00
 *Currency USD

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

Exchange Rate 1.00000000
 Base Currency Amount 50.00 USD

Accounting Details ?

11/18/2016 Meals Out-of-State Overnight

Billing Type Billable

Location District of Columbia, DC

* Left Madison 10:00 AM, Leave DC 8:00 PM
208 characters remaining

Payroll

50.00 USD

☒ Default Rate

Exchange Rate 1.00000000

☐ Non-Reimbursable

Base Currency Amount

50.00 USD

☐ No Receipt

Accounting Details ?

11/18/2016 Taxi/Shuttle

Billing Type Billable

* Uber Rides
244 characters remaining

Payroll

24.42 USD

☒ Default Rate

Exchange Rate 1.00000000

☐ Non-Reimbursable

Base Currency Amount

24.42 USD

☐ No Receipt

Accounting Details ?

11/19/2016 Meals Out-of-State Overnight

Billing Type Billable

Location District of Columbia, DC

* Left Madison 10:00 AM, Leave DC 8:00 PM
208 characters remaining

Payroll

50.00 USD

☒ Default Rate

Exchange Rate 1.00000000

☐ Non-Reimbursable

Base Currency Amount

50.00 USD

☐ No Receipt

Accounting Details ?

Expand All | Collapse All

Total 667.52 USD

2-6-17

Report

ID 0000180106

Line	Sheet Line Dt	Expense Type	Line Descr	Bud Ref	Fund	Appr	Dept	Program	Oper Unit	PC Bus Unit	Project	Activity	Sum of	
													Account	Tran Amt
1	10/30/2016	REGIST	Convention Registration Fee ✓	FY2017	10000	12400	4550100000	1170	(blank)	(blank)	(blank)	(blank)	7300000	400
2	11/17/2016	AIR001	From Chicago to DC ✓	FY2017	10000	12400	4550100000	1170	(blank)	(blank)	(blank)	(blank)	7300000	63.1
3	11/17/2016	TRANS05	Madison to Chicago	FY2017	10000	12400	4550100000	1170	(blank)	(blank)	(blank)	(blank)	7300000	30
			Left Madison 10:00 AM, Leave DC											
4	11/17/2016	MEAL007	8:00 PM on 11/19	FY2017	10000	12400	4550100000	1170	(blank)	(blank)	(blank)	(blank)	7300000	50
			Left Madison 10:00 AM, Leave DC											
5	11/19/2016	MEAL007	8:00 PM on 11/19	FY2017	10000	12400	4550100000	1170	(blank)	(blank)	(blank)	(blank)	7300000	50
			Left Madison 10:00 AM, Leave DC											
6	11/18/2016	MEAL007	8:00 PM on 11/19 ✓	FY2017	10000	12400	4550100000	1170	(blank)	(blank)	(blank)	(blank)	7300000	50
7	11/18/2016	TRANS02	Uber Rides ✓	FY2017	10000	12400	4550100000	1170	(blank)	(blank)	(blank)	(blank)	7300000	24.42
Grand													7300000	
Total														667.52

JW

FEB - 6 17

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)		Request Date
Misha Tseytlin		10/13/2016
Headquarters City	Business Phone Number	Division/Office
Madison	(608) 267-9323	DMS

EVENT INFORMATION		
Event Type:	TRAVEL OUT OF STATE	
Title of Training, Conference, or Meeting	Sponsoring Organization	
2016 National Lawyers Convention	Click here to enter text.	
Location (City & State)	Departure Date	Return Date
Washington D.C.	11/17/2016	11/19/2016
Reason for Attending (please describe content or subject matter of event and how your attendance would benefit the DOJ)		Attachments(s)
Attend educational events		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)				
Misha Tseytlin				
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	400	No	Click here to enter text.	Misha is paying
Airfare	63.10	No	Click here to enter text.	Misha is paying
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.
Meals	\$100	No	Click here to enter text.	Click here to enter text.

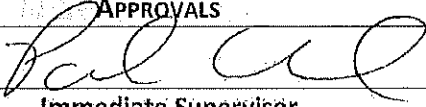
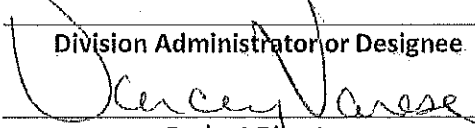

* Employees may not receive payment directly from a third party. Payment must be made to Wisconsin Department of Justice. Allowable expenses will be paid to the employee by WI-DOJ and will be limited to maximum amounts in the UTSA guidelines. Each division is responsible for collection of third party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

TRAINING AND/OR TRAVEL REQUEST

Other (please specify)				Click here to enter text.
Estimated taxi	\$100	No	Click here to enter text.	
Total	663.10			
Please explain why a rental car is the most cost efficient mode of transportation.		Click here to enter text.		
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:
		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.

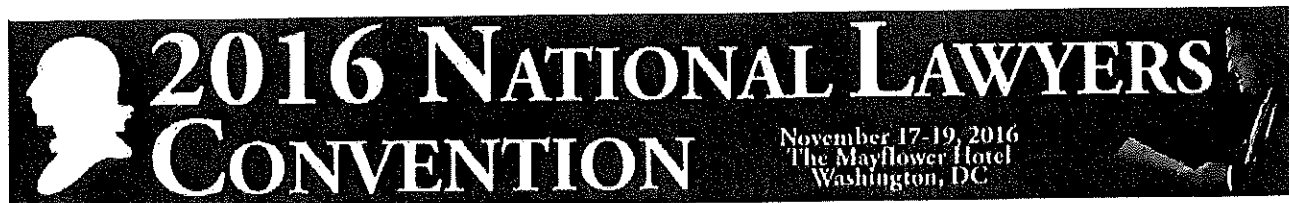
10000 124 45501000 1170

APPROVALS	
Required for all types of requests	 Immediate Supervisor
	1/5/17 Date
Required for all types of requests except free training	 Division Administrator or Designee
	Date
Required for all Out-of-State Travel	 Budget Director
	1-5-17 Date

Financial Manager

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.

* 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.



Receipt

Receipt Number: 1872119-97279409

Registration ID: [REDACTED]

Registration Date: 10/30/2016

Receipt Date: 10/30/2016

Issued By: The Federalist Society

Event: 2016 National Lawyers Convention

Date/Time: Thursday, November 17, 2016 - Saturday, November 19, 2016

COPY

Registrants

Name	Registration ID	Company/Organization	Type
Hon. Misha Tseytlin Misha	[REDACTED]		Government Registrant

Billing Information

Misha Tseytlin

[REDACTED]
Madison, WI 53703

United States

202 [REDACTED]
[REDACTED]

Fees

Fee	Quantity	Unit Price	Amount
Fee			
All-Inclusive Package Includes:			
--All Program Sessions including CLE (3 days)			
--November 17 and 18 Lunches			
--November 18 Barbara K. Olson Memorial Lecture and Reception	1	\$500.00	\$500.00
--November 19 Annual Rosenkranz Debate and Luncheon			
The Annual Dinner is now sold out and is not included in this package.			
2016 legacy			(\$100.00)
Subtotal:			\$400.00
Total:			\$400.00
You saved \$100.00 with discount code(s)			

Fee	Quantity	Unit Price	Amount
-----	----------	------------	--------

Transactions

Transaction Type	Date	Amount	Balance
Transaction Amount	10/30/2016	\$400.00	\$400.00
Online Credit Card Payment (***** Details)	10/30/2016	(\$400.00)	\$0.00
Current Balance:			\$0.00

Payment Method

Payment Method: Credit Card (Visa)

The online credit card payment for this event will be listed on your credit card statement with the name The Federalist Society.

Refund Information

If you wish to cancel your registration, there is a \$100 cancellation fee if you contact us after Monday, November 7. No refunds will be given after Monday, November 14.

The Federalist Society - 1776 I Street, NW - Suite 300 - Washington, DC 20006

Tel: (202) 822-8138 - Fax: (202) 296-8061 - 2016NLC@fed-soc.org

2016 National Lawyers Convention

- [Event Home](#)
- [Event Contact Information](#)
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- [Your Privacy Rights](#)

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Deuster, Suzanne E.

From: Tseytlin, Misha
Sent: Thursday, December 01, 2016 9:11 AM
To: Deuster, Suzanne E.
Subject: FW: Expedia travel confirmation - Nov 17 - (Itin# 7219132838983)

Misha Tseytlin
Solicitor General
Wisconsin Department of Justice
17 W. Main Street
Madison, WI 53707-7857
Phone: (608) 267-9323
Fax: (608) 261-7206

From: Misha Tseytlin [mailto: [REDACTED]]
Sent: Thursday, December 01, 2016 9:09 AM
To: Tseytlin, Misha
Subject: Fwd: Expedia travel confirmation - Nov 17 - (Itin# 7219132838983)

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

From: Expedia.com <Expedia@expediamail.com>
Date: Sun, Oct 23, 2016 at 8:47 AM
Subject: Expedia travel confirmation - Nov 17 - (Itin# 7219132838983)
To: [REDACTED]



Thanks!

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

Washington

Nov 17, 2016 - Nov 17, 2016



Because you booked a flight, you qualify for up to 54% off Washington hotels.

Expires Wed, November 2

[See hotels](#)

See live updates to your itinerary, anywhere and anytime.

[See your itinerary](#)

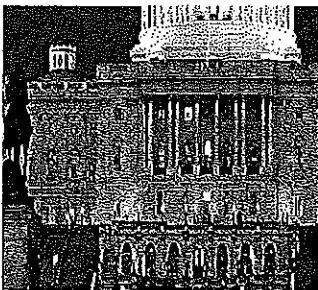
Or get the free app:



Before you go

- **E-ticket:** This email can be used as an E-ticket.
 - Remember to bring your itinerary and government-issued photo ID for airport check-in and security.
- Contact the airline to confirm:**
- specific seat assignments
 - special meals
 - frequent flyer point awards
 - special assistance requests

Flight overview



Travel dates

Nov 17, 2016 - Nov 17, 2016

Itinerary

7219132838983

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

Confirmation

(American Airlines)

Booking ID


Ticket #


0017905608810 (Misha Tseytlin)

Change or cancel this reservation

Your flight may be non-refundable 24 hours after booking. Protect your flight.

Add cancellation protection

Expires Mon, Oct 24, 1:41PM

 **Departure** Thu, Nov 17

American Airlines 1079

Chicago (ORD)

1:35PM

Terminal: 3



Washington (DCA)

4:24PM

Terminal: C

Class: Economy / Coach (O)

1h 49m duration


Seat: 28A | Confirm or change seats with the airline*

Total Duration

1h 49m

Traveler(s)

Misha Tseytlin

American AAdvantage 

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

Price summary

Traveler 1: Adult \$63.10

Flight: \$45.58

Taxes and Fees: \$17.52

Flight Total: \$63.10

All prices are quoted in USD

Expedia 

17 points
for this trip

See all your rewards

Travel protection

You have not bought travel protection.

Additional information

Additional fees

The airline may charge [additional fees \(Opens a new window\)](#) for checked baggage or other optional services.

Airline rules + restrictions

We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.

Please read the [complete penalty rules for changes and cancellations \(Opens a new window\)](#) applicable to this fare.

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

Please read important information regarding [airline liability limitations\(Opens a new window\)](#).

More help

Change or cancel this reservation.

Visit our Customer Support page.

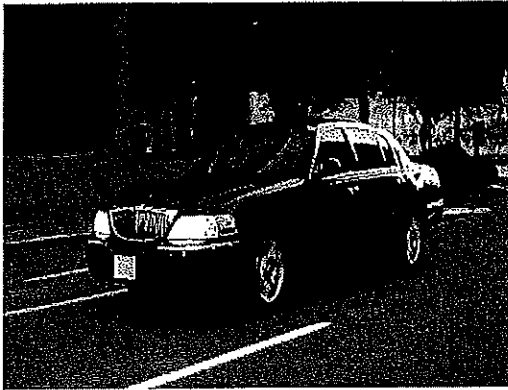
Call us at [1-877-261-3523](tel:1-877-261-3523).

For faster service, mention itinerary #7219132838983

Complete your trip



Rooms are filling up quick!
Check out popular hotels in Washington before
they sell out!
Find a hotel



Avoid the stress of traffic!
Let someone else do the driving
Get a ride

Tickets sell out fast!
Book your Washington activities now.
Get Activities




How will you get around DCA?
Explore DCA with your own set of wheels.
Rent a car

**Outsmart
Burglars the
Moment You
Plug It In**


 **SimpliSafe**

[LEARN MORE](#)

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wayfair **FREE SHIPPING**
— on Orders Over \$49 —
Shop Now **& EASY RETURNS**



AdChoices 

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emcid=PT-ETM-ENSPC-leid1.0-issu1-testX-lang1033-verX-mcidX-segaX-segbX-segmX-key-paid-date20161023000000-link-wave0

Van Galder Airport Express

YOUR E-TICKETS for Thu Nov 17 2016 from Madison to O'Hare Airport

e-ticket for Adults One Way
208-1597-2944-171116-MAD-O'H

YOUR E-TICKETS SUMMARY

Adults One Way
e-Ticket for 1 Passenger
Online Payment: \$30.00

Trip Information:
Thu Nov 17 2016
Madison to O'Hare Airport

IMPORTANT INFORMATION

<<<< PRINT ONE COPY OF THIS WEB TICKET AND HAND IT TO OUR DRIVER >>>>
Passengers without a ticket will not be accommodated.

This ticket is good for travel between the locations you selected. If you have purchased a round trip ticket, a return portion is also included within this document. Be sure to print all pages.

Tickets purchased online are non-refundable and must be used on the date(s) specified; however, you may travel at any time on your selected date(s).

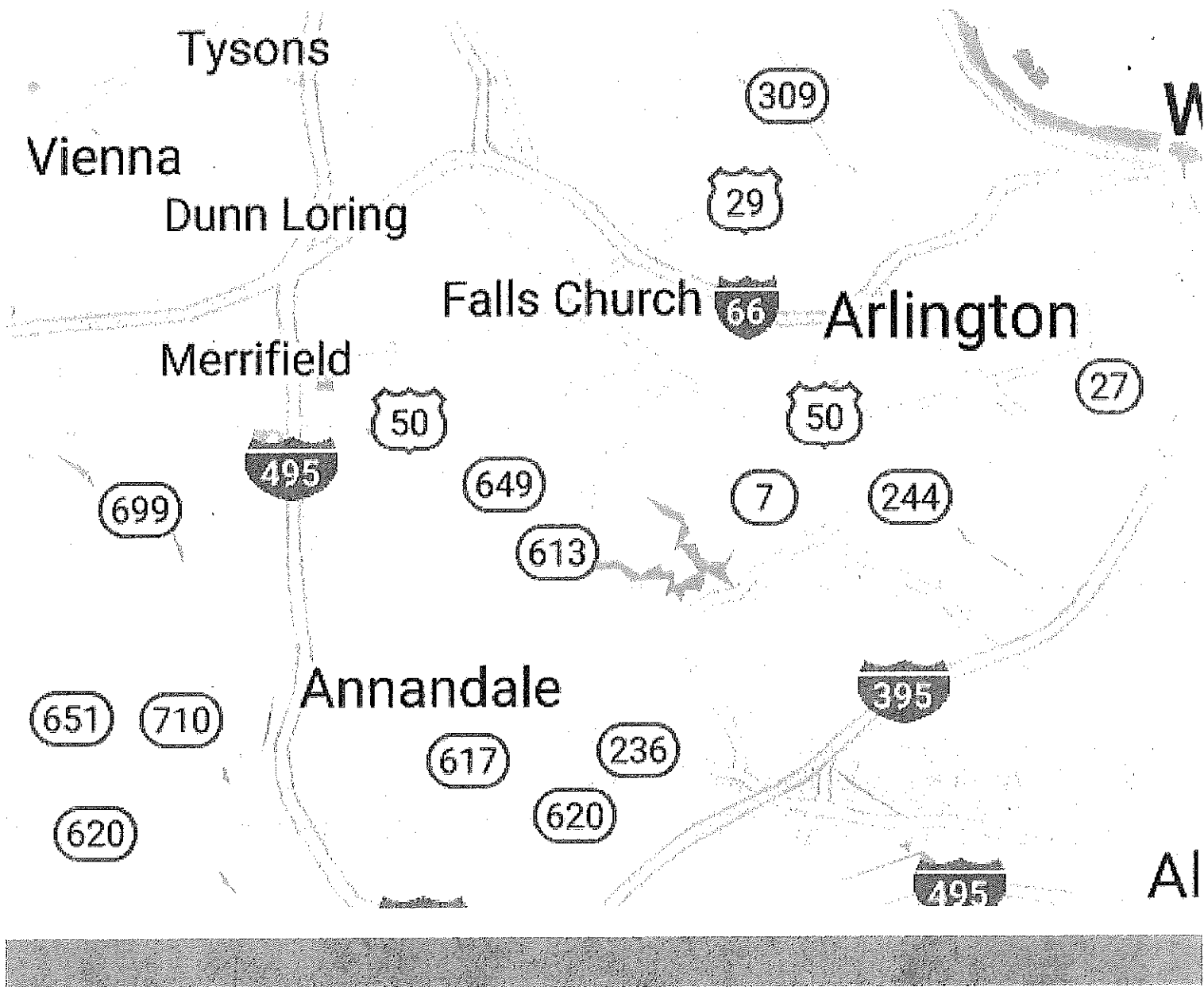
Attempting to defraud Coach USA by reusing this boarding voucher is expressly prohibited. Coach USA reserves the right to take criminal action against any person who has been detected violating this policy.

Bus schedules and a complete list of terms and conditions are available online at www.vangalderbus.com through the Scheduled Services origin - destination search engine.

For more information, please call us toll free at 1-800-747-0994.

[Click Here to Become a Fan on Facebook!](#)

COPY



\$15.78

Thanks for choosing Uber, Misha

November 18, 2016 | uberX



= 24.42 (OK)

West, Jennifer A.

From: Tseytlin, Misha
Sent: Thursday, December 01, 2016 9:08 AM
To: Deuster, Suzanne E.
Subject: FW: Your Friday morning trip with Uber


Misha Tseytlin
Solicitor General
Wisconsin Department of Justice
17 W. Main Street
Madison, WI 53707-7857
Phone: (608) 267-9323
Fax: (608) 261-7206


COPY

From: Misha Tseytlin [mailto: [REDACTED]]
Sent: Thursday, December 01, 2016 9:07 AM
To: Tseytlin, Misha
Subject: Fwd: Your Friday morning trip with Uber

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

From: **Uber Receipts** <uber.us@uber.com>
Date: Fri, Nov 18, 2016 at 7:33 AM
Subject: Your Friday morning trip with Uber
To: [REDACTED]

 08:07am | 809 S Columbus St, Alexandria, VA

 08:31am | 235 2nd St NE, Washington, DC



You rode with Yednekachew

12.77
miles

00:23:59
Trip time

Rate Your Driver


Your Fare



Trip fare



Subtotal



CHARGED



Personal ****



Issued by Rasier

Receipt ID # a4af6782-b924-443b-b582-3ede69a3dbdb



Invite your friends and family. Get a free ride worth up to \$15 when you refer a friend to try Uber.

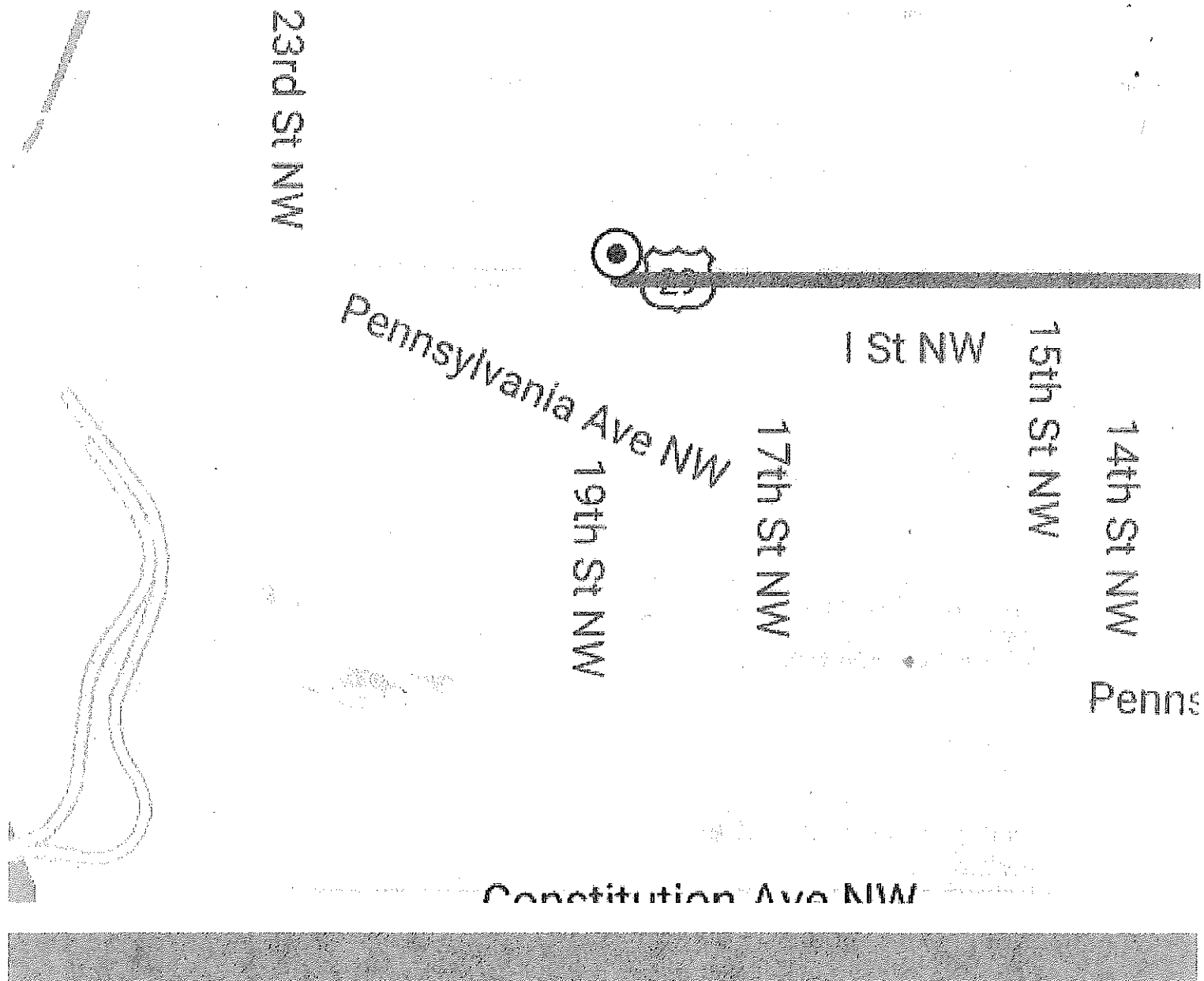
Share code: n6iyf



Need help?

Tap Help in your app to contact us with questions about your trip.

Leave something behind? Track it down.



\$8.64 ✓

Thanks for choosing Uber, Misha

November 18, 2016 | uberX



West, Jennifer A.

From: Tseytlin, Misha
Sent: Thursday, December 01, 2016 9:08 AM
To: Deuster, Suzanne E.
Subject: FW: Your Friday morning trip with Uber

Misha Tseytlin
Solicitor General
Wisconsin Department of Justice
17 W. Main Street
Madison, WI 53707-7857
Phone: (608) 267-9323
Fax: (608) 261-7206

From: Misha Tseytlin [mailto: [REDACTED]]
Sent: Thursday, December 01, 2016 9:07 AM
To: Tseytlin, Misha
Subject: Fwd: Your Friday morning trip with Uber

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

From: **Uber Receipts** <uber.us@uber.com>
Date: Fri, Nov 18, 2016 at 8:52 AM
Subject: Your Friday morning trip with Uber
To: [REDACTED]

09:34am | 201 First St NE, Washington, DC

09:50am | 1845 K St NW, Washington, DC



You rode with WALTER

2.57
miles

00:16:04
Trip time

Rate Your Driver

[]

Your Fare



Trip fare



Subtotal



CHARGED



Personal ...



Issued by Rasier

Receipt ID # c8d2acf6-a1f2-4ab7-94e6-163cd275ab82



Invite your friends and family. Get a free ride worth up to \$15 when you refer a friend to try Uber.

Share code: n6iyf



Need help?

Tap Help in your app to contact us with questions about your trip.

Leave something behind? Track it down.