

**Subject:** RE: Public Records Law Request (WI-REP-22-0006)  
**Date:** Monday, March 21, 2022 at 3:17:37 PM Eastern Daylight Time  
**From:** Redell, Carol  
**To:** Sarah Wishingrad  
**CC:** Rep.Vos, Fawcett, Steve, Blazel, Ted

EXTERNAL SENDER

[https://wilegis-my.sharepoint.com/:u:/g/personal/credell\\_legis\\_wisconsin\\_gov/EQXAMggoPvtLr1IjmMQnaJMB57oYSi46CwV FmLilvc1H1A?email=sarah.wishingrad%40americanoversight.org&e=jHqFrK](https://wilegis-my.sharepoint.com/:u:/g/personal/credell_legis_wisconsin_gov/EQXAMggoPvtLr1IjmMQnaJMB57oYSi46CwV FmLilvc1H1A?email=sarah.wishingrad%40americanoversight.org&e=jHqFrK)

Sarah Wishingrad  
American Oversight  
[sarah.wishingrad@americanoversight.org](mailto:sarah.wishingrad@americanoversight.org)

Dear Ms. Wishingrad:

Open records requests are processed through the Assembly Chief Clerk's office for billing purposes only. You submitted an open records request to Representative Vos. The records are being provided in electronic format and, thus, there is no charge for any location or reproduction costs. Accordingly, all records that are responsive to your request are attached to this email.

Carol Redell  
Office of the Assembly Chief Clerk  
17 West Main Street, Suite 401  
Madison, Wisconsin 53703  
608.266.1501  
[carol.redell@legis.wi.gov](mailto:carol.redell@legis.wi.gov)

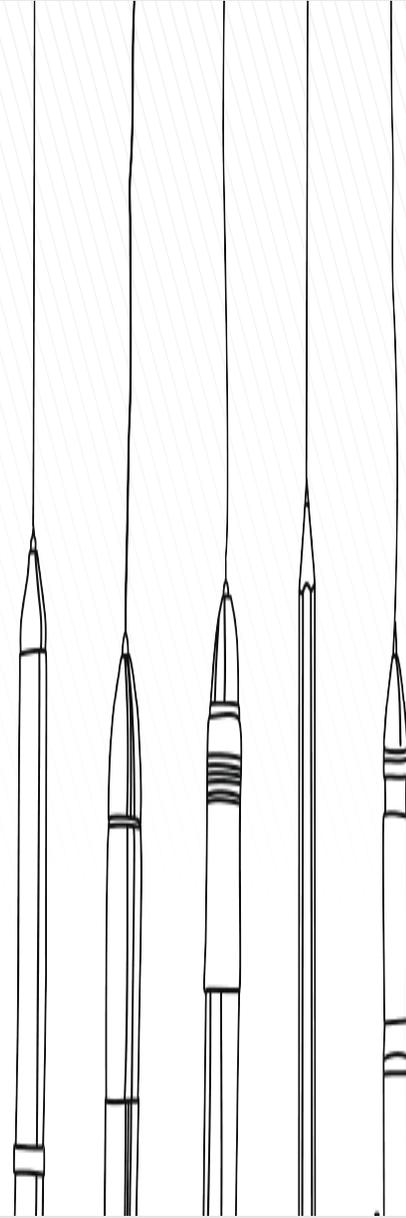
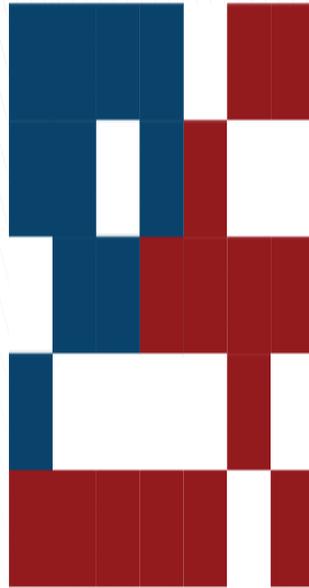
From: NCSL Events <NCSLEvents@resources.ncsl.org>  
Sent: Thursday, July 8, 2021, 11:29 AM  
To: Steve Fawcett <steve.fawcett@legis.wisconsin.gov>  
Subject: NCSL Redistricting Seminar: Salt Lake City - Know Before You Go

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[View this email in your browser](#)

# MAKING THE MAPS

THE NCSL SEMINARS  
ON REDISTRICTING



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**JULY 14-16** | SALT LAKE CITY

*See you next week!*

**July 8, 2021**

Hello,

We are delighted that you will be joining us in Salt Lake City for the final redistricting seminar. Here is the [agenda](#) (subject to change) and all meeting information can be found on the [webpage](#). All the sessions will be held at the **Salt Lake Marriott Downtown at City Creek** located at 75 South West Temple, Salt Lake City, UT 84101; Phone: (801) 531-0800.

[View agenda](#)

## Registration

Registration will begin at 1:30 p.m. on Wednesday, July 14 in the Grand Ballroom Foyer at the Salt Lake Marriott Downtown at City Creek. Here's where you'll print out your badge and collect a folder of key information.

## NCSL Events Mobile App

The [NCSL Events mobile app](#) will feature the full agenda, speakers, sponsors, an area for notes and a meeting/personal calendar sync'd with your mobile device. The app is available to Apple and Android users in the [Apple](#) or [Google Play](#) store. If you have any problems, questions, or concerns please reach out to an NCSL staff member onsite in Salt Lake City.

## COVID-19

Providing a safer environment for attendees is a top priority for NCSL. Consistent with the most recent CDC guidance and local and state regulations, fully vaccinated guests are no longer required to wear face coverings or social distance in indoor or outdoor areas of the hotel. We ask that unvaccinated guests continue to wear face coverings and practice social distancing when they are in public spaces inside the hotel. Everyone else is welcome to do so as an extra measure of safety if they'd prefer, and we can all expect fewer handshakes and hugs than usual.

## Meals

NCSL will provide a welcome reception Wednesday (July 14), breakfast and lunch Thursday (July 15) and breakfast and lunch on Friday (July 16). All other meals are on your own.

## Redistricting Law 2020

Limited copies Redistricting Law 2020, or the "red book," will be available for purchase. Attendees eligible for a free copy are encouraged to order one through NCSL's [website](#). If you already have a copy of Redistricting Law 2020, bring it along. You may be able to have it signed by the authors.

## Transportation to Salt Lake Marriott Downtown at City Creek

The Salt Lake City airport is located five miles northwest of downtown Salt Lake City. Travelers can take a 20 minute ride on [TRAX light rail](#) to City Center. Taxis, Uber and Lyft are all available as well.

## Visitor Guide

To make the most out of your trip to Salt Lake City, be sure to check out the [visitor's guide](#).

Thank you for choosing to attend this event—we hope that it meets all your expectations.

If you have any questions, please contact us at any time:

**Wendy Underhill** at c: 303-802-6673, [Wendy.Underhill@ncsl.org](mailto:Wendy.Underhill@ncsl.org)

**Ben Williams** at c: 304-382-3172, [Ben.Williams@ncsl.org](mailto:Ben.Williams@ncsl.org)

**Christi Zamarripa** at c: 720-296-4352, [Christi.Zamarripa@ncsl.org](mailto:Christi.Zamarripa@ncsl.org)

 Forward to a Friend



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You are receiving this email because you have either subscribed to NCSL communications, attended an NCSL event or signed up for distance learning opportunities.

### Our mailing address is:

National Conference of State Legislatures  
7700 E. First Pl.  
Denver, CO 80230-7143

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From: Software-Notification@legis.wisconsin.gov  
Sent: Tuesday, July 20, 2021, 9:23 AM  
To: Steve.Fawcett@legis.wisconsin.gov  
Subject: Reimburse: Your reimbursement request has been entered into PeopleSoft

---

Your reimbursement request has been entered into PeopleSoft by the Chief Clerk. You should receive your reimbursement within 2-5 business days.

Date: 7/14/2021  
Total: \$1,288.55  
Description: NCSL Redistricting Conf.

To view details of this transaction, click on the following link:  
<https://reimburse.wisleg.root.local/TravelVMs/Details/25606/View/False>  
(For security purposes, this link is only accessible to authorized users from LTSB-issued computers)

Please contact the Chief Clerk's office with any questions

From: Marriott Hotels <marriott@email-marriott.com>  
Sent: Monday, July 12, 2021, 12:55 PM  
To: steve.fawcett@legis.wisconsin.gov  
Subject: Steve, Check in now and get ready for your stay.

---



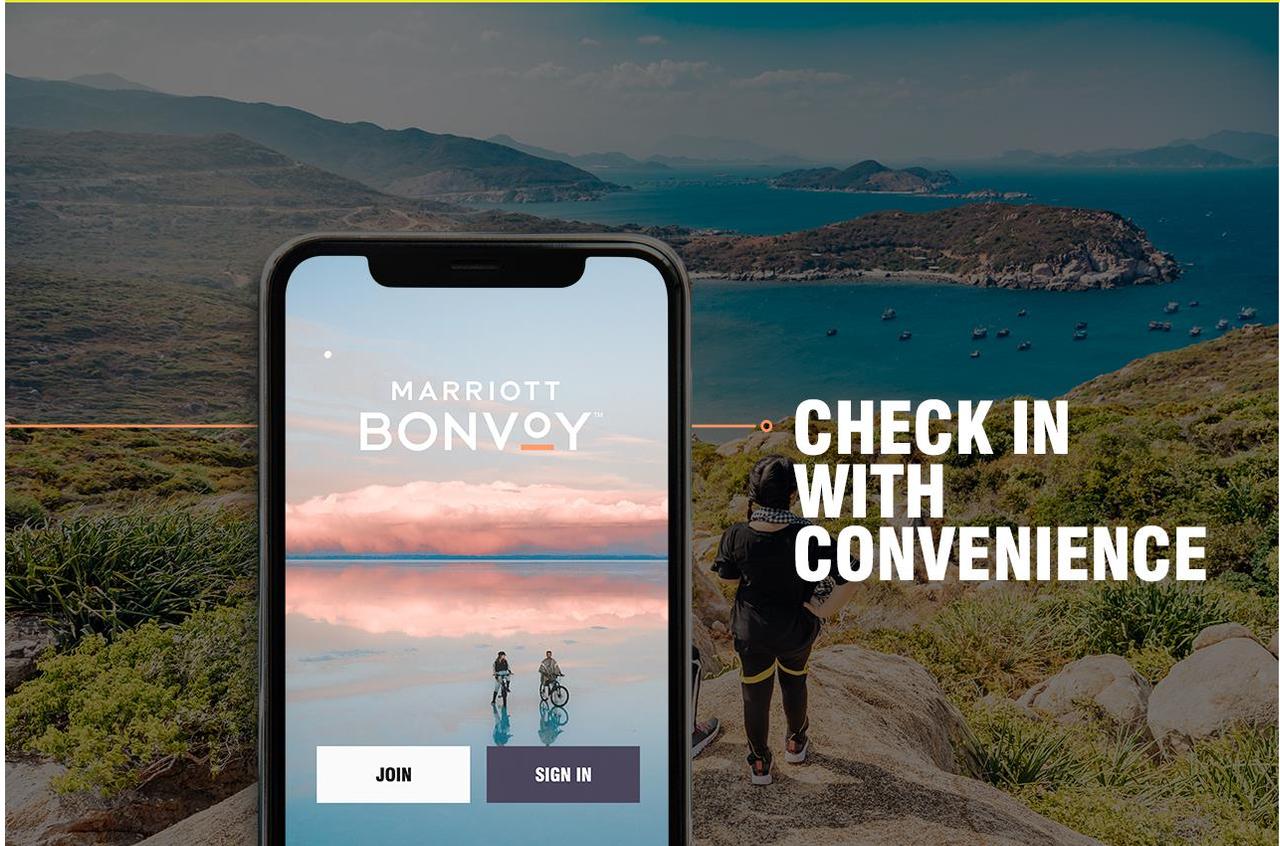
## Salt Lake Marriott Downtown at City Creek

📍 75 South West Temple  
Salt Lake City, Utah 84101

☎ +18015310800

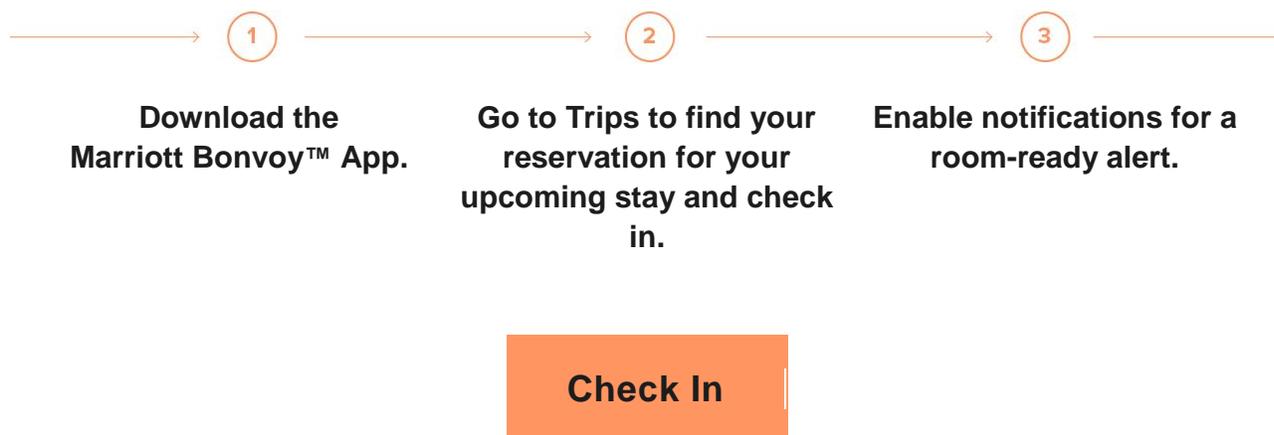


**Hotel Alert:** In response to current travel advisories, this hotel may have modified hours or limitations on certain services and amenities. [Learn More](#)



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Enable notifications from the app and use mobile check-in to find out when your room is ready.

**Download Now**

SUN 9:44 PM

I forgot my phone charger. Do you have one I can use?

Read

SUN 9:47 PM

Certainly! I will have it delivered to you.

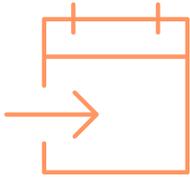
## Connect Anywhere

Ask questions and make requests on the go.

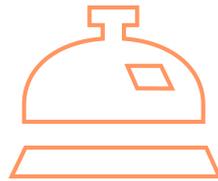
[Let's Chat](#)

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## Enjoy These Benefits Because You Booked Direct:



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Requests**



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members**



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Mobile check-in is a benefit of loyalty program membership. Mobile check-in is available 48 hours prior to your arrival day and until midnight on day of arrival. In order to get room-ready alerts from the app, you must opt in for push notifications and check-in. Subject to availability.

\*Mobile Key is available on iPhone and on Android at select hotels. For Destinations outside the United States and Canada, you will need to verify your identification at the front desk upon arrival.

### Contact Us

This email confirmation is an auto-generated message. Replies to automated messages are not monitored. Our [Internet Customer Care](#) team is available to assist you 24 hours per day, 7 days per week.

### Confirmation Authenticity

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From: NCSL Admin <nslnet-admin@ncsl.org>

Sent: Monday, June 14, 2021, 8:18 AM

To: "steve.fawcett@legis.wisconsin.gov" <steve.fawcett@legis.wisconsin.gov>

Subject: You are registered for 2021 NCSL Redistricting Seminar: Salt Lake City, Utah

---

Thank you for registering online for the 2021 NCSL Redistricting Seminar: Salt Lake City, Utah

Attendee Name	Confirmation Ref	Type	Price
Steve Fawcett	000267633	State Legislative Staff	\$450.00

Order Created by: Jake Wolf

Sales Order Number: 000083690

Thank you for registering for NCSL's Redistricting Seminar: Salt Lake City, Utah. Please make your hotel reservations for the Redistricting Seminar at the Salt Lake Marriott Downtown at City Creek by June 22, 2021. Rooms are available on a first-come, first-served basis until sold out. For complete information on the meeting, [please visit the meeting webpage](#).

A block of rooms has been reserved at:

[Salt Lake Marriott Downtown at City Creek](#)

75 S West Temple

Salt Lake City, UT 84101

Each attendee is responsible for making his or her hotel and travel arrangements.

Would you like to receive a copy of the Redistricting Law 2020 book now? Legislators and legislative staff can receive a free copy. All other attendees may purchase a book for the discounted price of \$49, instead of the regular price of \$99. If yes, please [click here](#) to order your book. [Use **July2021Seminar** discount code when ordering]

Registration questions can be directed to [registration@ncsl.org](mailto:registration@ncsl.org). Registration Cancellations received in the NCSL Denver office by July 12, 2021, will be refunded minus a \$50 processing fee. Cancellations must be made in writing and faxed to 303-364-7811 or emailed to

[registration@ncsl.org](mailto:registration@ncsl.org). Fees cannot be refunded for registrations cancelled after the conference begins.

## Thiry, Moriah

---

**From:** NCSL Admin <nslnet-admin@nsl.org>  
**Sent:** Tuesday, September 28, 2021 5:39 PM  
**To:** Thiry, Moriah  
**Subject:** You are registered for 2021 Tampa Legislative Summit

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Thank you for registering online for the 2021 NCSL Legislative Summit! We look forward to seeing you in Tampa.

### Summit Housing:

Your registration confirmation and unique hotel link are required to reserve your hotel at the discounted NCSL rate. Rooms are first come, first served, so book yours today! The housing reservation deadline is Oct. 1, 2021, however rooms may sell out prior to that date. You may reserve up to two hotel rooms per registration number.

If you are unable to make your reservation now, **SAVE YOUR CONFIRMATION EMAIL**. Your registration confirmation number and the housing link below can be used later to access Legislative Summit housing.

For questions regarding housing, please call the NCSL Housing Bureau at 864-208-3360 or email [nsl@maritz.com](mailto:nsl@maritz.com).

Attendee Name	Confirmation Ref	Type	Price
Moriah Thiry	273689	State Legislative Staff	\$650.00

Order Created by: Moriah Thiry  
Sales Order Number: 000090275

Registration Confirmation Number: 273689  
Housing Link: <https://registration.experientevent.com/ShowNCS211?ref=21074130>

### Meeting Location

Tampa Convention Center  
333 S Franklin St  
Tampa, FL 33602  
Nov. 3-5, 2021

### 2021 NCSL LEGISLATIVE SUMMIT| TERMS AND CONDITIONS

**Online meeting registration requires payment by credit card.**

<b>METHOD OF PAYMENT</b>	
VI*****4659	<b>\$337.65 USD</b>
<b>CHARGES</b>	
<b>Air Transportation Charges</b>	
Base Fare	\$270.93 USD
<b>Taxes, Fees and Charges</b>	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
United States - Transportation Tax (US)	\$20.32 USD
United States - Passenger Facility Charge (XF)	\$18.00 USD
United States - Flight Segment Tax (ZP)	\$17.20 USD
<b>TICKET AMOUNT</b>	<b>\$337.65 USD</b>

**NONREF/CHANGES PERMITTED**

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: MSN DL X/ATL DL TPA182.33LF7SA0MD DL X/ATL DL MSN88.60XFUSA0E1/WP1U USD270.93END ZP MSNATLTPAATL XF MSN4.5ATL4.5TPA4.5ATL4.5

METHOD OF PAYMENT	
VI*****4659	<b>\$75.00 USD</b>

ECREDITS APPLIED	
eCredits Number	0062480695411
Passenger Name	MORIAH THIRY
Amount Applied	337.65 USD
Applied to Ticket Number	0062152247931

CHARGES	
Air Transportation Charges	
Base Fare	\$270.93 USD
Taxes, Fees and Charges	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
United States - Transportation Tax (US)	\$20.32 USD
United States - Passenger Facility Charge (XF)	\$18.00 USD
United States - Flight Segment Tax (ZP)	\$17.20 USD
<b>TICKET AMOUNT</b>	<b>\$337.65 USD</b>

Fare Difference - \$0.00 USD  
 Taxes, Fees & Charges - \$0.00 USD  
 Service Charge - \$75.00 USD  
**Total Charged - \$75.00 USD**

NON-REF/NON-END - PENALTY APPLIES



11/2/21, 4:22 PM  
98ASLS

\$24.17  
Add a tip

- Tampa International Airport (TPA), Tampa, FL 33607, US
- 409 Water St, Tampa, FL 33602, US

Receipt

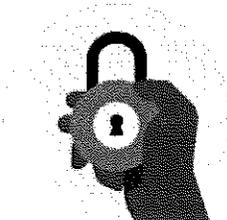


You rated Alton



After your trip, driver can't see your pickup or dropoff address details

View what your driver sees



Help



TAMPA MARRIOTT WATER STREET

GUEST FOLIO

1203 THIRY/MORIAH 235.00 11/05/21 13:10 19531 28233  
 ROOM NAME RATE DEPART TIME ACCT# GROUP  
 WQ NCSL 11/02/21 18:01  
 TYPE XXX ARRIVE TIME  
 37 TAMPA FL 33602  
 ROOM VSXXXXXXXXXXXX4659 MBV#:  
 CLERK ADDRESS PAYMENT

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
11/02	ROOM REV 1203, 1	235.00		
11/02	ROOM TAX 1203, 1	33.67		
11/03	ROOM REV 1203, 1	235.00		
11/03	ROOM TAX 1203, 1	33.67		
11/04	ROOM REV 1203, 1	235.00		
11/04	ROOM TAX 1203, 1	33.67		
11/05	CCARD-VS		806.01	
	PAYMENT RECEIVED BY: VISA XXXXXXXXXXXX4659			.00

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WI-REP-22-0006-B-000017

Signature X

From: "Ledtke, Amanda" <Amanda.Ledtke@legis.wisconsin.gov>  
Sent: Tuesday, September 28, 2021, 5:19 PM  
To: "Fabick, Abbey" <Abbey.Fabick@legis.wisconsin.gov>  
Cc: "Thiry, Moriah" <Moriah.Thiry@legis.wisconsin.gov>  
Subject: FW: NCSL Tampa 2021 Legislative Summit registration information  
Attachments: Summit Attendee Registration leg and staff 2021.docx; Housing Instructions for Booking a Hotel Room.docx

---

**From:** Toftness, Jenny <Jenny.Toftness@legis.wisconsin.gov>  
**Sent:** Thursday, August 12, 2021 3:08 PM  
**To:** Vande Loo, Doris <Doris.VandeLoo@legis.wisconsin.gov>  
**Cc:** Ledtke, Amanda <Amanda.Ledtke@legis.wisconsin.gov>; Blazel, Ted <Ted.Blazel@legis.wisconsin.gov>  
**Subject:** NCSL Tampa 2021 Legislative Summit registration information

Does this look okay? Is everything correct? It's one of state trip per year right? I would like to send out before 5pm.

TO: Assembly Members  
FROM: Speaker Robin Vos  
RE: Registration information for the 2021 NCSL Legislative Summit

The 2021 NCSL Legislative Summit will take place November 3-5, 2021 in Tampa, FL. If an assembly member is interested in attending, the Assembly will pay the early bird registration fee of \$xxx for attending members. Hotel and transportation are a reimbursable expense that can come out of a member's office account. **The last day to register with the early bird registration is Tuesday August 31, 2021.**

Please note: This trip will count toward your one out-of-state trip per year from the office account.

The following reimbursement limits are in place for this trip:

**COSTS COVERED BY THE ASSEMBLY:**

Registration Fee = \$650.00\*

**COSTS COVERED BY OFFICE ACCOUNT:**

Transportation Costs = up to \$550\*  
Flight  
Mileage  
Airport/hotel parking

Taxi/Uber  
Baggage Fees

Hotel = up to \$1200\*

\*Any costs beyond these amounts will be an out-of-pocket expense.

**HOW TO REGISTER:**

Please go to [www.ncsl.org/Summit21](http://www.ncsl.org/Summit21) to register.

When prompted to pay the registration fee please select “bill my state”.

If you need to register a spouse or guest, please charge their registration fee to a personal credit card. Spouse/guest registration fee and travel expenses are an out-of-pocket expense paid by the legislator.

**HOW TO BOOK A HOTEL ROOM:**

NCSL has set aside a blocks in different hotels around the convention center. Please open and review the attached documents provided by NCSL on how to book a hotel room. You must register for the summit before booking a hotel room.

**REIMBURSEMENT:**

All legislators who wish to be reimbursed out of their office account for transportation and hotel costs MUST complete a Travel Approval form through the Reimburse program. This form should be submitted and approved BEFORE traveling to the NCSL Summit. Upon return from the summit, legislators then fill out a Travel Reimbursement form through the Reimburse program. The reimbursement form can be found on the homepage of the program or through a link at the bottom right corner of the approved travel approval form. Please submit all original receipts with the reimbursement form.

If you have any questions, please contact Amanda Ledtke in Speaker Vos’ office at 266-3387 or [Amanda.ledtke@legis.wi.gov](mailto:Amanda.ledtke@legis.wi.gov).

Again, please remember the registration deadline is **Tuesday August 31, 2021**.

Thank you.

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Again, please remember the registration deadline is **Tuesday August 31, 2021**.

Thank you.

From: "Fabick, Abbey" <Abbey.Fabick@legis.wisconsin.gov>  
Sent: Monday, November 1, 2021, 1:45 PM  
To: "Thiry, Moriah" <Moriah.Thiry@legis.wisconsin.gov>  
Subject: FW: NCSL Tampa 2021 Legislative Summit registration information  
Attachments: Summit Attendee Registration leg and staff 2021.docx; Housing Instructions for Booking a Hotel Room.docx

---

**From:** Fabick, Abbey  
**Sent:** Friday, October 08, 2021 4:57 PM  
**To:** 'afabick@gmail.com' <afabick@gmail.com>  
**Subject:** FW: NCSL Tampa 2021 Legislative Summit registration information

---

**From:** Ledtke, Amanda <[Amanda.Ledtke@legis.wisconsin.gov](mailto:Amanda.Ledtke@legis.wisconsin.gov)>  
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**Sent:** Thursday, August 12, 2021 3:08 PM  
**To:** Vande Loo, Doris <[Doris.VandeLoo@legis.wisconsin.gov](mailto:Doris.VandeLoo@legis.wisconsin.gov)>  
**Cc:** Ledtke, Amanda <[Amanda.Ledtke@legis.wisconsin.gov](mailto:Amanda.Ledtke@legis.wisconsin.gov)>; Blazel, Ted <[Ted.Blazel@legis.wisconsin.gov](mailto:Ted.Blazel@legis.wisconsin.gov)>  
**Subject:** NCSL Tampa 2021 Legislative Summit registration information

Does this look okay? Is everything correct? It's one of state trip per year right? I would like to send out before 5pm.

TO: Assembly Members

FROM: Speaker Robin Vos

RE: Registration information for the 2021 NCSL Legislative Summit

The 2021 NCSL Legislative Summit will take place November 3-5, 2021 in Tampa, FL. If an assembly member is interested in attending, the Assembly will pay the early bird registration fee of \$xxx for attending members. Hotel and transportation are a reimbursable expense that can come out of a member's office account. **The last day to register with the early bird registration is Tuesday August 31, 2021.**

Please note: This trip will count toward your one out-of-state trip per year from the office account.

The following reimbursement limits are in place for this trip:

**COSTS COVERED BY THE ASSEMBLY:**

Registration Fee = **\$650.00\***

**COSTS COVERED BY OFFICE ACCOUNT:**

Transportation Costs = **up to \$550\***

Flight

Mileage

Airport/hotel parking

Taxi/Uber

Baggage Fees

Hotel = **up to \$1200\***

\*Any costs beyond these amounts will be an out-of-pocket expense.

**HOW TO REGISTER:**

Please go to [www.ncsl.org/Summit21](http://www.ncsl.org/Summit21) to register.

When prompted to pay the registration fee please select “bill my state”.

If you need to register a spouse or guest, please charge their registration fee to a personal credit card.

Spouse/guest registration fee and travel expenses are an out-of-pocket expense paid by the legislator.

**HOW TO BOOK A HOTEL ROOM:**

NCSL has set aside a blocks in different hotels around the convention center. Please open and review the attached documents provided by NCSL on how to book a hotel room. You must register for the summit before booking a hotel room.

**REIMBURSEMENT:**

All legislators who wish to be reimbursed out of their office account for transportation and hotel costs MUST complete a Travel Approval form through the Reimburse program. This form should be submitted and approved BEFORE traveling to the NCSL Summit. Upon return from the summit, legislators then fill out a Travel Reimbursement form through the Reimburse program. The reimbursement form can be found on the homepage of the program or through a link at the bottom right corner of the approved travel approval form. Please submit all original receipts with the reimbursement form.

If you have any questions, please contact Amanda Ledtke in Speaker Vos’ office at 266-3387 or

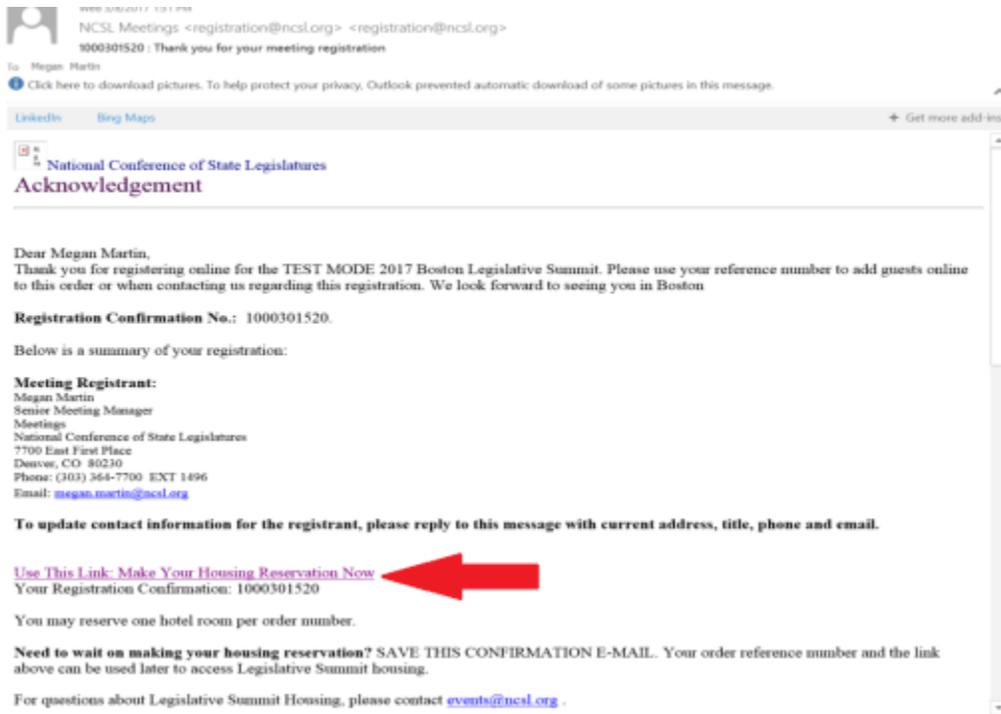
[Amanda.ledtke@legis.wi.gov](mailto:Amanda.ledtke@legis.wi.gov).

Again, please remember the registration deadline is **Tuesday August 31, 2021**.

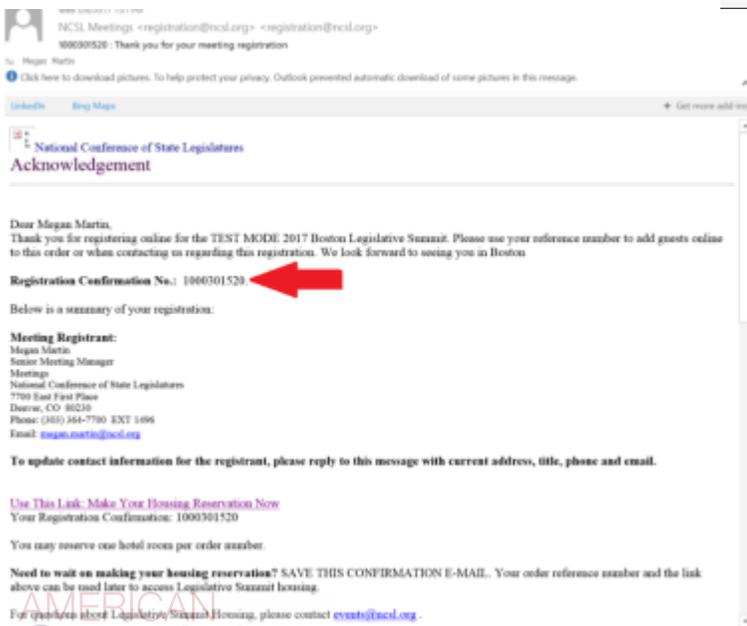
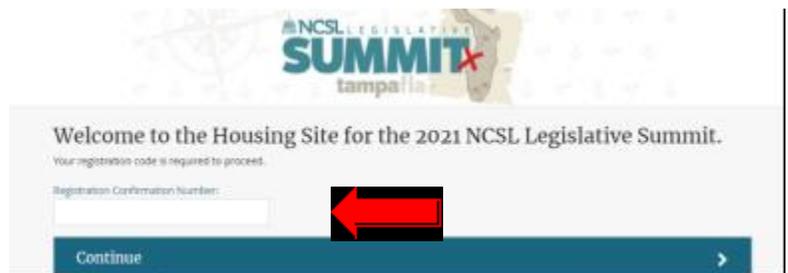
Thank you.

# Housing Instructions for a Hotel Room

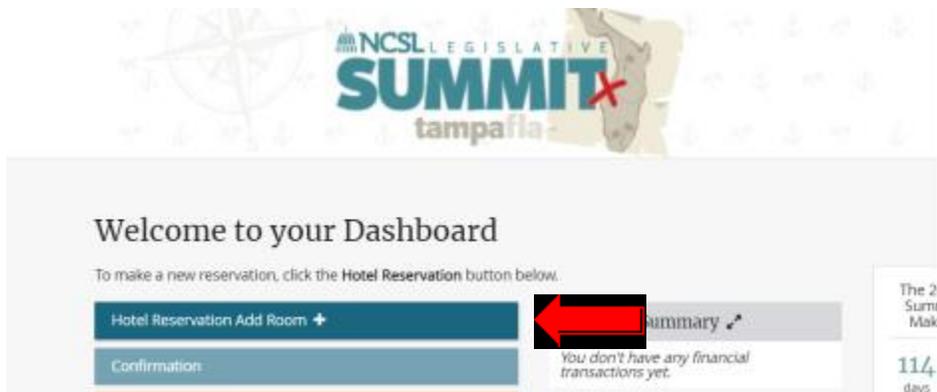
- Click the housing reservation link in your registration confirmation email



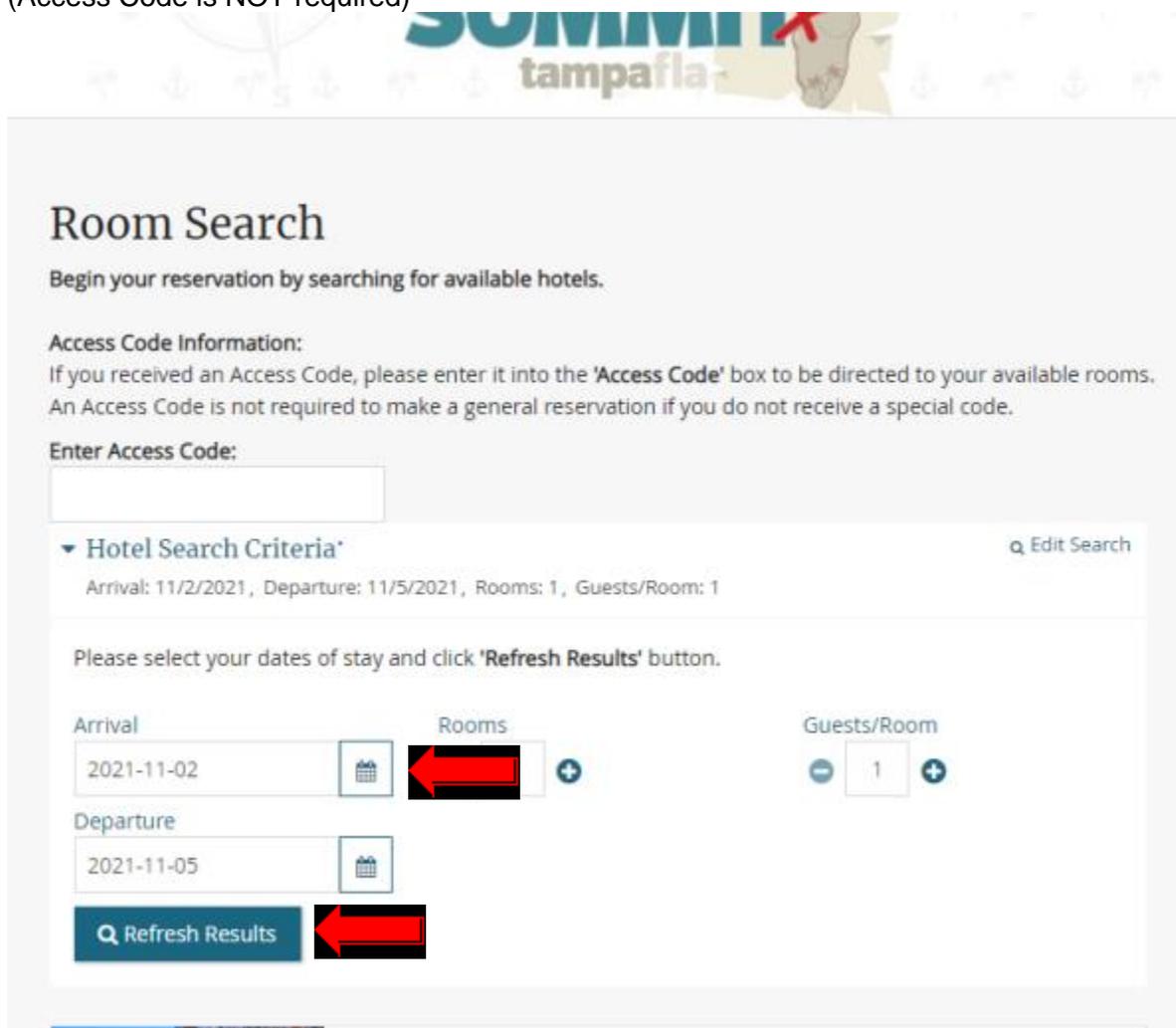
- Enter your registration confirmation number onto housing website and click continue (Cannot use the same Registration Number for multiple reservations)



- Click on “Hotel Reservation”



- Select your arrival and departure dates, and click 'Refresh Results' (Access Code is NOT required)



- Find the hotel you would like to reserve and select 'View Rooms'

This screenshot shows three hotel listings in Tampa, Florida, each with a 'View Rooms' button highlighted by a red arrow. The listings are:

- Hilton Tampa Downtown**: 0.3 miles from Tampa Convention Center, Rates Start At \$174.00.
- Embassy Suites Tampa Downtown**: 0.0 miles from Tampa Convention Center, Rates Start At \$194.00.
- Sheraton Tampa Riverwalk**: 0.6 miles from Tampa Convention Center, Rates Start At \$185.00.

Each listing includes a 'Commitment to Safety' badge, a 'Distance' section, a 'Hotel Features' section with icons for Wi-Fi, parking, and accessibility, and a 'Rates Start At' section with a calendar icon. A note at the bottom of each listing states: '\*No shuttle service is provided.' A 'Favorite' star icon is located in the top right corner of each listing.

- Click 'Reserve'

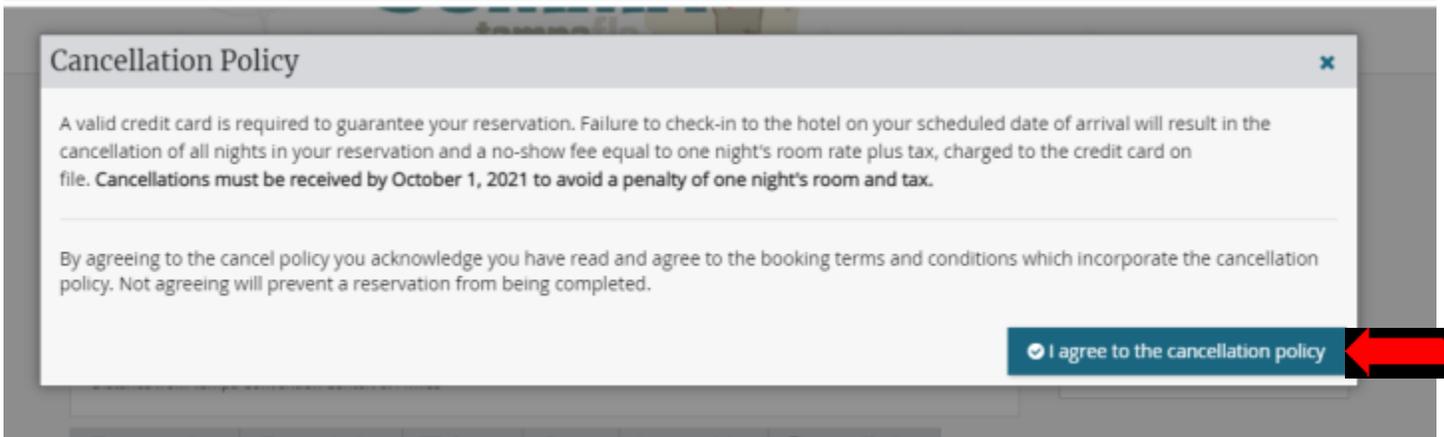
This screenshot shows the reservation details page for a hotel. At the top, it states 'Distance from Tampa Convention Center: 0.4 miles'. Below this is a navigation bar with tabs for 'Guest Safety', 'Description', 'Photos', 'Map', 'Amenities', and 'Cancellation'. The 'Reserve Room' tab is currently selected. The main content area displays the following information:

The rates indicated below are based on **single/double** occupancy. Additional occupants may incur additional fees.

Guarantee	Nightly	Total	Reserve
	\$169.00 ▼	\$580.52 ▼	

Below the table is a 'Standard Room Max Guests - 4' label. At the bottom of the page is a 'Back' button with a left-pointing arrow.

- Agree to the Cancel Policy



- Click 'Add Person'



- Enter Guest Information (Agree to 'Terms of Use' and click 'Save')

\* indicates required fields.

\* First Name: First Name  
\* Last Name: Last Name

\* Address: 123 Address  
\* Email: you@email@email.com

Postal Code: 11111  
\* City: City

State/Province: Colorado >  
\* Country: United States >

\* Phone Number: 555-555-5555

Rewards Program #

Choose a password so that you can return to edit or review.

\* Password: \*\*\*\*\*  Show Password

Special Accommodations >

\*  I agree to the [Terms of Use](#).

- Add another person (if applicable), or click 'Next'

Hyatt House Downtown Tampa  
325 N Florida Ave  
Tampa, FL 33602

Standard Room  
First Name Last Name

Arrive: 11/2/21 Depart: 11/5/21

Who's in the room? (4 people maximum)

Room Requests  
This area is to provide any special requests that you may have. Your requests are not guaranteed, but they will be passed along to the hotel.

Bedding: No Preference >

Additional Room Requests:  
  
Characters remaining: 255



- Click 'Pay Now' and you will be directed to enter your credit card guarantee and your room will be confirmed

## Review and Check Out

First Name Last Name's Cart

In Progress Reservations	CCG Required	
<a href="#">Hyatt House Downtown Tampa</a> First Name Last Name ( Nov 2, 2021 - Nov 5, 2021 ) Standard Room	CCG Required	

Confirm Room(s) CCG

[Add Another Room](#)

### Payment

Selecting "Pay Now" below will redirect you to our SecuRemit Payment site where you may enter your credit card information. Completing the payment process will return you to this website.

I authorize the use of my credit card to guarantee my guest room reservation(s).

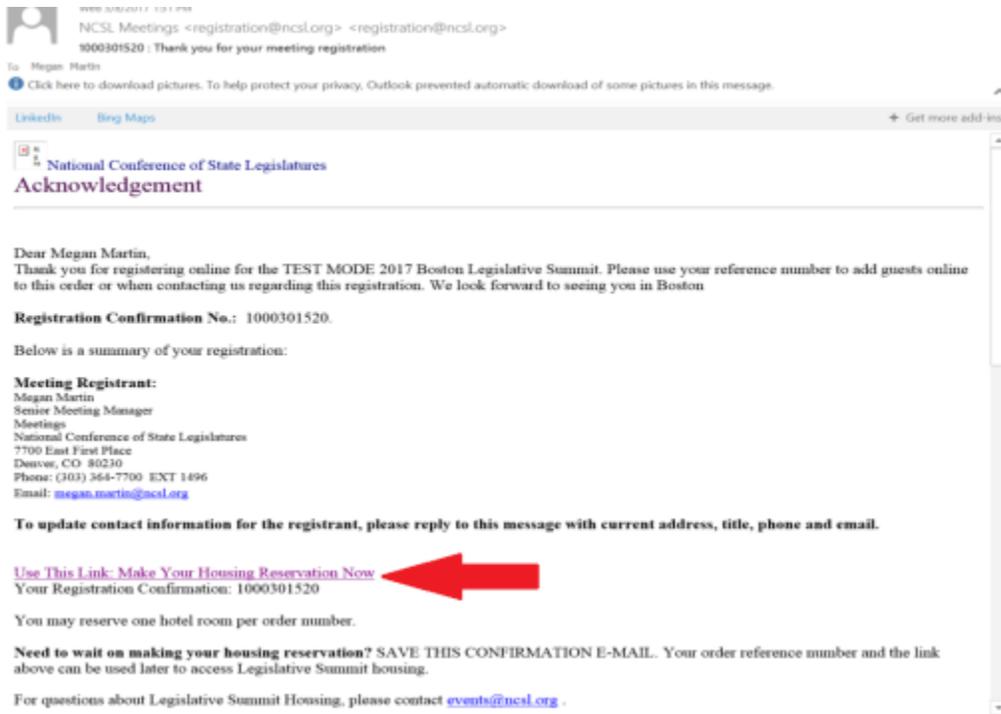
SSL Certificate

[Pay Now →](#)

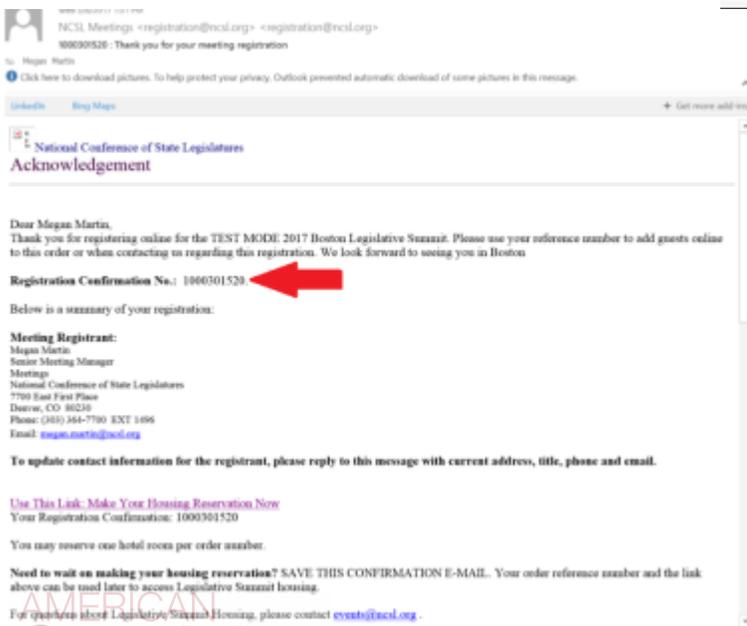
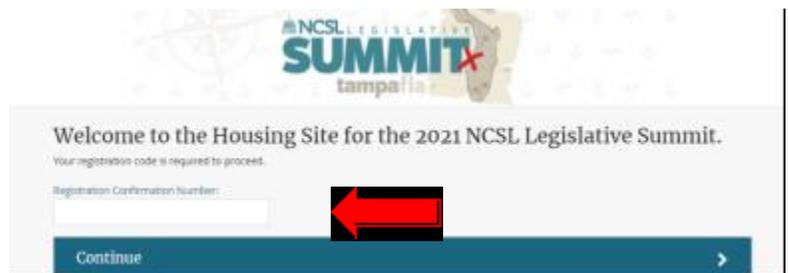
[← Back](#) | [Dashboard](#)

# Housing Instructions for a Hotel Room

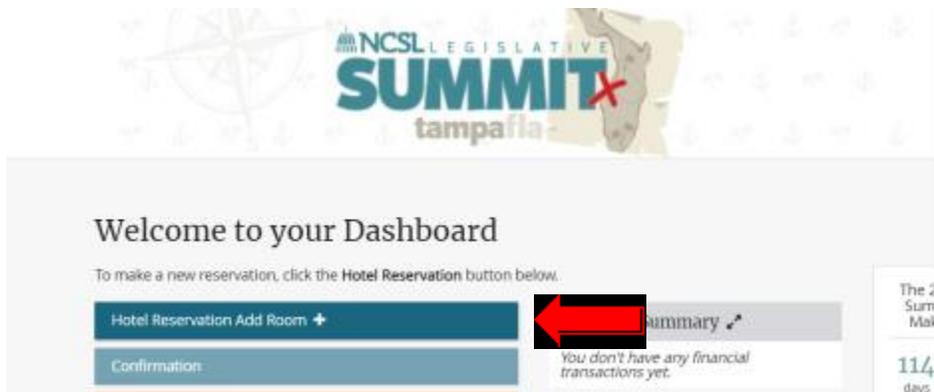
- Click the housing reservation link in your registration confirmation email



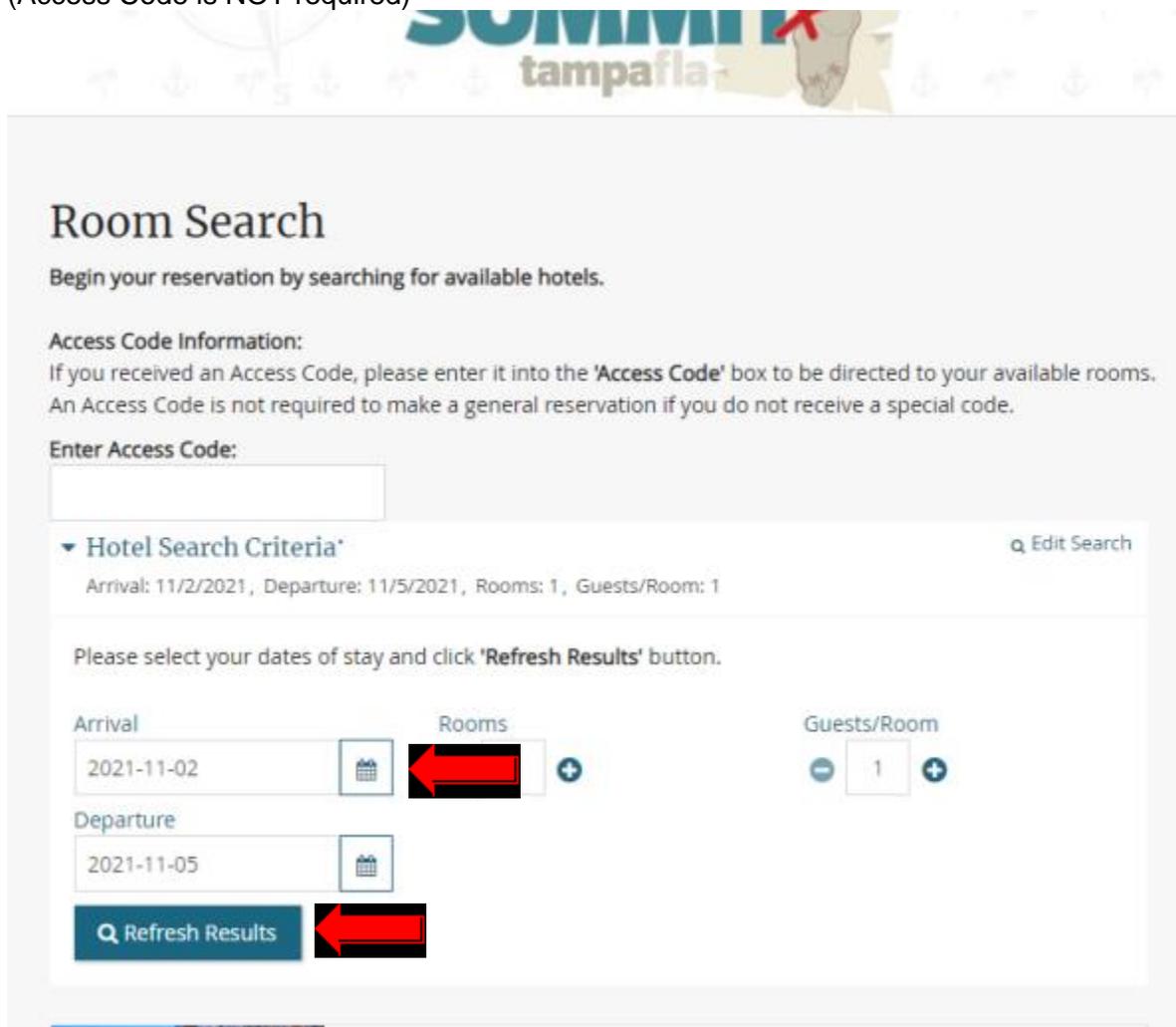
- Enter your registration confirmation number onto housing website and click continue (Cannot use the same Registration Number for multiple reservations)



- Click on “Hotel Reservation”



- Select your arrival and departure dates, and click 'Refresh Results' (Access Code is NOT required)



- Find the hotel you would like to reserve and select 'View Rooms'

This screenshot shows three hotel listings in Tampa, Florida. Each listing includes a photo of the hotel, its name, a 'Commitment to Safety' badge, distance from the Tampa Convention Center, hotel features (like Wi-Fi and parking), and a 'View Rooms' button. A red arrow points to the 'View Rooms' button for the Hilton Tampa Downtown.

Hotel Name	Distance from Tampa Convention Center	Rates Start At
Hilton Tampa Downtown	0.3 miles	\$174.00
Embassy Suites Tampa Downtown	0.0 miles	\$194.00
Sheraton Tampa Riverwalk	0.6 miles	\$185.00

- Click 'Reserve'

This screenshot shows the reservation details for a hotel. It includes a navigation bar with options like 'Guest Safety', 'Description', 'Photos', 'Map', 'Amenities', and 'Cancellation'. The 'Reserve Room' button is highlighted. Below, a text block explains that rates are based on single/double occupancy. A table shows the room type, guarantee, nightly rate, and total price. A red arrow points to the 'Reserve' button.

Distance from Tampa Convention Center: 0.4 miles

[Guest Safety](#) [Description](#) [Photos](#) [Map](#) [Amenities](#) [Cancellation](#)

**Reserve Room**

The rates indicated below are based on **single/double** occupancy. Additional occupants may incur additional fees.

Room Type	Guarantee	Nightly Rate	Total Price
Standard Room Max Guests - 4		\$169.00	\$580.52

[Reserve](#)

[Back](#)

- Agree to the Cancel Policy

### Cancellation Policy

A valid credit card is required to guarantee your reservation. Failure to check-in to the hotel on your scheduled date of arrival will result in the cancellation of all nights in your reservation and a no-show fee equal to one night's room rate plus tax, charged to the credit card on file. Cancellations must be received by October 1, 2021 to avoid a penalty of one night's room and tax.

By agreeing to the cancel policy you acknowledge you have read and agree to the booking terms and conditions which incorporate the cancellation policy. Not agreeing will prevent a reservation from being completed.

I agree to the cancellation policy

- Click 'Add Person'

## Room Occupants

### Hyatt House Downtown Tampa

325 N Florida Ave  
Tampa, FL 33602

▼ Standard Room  
Room requires at least one guest. Click Add Person below.

Arrive: 11/2/21      Depart: 11/5/21      [Change Dates](#)   [Cancel Room](#)

Who's in the room? (4 people maximum)

[+ Add Person](#)

Room Requests  
*This area is to provide any special requests that you may have. Your requests are not guaranteed, but they will be passed along to the hotel.*

Bedding  
[No Preference >](#)

- Enter Guest Information  
(Agree to 'Terms of Use' and click 'Save')

\* indicates required fields.

* First Name First Name	* Last Name Last Name
* Address 123 Address	* Email youremail@email.com
Postal Code 11111	* City City
State/Province Colorado >	* Country United States >
* Phone Number 555-555-5555	
Rewards Program # 	

Choose a password so that you can return to edit or review.

\* Password  
\*\*\*\*\*  Show Password

[Special Accommodations >](#)

\*  I agree to the [Terms of Use](#).

- Add another person (if applicable), or click 'Next'

Hyatt House Downtown Tampa  
325 N Florida Ave  
Tampa, FL 33602

Standard Room  
First Name Last Name

Arrive: 11/2/21 Depart: 11/5/21

Who's in the room? (4 people maximum)

Room Requests  
This area is to provide any special requests that you may have. Your requests are not guaranteed, but they will be passed along to the hotel.

Bedding

Additional Room Requests:

Characters remaining: 255

- Click 'Pay Now' and you will be directed to enter your credit card guarantee and your room will be confirmed

## Review and Check Out

First Name Last Name's Cart

In Progress Reservations	CCG Required	
<a href="#">Hyatt House Downtown Tampa</a> First Name Last Name ( Nov 2, 2021 - Nov 5, 2021 ) Standard Room	CCG Required	

Confirm Room(s) CCG

[Add Another Room](#)

### Payment

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I authorize the use of my credit card to guarantee my guest room reservation(s).

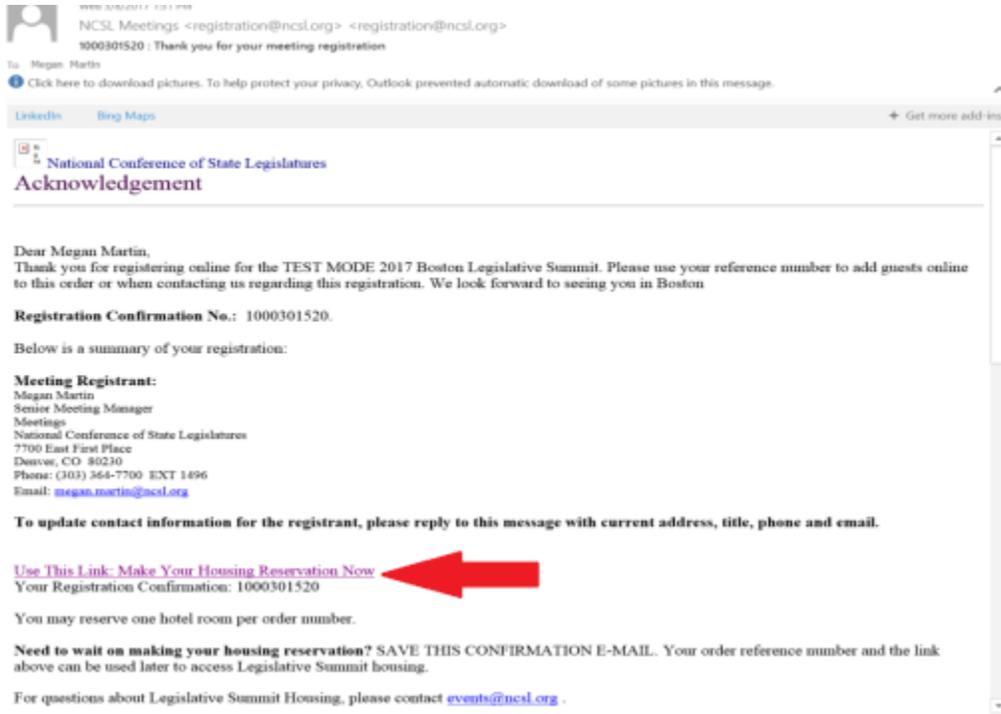
SSL Certificate

[Pay Now →](#)

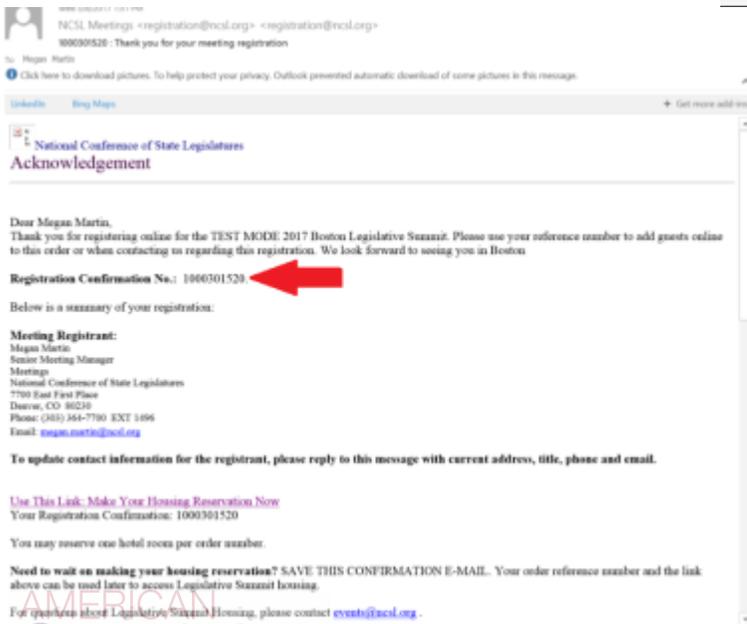
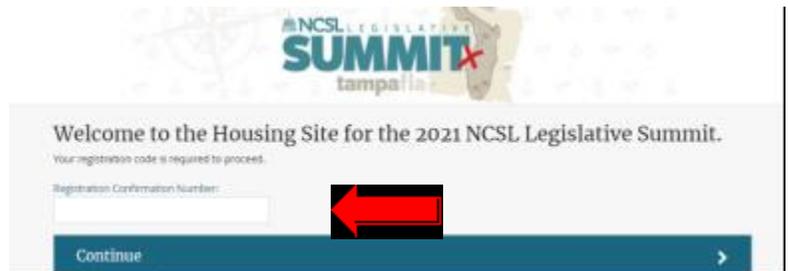
[← Back](#) | [Dashboard](#)

# Housing Instructions for a Hotel Room

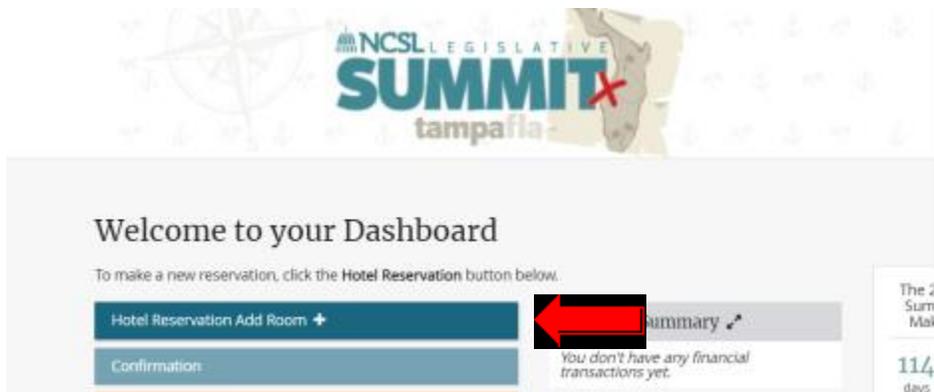
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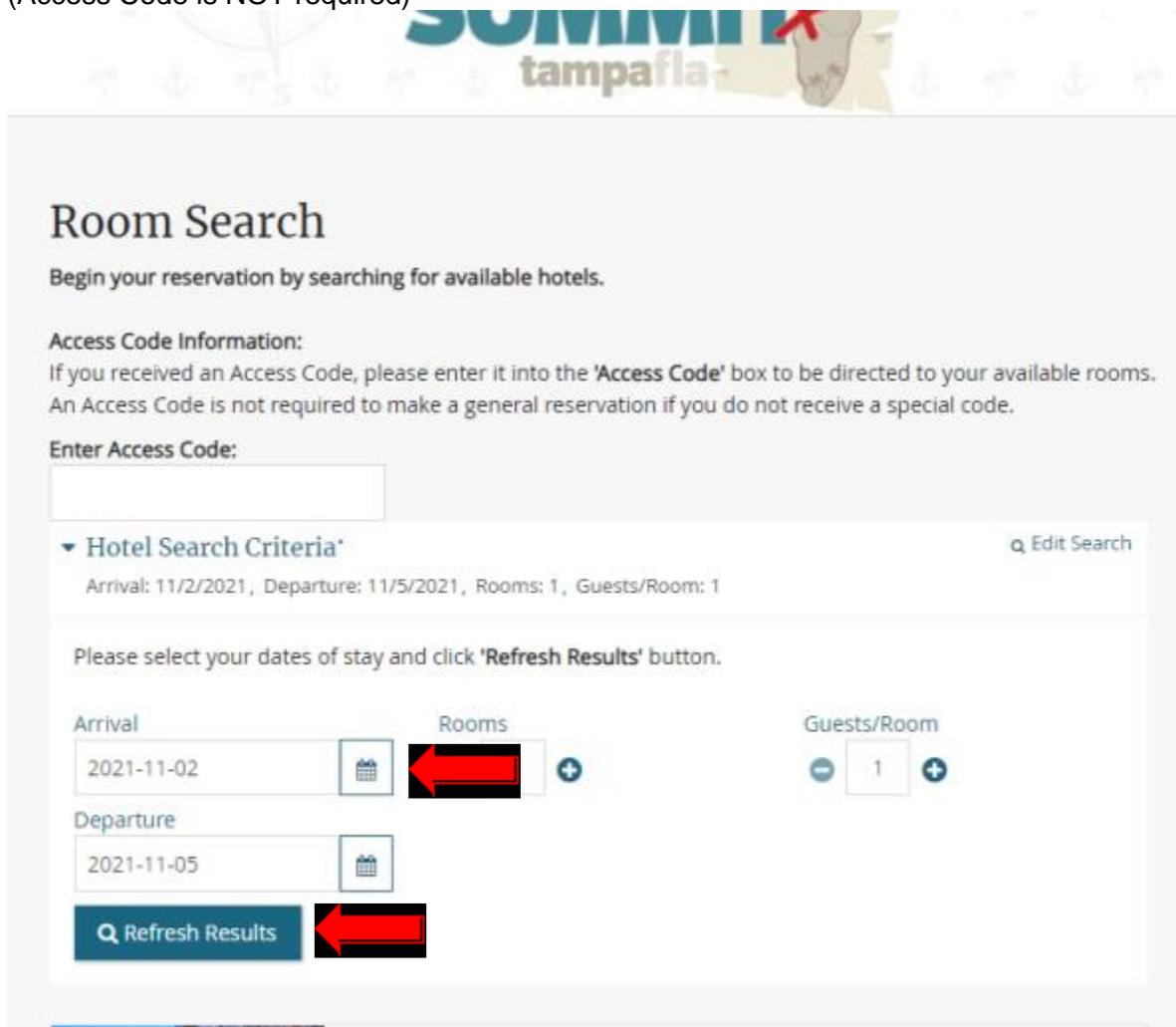
- Enter your registration confirmation number onto housing website and click continue (Cannot use the same Registration Number for multiple reservations)



- Click on “Hotel Reservation”



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- Find the hotel you would like to reserve and select 'View Rooms'

This screenshot shows three hotel listings in Tampa, Florida. Each listing includes a photo of the hotel, the hotel name, a 'Commitment to Safety' badge, distance from the Tampa Convention Center, hotel features (like Wi-Fi and parking), and a 'View Rooms' button. A red arrow points to the 'View Rooms' button for the Hilton Tampa Downtown.

Hotel Name	Distance from Tampa Convention Center	Rates Start At
Hilton Tampa Downtown	0.3 miles	\$174.00
Embassy Suites Tampa Downtown	0.0 miles	\$194.00
Sheraton Tampa Riverwalk	0.6 miles	\$185.00

- Click 'Reserve'

This screenshot shows the reservation details for a hotel. It includes a navigation bar with options like 'Guest Safety', 'Description', 'Photos', 'Map', 'Amenities', and 'Cancellation'. Below this, there is a 'Reserve Room' button. The main content area displays the room type 'Standard Room Max Guests - 4', the nightly rate of \$169.00, and the total price of \$580.52. A red arrow points to the 'Reserve' button.

Distance from Tampa Convention Center: 0.4 miles

Navigation: Guest Safety, Description, Photos, Map, Amenities, Cancellation

Reserve Room

The rates indicated below are based on **single/double** occupancy. Additional occupants may incur additional fees.

Guarantee	Nightly	Total
	\$169.00	\$580.52

Reserve

Back

- Agree to the Cancel Policy

**Cancellation Policy** ✕

A valid credit card is required to guarantee your reservation. Failure to check-in to the hotel on your scheduled date of arrival will result in the cancellation of all nights in your reservation and a no-show fee equal to one night's room rate plus tax, charged to the credit card on file. **Cancellations must be received by October 1, 2021 to avoid a penalty of one night's room and tax.**

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I agree to the cancellation policy 

- Click 'Add Person'

## Room Occupants

**Hyatt House Downtown Tampa**  
325 N Florida Ave  
Tampa, FL 33602

▼ **Standard Room**  
Room requires at least one guest. Click Add Person below.

Arrive: 11/2/21      Depart: 11/5/21      [Change Dates](#)   [✕ Cancel Room](#)

Who's in the room? (4 people maximum)



**Room Requests**  
*This area is to provide any special requests that you may have. Your requests are not guaranteed, but they will be passed along to the hotel.*

**Bedding**  
No Preference [▶](#)

- Enter Guest Information  
(Agree to 'Terms of Use' and click 'Save')

\* indicates required fields.

\* First Name: First Name  
\* Last Name: Last Name

\* Address: 123 Address  
\* Email: you@email.com

Postal Code: 11111  
\* City: City

State/Province: Colorado >  
\* Country: United States >

\* Phone Number: 555-555-5555

Rewards Program #

Choose a password so that you can return to edit or review.

\* Password: [password field]  Show Password

[Special Accommodations >](#)

\*  I agree to the [Terms of Use](#).

Cancel

- Add another person (if applicable), or click 'Next'

Hyatt House Downtown Tampa  
325 N Florida Ave  
Tampa, FL 33602

Standard Room  
First Name Last Name

Arrive: 11/2/21 Depart: 11/5/21

Who's in the room? (4 people maximum)

Room Requests  
This area is to provide any special requests that you may have. Your requests are not guaranteed, but they will be passed along to the hotel.

Bedding: No Preference >

Additional Room Requests:  
Characters remaining: 255



- Click 'Pay Now' and you will be directed to enter your credit card guarantee and your room will be confirmed

## Review and Check Out

First Name Last Name's Cart

In Progress Reservations	CCG Required	
<a href="#">Hyatt House Downtown Tampa</a> First Name Last Name ( Nov 2, 2021 - Nov 5, 2021 ) Standard Room	CCG Required	

Confirm Room(s) CCG

[Add Another Room](#)

### Payment

Selecting "Pay Now" below will redirect you to our SecuRemit Payment site where you may enter your credit card information. Completing the payment process will return you to this website.

I authorize the use of my credit card to guarantee my guest room reservation(s).

SSL Certificate

[Pay Now →](#)

[← Back](#) | [Dashboard](#)

From: Software-Notification@legis.wisconsin.gov  
Sent: Tuesday, November 16, 2021, 12:54 PM  
To: Moriah.Thiry@legis.wisconsin.gov  
Subject: Reimburse: Your reimbursement request has been entered into PeopleSoft

---

Your reimbursement request has been entered into PeopleSoft by the Chief Clerk. You should receive your reimbursement within 2-5 business days.

Date: 11/2/2021  
Total: \$1,892.83  
Description: NCSL Legislative Conference

To view details of this transaction, click on the following link:  
<https://reimburse.wisleg.root.local/TravelVMs/Details/27287/View/False>  
(For security purposes, this link is only accessible to authorized users from LTSB-issued computers)

Please contact the Chief Clerk's office with any questions



## 2021 Tampa Legislative Summit

To register:

1. Visit [www.ncsl.org/summit2021](http://www.ncsl.org/summit2021).
2. Scroll to the Registration section of the page and click “Register Now.”
3. It is important to log in before selecting a registration ticket.
4. If you have created an NCSL website login, enter the username and password and click “Log in.” Then skip to the Event Registration section below.
5. If you are unsure whether you have an NCSL website login, click “Account Lookup or Forgot Password” and follow the steps below.

Account Lookup/Create Account/Forgot Password:

1. The “Account Lookup” page will assist in searching for your information in NCSL’s database.
2. In the email box, enter your legislative or business email and click “Search Now.” We recommend that legislators and legislative staff enter their legislative email. The email entered in this step will be your username.

### Account Lookup

If you have forgotten your password, please enter the email address associated with your account and you will be able to reset it. To create an account for the first time: Legislators and legislative staff enter your legislative email address to get started. Other users, please enter the email you have used in the past with NCSL.

If we have a record of your email address in our system, you will be able to quickly set your password. If there is no record of your email, you will be asked to create a new account with your contact information.

Need Help? [303-856-1650](tel:303-856-1650) or [Email](#)

Email\*

- If the email entered is not linked to a user in NCSL's database, the message to the right will appear.

## We Couldn't Find You

We could not find a record with the email address. Please click Create Account below to complete the process. If you believe you received this message in error, please search with another email or contact us.

Need Help? [303-856-1650](tel:303-856-1650) or [Email](#)

[Back To Search](#) [CreateAccount](#)

### Create an Account

- Click the red "Create Account" button.

- This will lead to a profile creation page to be filled out.

**\*\*Note:** The email address used to search will be the one that is tied to the account and will become the username for that profile. **\*\***

\* Contact Type

\* Email Address

\* Title

\* First Name

Middle Name

\* Last Name

- Enter your legislature or company name in the Organization/Company field, and the field should find it and autofill. If the organization or business is not found, enter "Other" to complete the form.

Organization/Company

\* Address ⓘ  
 Country

\* Street

\* City

State

\* Postal Code

[Back To Search](#) [Create Account](#)

- Once the form is complete, click "Create Account" at the bottom of the page.

- A link will be sent to the preferred email address that was entered to set the password. The email should arrive within five minutes of the request and will be from **ncslnet-admin**. The link will go to a form which will allow you to set the password.

If the email address is found:

**Account Found**

1. You will be routed to the “Found” page.
2. Make sure that profile is correct and click the “Reset Password Here” button. The email associated with the name cannot be changed.
3. A link to reset the password will be sent to the email address listed. The email will arrive within five minutes and be from **ncslnet-admin**. The link in the email will route you to the “reset password” page.
4. The user will need to enter a new password, confirm the password and click “Submit.”

**We Found You**

We found this record related to your email. Click the Activate Username button to complete the process. Enter your email as your username on the next screen

Need Help? 303-856-1650 or Email

Name	Organization/Company	Username	Action
First Last	Name		Activate Username



**Event Registration**

Once you have created an account:

1. Click “Login” from the top-right of the NCSL website and log in.
2. Once logged in, click on the “Events” button on the top right-hand corner.
3. Click on NCSL 2021 Tampa Legislative Summit. You may need to scroll to the second page of Events as they are listed in date order.



2021 Tampa Legislative Summit  
3 - 5 November 2021

**Overview and Ticket Selection**

4. From the ticket types available, select the quantity of tickets. Note that if you do not have a contact type of State Legislator or State Legislative Staff, you will not be able to see those ticket types.

	<b>State Legislator</b> Select this option if you are a legislator and will attend the full meeting.	\$750.00 \$650.00
	<b>State Legislative Staff</b> Select this option if you are a legislative staff member and are attending the full meeting.	\$750.00 \$650.00

5. Click **Register Now** from the bottom of the page.

6. From the information page, complete the form for the registrants. If you are logged in and will be attending, the first Attendee will contain your name and the required information will need to be filled in. If not attending, place the cursor in the “Attendee” field and begin to enter the first registrant’s name.

7. Once the registration information has been entered, click “Continue” from the bottom of the form. This will take you to the next registrant information.

8. Place the cursor in the “Attendee” and begin typing the next registrant’s name. The system will try to match the name to contacts in our system (please note that only contacts under the same Account will be shown).

9. Once all registrant information is complete for the number of tickets selected, click “Continue” and you will be redirected to the Order Summary page. Click the red “Checkout” button to continue.

### Checkout: Order Confirmation and Billing Options.

10. If “Credit Card” is selected, enter the credit card number.

11. If the billing address is not listed, click “New Address” to enter a billing address.

12. Once everything is complete, click “Process Payment.”

13. If “Invoice Me” is selected, enter the state organization/agency that will be billed. This option is only valid for legislators and legislative staff.

14. Click “Complete Transaction.”  
A confirmation email is sent to the original/primary registrant.

1. Choose a Payment Method

Credit Card      \* Organization/Agency for the Invoice (US Legislators & Staff Only)

Invoice Me     

Complete Transaction



## 2021 Tampa Legislative Summit

### To register:

1. Visit [www.ncsl.org/summit2021](http://www.ncsl.org/summit2021).
2. Scroll to the Registration section of the page and click "Register Now."
3. It is important to log in before selecting a registration ticket.
4. If you have created an NCSL website login, enter the username and password and click "Log in." Then skip to the Event Registration section below.
5. If you are unsure whether you have an NCSL website login, click "Account Lookup or Forgot Password" and follow the steps below.

A screenshot of the NCSL website login form. At the top is the NCSL logo and the text "Log in to register for NCSL events, make a purchase, sign up for newsletters, or update your contact preferences". Below this are two input fields: "Username/Email" and "Password". A red "Log in" button is positioned below the password field. At the bottom of the form, there is a link for "Account Lookup or Forgot Password" and a note: "If you aren't sure if you have already created an NCSL account, or if you need to reset your password, click 'Account Lookup or Forgot Password' for next steps."

### Account Lookup/Create Account/Forgot Password:

1. The "Account Lookup" page will assist in searching for your information in NCSL's database.
2. In the email box, enter your legislative or business email and click "Search Now." We recommend that legislators and legislative staff enter their legislative email. The email entered in this step will be your username.

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If we have a record of your email address in our system, you will be able to quickly set your password. If there is no record of your email, you will be asked to create a new account with your contact information.

Need Help? [303-856-1650](tel:303-856-1650) or [Email](#)

Email\*

3. If the email entered is not linked to a user in NCSL's database, the message to the right will appear.

## We Couldn't Find You

We could not find a record with the email address. Please click Create Account below to complete the process. If you believe you received this message in error, please search with another email or contact us.

Need Help? [303-856-1650](tel:303-856-1650) or [Email](#)

[Back To Search](#) [CreateAccount](#)

### Create an Account

1. Click the red "Create Account" button.

2. This will lead to a profile creation page to be filled out.

**\*\*Note:** The email address used to search will be the one that is tied to the account and will become the username for that profile. **\*\***

\* Contact Type

\* Email Address

\* Title

\* First Name

Middle Name

\* Last Name

3. Enter your legislature or company name in the Organization/Company field, and the field should find it and autofill. If the organization or business is not found, enter "Other" to complete the form.

Organization/Company

\* Address ⓘ  
 Country

\* Street

\* City

State

\* Postal Code

[Back To Search](#) [Create Account](#)

4. Once the form is complete, click "Create Account" at the bottom of the page.

5. A link will be sent to the preferred email address that was entered to set the password. The email should arrive within five minutes of the request and will be from **ncslnet-admin**. The link will go to a form which will allow you to set the password.

If the email address is found:

### Account Found

1. You will be routed to the “Found” page.
2. Make sure that profile is correct and click the “Reset Password Here” button. The email associated with the name cannot be changed.
3. A link to reset the password will be sent to the email address listed. The email will arrive within five minutes and be from **ncslnet-admin**. The link in the email will route you to the “reset password” page.
4. The user will need to enter a new password, confirm the password and click “Submit.”

### We Found You

We found this record related to your email. Click the Activate Username button to complete the process. Enter your email as your username on the next screen

Need Help? [303-856-1650](#) or [Email](#)

Name	Organization/Company	Username	Action
First Last	Name		<a href="#">Activate Username</a>

### PASSWORD RESET

Please enter the email address that you used when creating your account. An email will be sent to that address with further instructions on how to reset your password.

User Username

[Send Password Reset Email](#)

### Event Registration

Once you have created an account:

1. Click “Login” from the top-right of the NCSL website and log in.
2. Once logged in, click on the “Events” button on the top right-hand corner.
3. Click on NCSL 2021 Tampa Legislative Summit. You may need to scroll to the second page of Events as they are listed in date order.



2021 Tampa Legislative Summit  
3 - 5 November 2021

### Overview and Ticket Selection

4. From the ticket types available, select the quantity of tickets. Note that if you do not have a contact type of State Legislator or State Legislative Staff, you will not be able to see those ticket types.

	<b>State Legislator</b> <small>Select this option if you are a legislator and will attend the full meeting.</small>	<small>€750.00</small> \$650.00
	<b>State Legislative Staff</b> <small>Select this option if you are a legislative staff member and are attending the full meeting.</small>	<small>€750.00</small> \$650.00

5. Click **Register Now** from the bottom of the page.

6. From the information page, complete the form for the registrants. If you are logged in and will be attending, the first Attendee will contain your name and the required information will need to be filled in. If not attending, place the cursor in the “Attendee” field and begin to enter the first registrant’s name.

The screenshot shows two sections of the registration form. The first section is titled "State Legislative Staff" and includes a dropdown menu with "Meghan Petrie" selected. Below it is a text input field containing "Meghan Petrie (Guest)". The second section is titled "State Legislator" and includes a text input field with "Meghan Petrie" and another with "Meghan Petrie (Guest)".

The screenshot shows the "Attendee" section of the registration form. It includes a dropdown menu with "Meghan Petrie" selected, a "Let us know how you would like your badge to appear:" section with a "Nickname:" field, a "Full Name:" field, an "Organization/Company/Agency:" field, a "Title:" field, and a "State:" field. There is also an "Additional Information:" section with a question: "Do you have any dietary restrictions and/or special needs?". At the bottom are "Close" and "Continue" buttons.

7. Once the registration information has been entered, click “Continue” from the bottom of the form. This will take you to the next registrant information.

8. Place the cursor in the “Attendee” and begin typing the next registrant’s name. The system will try to match the name to contacts in our system (please note that only contacts under the same Account will be shown).

9. Once all registrant information is complete for the number of tickets selected, click “Continue” and you will be redirected to the Order Summary page. Click the red “Checkout” button to continue.

Checkout: Order Confirmation and Billing Options.

10. If “Credit Card” is selected, enter the credit card number.

The screenshot shows the "1. Choose a Payment Method" screen. It has a "When" field with "7th - 10th May 2020" and a "Where" field with "Renaissance Las Vegas Hotel". The "Credit Card" option is selected. Fields include "Card Holder Name" (Meghan Petrie), "Card Number", "Exp Month" (01), and "Exp Year" (2020). There is a checkbox for "Would you like to save this payment method for future use?". Below is the "Billing Address" section with a "+ New Address" button and two radio button options for mailing and work addresses in Denver, CO. A "Process Payment" button is at the bottom.

The screenshot shows the "Registration Summary" page. It includes a "Discount" field with an "Apply" button. Below is a table of items:

Meghan Petrie			
State Legislator	Edit	\$495.00	✕
Meghan Petrie (Guest)			
State Legislator	Edit	\$495.00	✕
Subtotal:		\$990.00	
Total		\$990.00	

At the bottom are "Cancel Order" and "Back" buttons.

11. If the billing address is not listed, click “New Address” to enter a billing address.

The screenshot shows the "Billing Address" section with a "+ New Address" button.

- Mailing 7700 East 1st Place, Denver, CO, 80230, United States Edit
- Work 7700 East 1st Place, Denver, CO, 80230, United States Edit

12. Once everything is complete, click “Process Payment.”

13. If “Invoice Me” is selected, enter the state organization/agency that will be billed. This option is only valid for legislators and legislative staff.

14. Click “Complete Transaction.”  
A confirmation email is sent to the original/primary registrant.

1. Choose a Payment Method

Credit Card \* Organization/Agency for the Invoice (US Legislators & Staff Only)

Invoice Me

Complete Transaction



## 2021 Tampa Legislative Summit

### To register:

1. Visit [www.ncsl.org/summit2021](http://www.ncsl.org/summit2021).
2. Scroll to the Registration section of the page and click "Register Now."
3. It is important to log in before selecting a registration ticket.
4. If you have created an NCSL website login, enter the username and password and click "Log in." Then skip to the Event Registration section below.
5. If you are unsure whether you have an NCSL website login, click "Account Lookup or Forgot Password" and follow the steps below.

A screenshot of the NCSL website login form. At the top is the NCSL logo and the text "Log in to register for NCSL events, make a purchase, sign up for newsletters, or update your contact preferences". Below this are two input fields: "Username/Email" and "Password". A red "Log in" button is positioned below the password field. At the bottom of the form, there is a link for "Account Lookup or Forgot Password" and a note: "If you aren't sure if you have already created an NCSL account, or if you need to reset your password, click 'Account Lookup or Forgot Password' for next steps."

### Account Lookup/Create Account/Forgot Password:

1. The "Account Lookup" page will assist in searching for your information in NCSL's database.
2. In the email box, enter your legislative or business email and click "Search Now." We recommend that legislators and legislative staff enter their legislative email. The email entered in this step will be your username.

### Account Lookup

If you have forgotten your password, please enter the email address associated with your account and you will be able to reset it. To create an account for the first time: Legislators and legislative staff enter your legislative email address to get started. Other users, please enter the email you have used in the past with NCSL.

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\* Email Address

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Middle Name

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Organization/Company

\* Address ⓘ  
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\* Street

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State

\* Postal Code

[Back To Search](#) [Create Account](#)

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2021 Tampa Legislative Summit  
3 - 5 November 2021

**Overview and Ticket Selection**

4. From the ticket types available, select the quantity of tickets. Note that if you do not have a contact type of State Legislator or State Legislative Staff, you will not be able to see those ticket types.

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14. Click “Complete Transaction.”  
A confirmation email is sent to the original/primary registrant.

1. Choose a Payment Method

Credit Card      \* Organization/Agency for the Invoice (US Legislators & Staff Only)

Invoice Me     

Complete Transaction

From: Software-Notification@legis.wisconsin.gov  
Sent: Tuesday, November 9, 2021, 10:38 AM  
To: Moriah.Thiry@legis.wisconsin.gov  
Subject: Your Reimburse transaction has been accepted

---

Your submitted transaction has been accepted by the Speaker

You must now submit a reimbursement request to get paid. You can easily generate a reimbursement by clicking on the link below and then clicking on the 'Create Reimbursement' button.

<https://reimburse.wisleg.root.local/TravelApprovalVMs/Details/27158/View/False>

Sent: Thursday, July 8, 2021, 3:13 PM  
To: "Toftness, Jenny" <Jenny.Toftness@legis.wisconsin.gov>; "Joyce, Angela" <Angela.Joyce@legis.wisconsin.gov>  
Subject: DDs Monday/Tuesday

---

Here's a look at my Monday and Tuesday—still finalizing some things with Rep Zimmerman's office. They were supposed to lock that up today, but things were obviously a little sidelined. I'm still confident he'll have budget-relevant topics.

## July 12, 2021 -- Rep Zimmerman (30) District Day

*4 hour drive time from Madison (240 Miles)*

### **12:00PM**

**River Falls dam removal – funds allocation**

**More information coming Friday**

### **3:30PM UW River Falls –**

Interview with Jeff Cereonhouse, owner of Interfacial <https://ifllc.com/who-we-are/our-story/>  
-Talk about UWRF Science and Technology project—new building, what that means for the area, and grads that will be impacted

*1 hour drive to Hotel – approx. 65 miles*

### **Overnight stay in Eau Claire—**

*Hampton Inn Eau Claire – 2622 Craig Road*

*Confirmation #95707770*

## July 13, 2021 -- Rep Petryk (93) District Day

*To highlight Rep. Petryk's work on clean water and clean energy and the importance of being good stewards of our local resources. Also talk with local business owners about the workforce shortage and how what the state has done is helping and what we can do in the future to address the issue.*

**\*\*30 minute drive from hotel to first stop (36 Miles)\*\***

### **8:30AM Superior Fresh - <https://www.superiorfresh.com/>**

*W15506 Superior Fresh Dr, Hixton, WI 54635*

*Dan - Superior Fresh, Manager*

*--Clean water/land stewards*

*--Workforce*

**\*\*30 minute drive – approx. 34 miles\*\***

**10am – Water Source Heating and Cooling**

3650 Greenway St, Eau Claire, WI 54701

*Jesse Green - Water Source Heating and Cooling*

--Clean water/land stewards

--Workforce

*\*\*25 minute drive – approx. 20 miles\*\**

**12pm – Tour of Wissota Hydro**

*Wissota Hydro, 6425 164th St, Chippewa Falls, WI 54729*

*Matt Pagel - Excel Energy Wissota Hydro Electric Plant*

--Clean water/land stewards

--Workforce

*\*\*25 minute drive – approx. 20 miles\*\**

**2:20pm – Royal Credit Union Youth Apprenticeship**

*Eau Claire, specific spot is TBD*

*Kathy Buyze - Royal Credit Union*

--additional \$1 Million for youth appret. –HS students getting the experience they need

*\*\*3 hour drive back to Madison – 200 miles\*\**

***Kelly Smith*** Videographer

Office of Assembly Speaker, Robin Vos

608-237-9201

Sent: Monday, July 26, 2021, 10:39 AM  
To: "Toftness, Jenny" <Jenny.Toftness@legis.wisconsin.gov>; "Joyce, Angela" <Angela.Joyce@legis.wisconsin.gov>  
Subject: District Day Plans this week

---

Here's an overview of Thurs/Fri, with a tentative stop on the way up Weds (Edming office says low chance though):

## Weds July 28—Drive Up to Hayward

*\*\*Approx 4 hour drive from Madison (300 Miles)\*\**

3:00PM Potential Stop at [Artisans Inc](#)

W4146 2nd St, Glen Flora, WI 54526

Charlie O'Mahoney – CEO

*Discuss the negative impacts of the enhanced federal UI Benefits on company*

### **Overnight in Hayward WI – Check in Weds 7/28, Check out 7/29**

Flat Creek Lodge -- 10290 Highway 27 South Hayward, Wisconsin 54843

Confirmation: **FCLWI02448068**

## July 29, 2021 -- Rep Edming (87) District Day

Contact: Tyler Longsine

*\*\*5 Minute Drive from Flat Creek Lodge (2 miles)\*\**

### **8:30 – 10:00AM – Hayward Area Chamber of Commerce / Area businesses**

*Meeting with various businesses to discuss the negative impacts of the enhanced federal UI benefits on their industries and possibly PPT repeal*

#### **8:30AM – 9:15AM: Northern Lakes Co-Op**

15877 US Highway 63 – Hayward, 2<sup>nd</sup> Floor

Contact: Mike Covelli

#### **9:30AM – 10AM Anglers Bar and Grill**

10547 Main St, Hayward, WI 54843

Contact: Billie Jo Sabin

*\*\*5 minute drive between locations (2 miles)\*\**

### **10:15AM – 1:00PM – Lumberjack World Championships**

Lumberjack Bowl, 15670 Co Road B, Hayward WI 54843

*Visit LWC to highlight the importance of Tourism*

#### **10:15AM Meet w/ Peggy Dobbs from Steakhouse and Lodge**

*Negative impacts of UI benefits / Benefits of LWC*

11:00AM interview with organizers

Chris Ruckdaschel - Executive Director, Hayward Chamber of Commerce  
Sherry Beckman – Executive Director, Hayward Lakes Visitor and Conven Bureau  
DJ Ackerman – Chief of Competition for LWC  
Ben Popp – Executive Director, American Birkie Foundation

11:30AM doors open

12:30PM first comps start

*\*\*5 minute drive between locations (2 miles)\*\**

**1:00PM – 2:00PM – Break for Lunch**

*\*\*25 minute drive between locations (20 miles)\*\**

**2:30PM – 3:30PM Camp North Star**

10970 W Boys Camp Rd, Hayward WI

*Meet with Camp owners (and doctor hopefully) to discuss the positive impacts of the new camp doctor law authored by Rep Edming, and the rest of the Summer Camp Regulatory Reform Package*  
Andy Shlensky, Owner

*\*\*25 Minute drive between locations (20 miles)\*\**

**4:00PM – 5:00PM Wilderness Walk Zoo**

9503 WI-27, Hayward, WI 54843

*Discuss negative impacts of the UI Benefits on their biz, and impact of tourism in Hayward area*  
Owners—Dan and Diane Weber

*\*\*3 hour drive between last shoot and hotel (approx. 155 miles) \*\**

**Overnight Stay in Marshfield WI**

Hampton Inn -- 400 West Upham Street Marshfield, Wisconsin 54449

Confirmation: 839846020

**July 30, 2021 -- Rep Rozar (69) District Day**

**Contact: Dylan Anderson**

*\*\*30 Minute Drive from Hotel (20 miles)\*\**

**8:00AM - 11:00AM – Loyal Police Department – Ride Along**

301 N Main Street, Loyal WI 54446

*Clark County Sherriff – Scott Haines*  
Immigration Problems in County,

**11:00AM – 12:00PM – Lunch Break**

*\*1 Minute Drive \**

**12:30PM – 2:00PM – Northside Elevator,**  
*227 E Spring Street, Loyal WI 54446*  
Discuss importance of Food Labeling

*\*30 Minute Drive – 25 Miles\**

**2:30PM – 4:00PM Nasonville Dairy**  
*10898 Hwy 10 West, Marshfield, WI 54449*  
*To talk about importance of food labeling*

*\*\*3 hour drive back to Madison, 160 miles\*\**

***Kelly Smith*** *Videographer*  
Office of Assembly Speaker, Robin Vos  
608-237-9201

Employee

Toftness, Jennifer

Office

VOS

Status

Speaker Approv

Event Start Date

11/02/2021

Event End Date

11/04/2021

Purpose

Business Travel (In State)

Description

NCSL conference

From

Madison

To

Tampa FL

Mileage	Miles	Mode	Rate
	0	Car	0.510
Total	0.00		

Other Transportation Costs	0.00	Meeting Room Rental	0.00
Conference/Registration Fee	0.00	Airfare	436.90
Hotel	696.75	Gross Total	1133.65

Sponsoring Organization

NCSL

Participation Reason / Benefit to WI

Learning about legislative issues pertinent to the Wisconsin Legislature.  
The Speaker all staff to be paid out of the separate NCSL fund used in the clerk's office. not our leadership

Out of Office Account

Clerk/Approver Notes

Attachments

- SummitAgenda.html

Reimbursements

- 11/2/2021 to Tampa FL for 0 miles

Sent: Friday, October 8, 2021, 4:56 PM  
To: "'afabick@gmail.com'" <afabick@gmail.com>  
Subject: FW: NCSL Tampa 2021 Legislative Summit registration information  
Attachments: Summit Attendee Registration leg and staff 2021.docx; Housing Instructions for Booking a Hotel Room.docx

---

**From:** Ledtke, Amanda <Amanda.Ledtke@legis.wisconsin.gov>  
**Sent:** Tuesday, September 28, 2021 5:19 PM  
**To:** Fabick, Abbey <Abbey.Fabick@legis.wisconsin.gov>  
**Cc:** Thiry, Moriah <Moriah.Thiry@legis.wisconsin.gov>  
**Subject:** FW: NCSL Tampa 2021 Legislative Summit registration information

---

**From:** Toftness, Jenny <[Jenny.Toftness@legis.wisconsin.gov](mailto:Jenny.Toftness@legis.wisconsin.gov)>  
**Sent:** Thursday, August 12, 2021 3:08 PM  
**To:** Vande Loo, Doris <[Doris.VandeLoo@legis.wisconsin.gov](mailto:Doris.VandeLoo@legis.wisconsin.gov)>  
**Cc:** Ledtke, Amanda <[Amanda.Ledtke@legis.wisconsin.gov](mailto:Amanda.Ledtke@legis.wisconsin.gov)>; Blazel, Ted <[Ted.Blazel@legis.wisconsin.gov](mailto:Ted.Blazel@legis.wisconsin.gov)>  
**Subject:** NCSL Tampa 2021 Legislative Summit registration information

Does this look okay? Is everything correct? It's one of state trip per year right? I would like to send out before 5pm.

TO: Assembly Members  
FROM: Speaker Robin Vos  
RE: Registration information for the 2021 NCSL Legislative Summit

The 2021 NCSL Legislative Summit will take place November 3-5, 2021 in Tampa, FL. If an assembly member is interested in attending, the Assembly will pay the early bird registration fee of \$xxx for attending members. Hotel and transportation are a reimbursable expense that can come out of a member's office account. **The last day to register with the early bird registration is Tuesday August 31, 2021.**

Please note: This trip will count toward your one out-of-state trip per year from the office account.

The following reimbursement limits are in place for this trip:

**COSTS COVERED BY THE ASSEMBLY:**

Registration Fee = **\$650.00\***

**COSTS COVERED BY OFFICE ACCOUNT:**

Transportation Costs = up to \$550\*  
Flight  
Mileage  
Airport/hotel parking  
Taxi/Uber  
Baggage Fees

Hotel = up to \$1200\*

\*Any costs beyond these amounts will be an out-of-pocket expense.

**HOW TO REGISTER:**

Please go to [www.ncsl.org/Summit21](http://www.ncsl.org/Summit21) to register.

When prompted to pay the registration fee please select “bill my state”.

If you need to register a spouse or guest, please charge their registration fee to a personal credit card. Spouse/guest registration fee and travel expenses are an out-of-pocket expense paid by the legislator.

**HOW TO BOOK A HOTEL ROOM:**

NCSL has set aside a blocks in different hotels around the convention center. Please open and review the attached documents provided by NCSL on how to book a hotel room. You must register for the summit before booking a hotel room.

**REIMBURSEMENT:**

All legislators who wish to be reimbursed out of their office account for transportation and hotel costs MUST complete a Travel Approval form through the Reimburse program. This form should be submitted and approved BEFORE traveling to the NCSL Summit. Upon return from the summit, legislators then fill out a Travel Reimbursement form through the Reimburse program. The reimbursement form can be found on the homepage of the program or through a link at the bottom right corner of the approved travel approval form. Please submit all original receipts with the reimbursement form.

If you have any questions, please contact Amanda Ledtke in Speaker Vos’ office at 266-3387 or [Amanda.ledtke@legis.wi.gov](mailto:Amanda.ledtke@legis.wi.gov).

Again, please remember the registration deadline is **Tuesday August 31, 2021**.

Thank you.

From: Abbey Fabick <afabick@gmail.com>

Sent: Tuesday, November 9, 2021, 4:48 PM

To: Abbey Fabick <abbey.fabick@legis.wisconsin.gov>

Subject: Fwd: Your Flight Receipt - ABIGAIL FABICK 02NOV21

---

Sent from my iPhone

Begin forwarded message:

**From:** Delta Air Lines <DeltaAirLines@t.delta.com>  
**Date:** October 11, 2021 at 9:11:36 AM CDT  
**To:** afabick@gmail.com  
**Subject: Your Flight Receipt - ABIGAIL FABICK 02NOV21**  
**Reply-To:** Transactional Email Reply Inbox <reply-188274-14\_HTML-39580151-10982494-397001@t.delta.com>



**Hello, Abigail Fabick**

**Confirmation #: GTBVPH**



**OUR COMMITMENT TO CLEANLINESS IS HERE TO STAY.**

Learn more about the Delta CareStandard.<sup>SM</sup> >

You're all set. If your plans change, be sure to make changes or cancel via [MyTrips](#) on [delta.com](#) before your flight departs to maintain the value of your ticket.

### **WE'VE GOT YOU COVERED**

With the [Delta CareStandard<sup>SM</sup>](#), we're partnering with trusted health experts to raise the standard for safer travel and offering added flexibility to change your plans with ease.

### **YOUR PRE-TRIP CHECKLIST FOR EASIER TRAVEL:**

**JOIN SKYMILES<sup>®</sup>** - start earning miles that don't expire and can take you to more than 1,000 destinations. In addition, receive important information about your trip whenever you fly. [Join today for free >](#)

**DOWNLOAD THE FLY DELTA APP** – With real-time push notifications sent to your mobile device, you'll never miss an update. With the Fly Delta app, you can easily track your checked bags, check your flight status under the "My Trips" tab, access your digital boarding pass, message Delta and more. [Download Now >](#)

**VISIT OUR HELP CENTER PAGE** – get all your travel questions answered with information on self-service tools, baggage, SkyMiles, and more. [Get Help >](#)

Have a great trip, and thank you for choosing Delta.

<b>Tue, 02NOV</b>	<b>DEPART</b>	<b>ARRIVE</b>
DELTA 2421 Main Cabin (U)	MADISON, WI 6:00am	ATLANTA 9:05am

DELTA 1532 Main Cabin (U)	ATLANTA 9:55am	TAMPA, FL 11:22am
------------------------------	-------------------	----------------------

Fri, 05NOV	DEPART	ARRIVE
DELTA 1224 Main Cabin (U)	TAMPA, FL 8:30am	DETROIT 11:08am
DELTA 1684 Main Cabin (U)	DETROIT 12:21pm	MADISON, WI 12:42pm

## MANAGE MY TRIP >

### CHECK DELTA DISCOVER MAP FOR YOUR DESTINATION'S ENTRY REQUIREMENTS

Many countries and states have issued travel requirements that may affect your trip. We strongly encourage you to review the [Delta Discover Map](#) for the latest on your destination's test, vaccine and quarantine requirements. You may check your eligibility to change or cancel your flight [here](#).

### MASKS REQUIRED IN THE AIRPORT & ON BOARD

It's Delta's policy and federal law that all employees and customers wear masks during boarding and deplaning, while in the airport and during public transit. Customers requiring exemptions for not wearing face masks due to a disability should be prepared to complete a clearance to fly process prior to departure at the airport. Thank you for your compliance. [Learn More >](#)

## Passenger Info

Name: ABIGAIL FABICK

FLIGHT	SEAT
DELTA 2421	24A

DELTA 1532	25C
DELTA 1224	30F
DELTA 1684	25A

Visit [delta.com](https://delta.com) or use the [Fly Delta app](#) to view, select or change your seat. If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit [My Trips](#) to access a receipt of your purchase.

### Flight Receipt

Ticket #: [0062478182120](#)

Place of Issue:

Issue Date: 11OCT21

Expiration Date: 31DEC22

METHOD OF PAYMENT	
VI*****5836	<b>\$376.90 USD</b>

CHARGES	
<b>Air Transportation Charges</b>	
Base Fare	\$307.44 USD
<b>Taxes, Fees and Charges</b>	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
United States - Transportation Tax (US)	\$23.06 USD
United States - Passenger Facility Charge (XF)	\$18.00 USD

United States - Flight Segment Tax (ZP)	\$17.20 USD
<b>TICKET AMOUNT</b>	<b>\$376.90 USD</b>

#### NONREF/CHANGES PERMITTED

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: MSN DL X/ATL DL TPA153.72URVOA0MQ/WP1U DL X/DTT DL MSN153.72URVOA0MQ/WP1U USD307.44END ZP MSNATLTPADTW XF MSN4.5ATL4.5TPA4.5DTW4.5

### Checked Bag Allowance

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in.

Tue 02 Nov 2021 MSN-TPA

CARRY ON	FIRST	SECOND
FREE	\$30.00 <sup>USD</sup> (50LBS/23KG)	\$40.00 <sup>USD</sup> (50LBS/23KG)

Visit [delta.com](https://delta.com) for details on [baggage embargoes](#) that may apply to your itinerary.

Fri 05 Nov 2021 TPA-MSN

CARRY ON	FIRST	SECOND
FREE	\$30.00 <sup>USD</sup> (50LBS/23KG)	\$40.00 <sup>USD</sup> (50LBS/23KG)

Visit [delta.com](https://delta.com) for details on [baggage embargoes](#) that may apply to your itinerary.

## Transportation of Hazardous Materials

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

There are special exceptions for small quantities (up to 70 ounces total). For further information visit [delta.com](https://www.delta.com) [Restricted Items](#) Section.

**MANAGE MY TRIP >**

BOOK A FLIGHT >

BOOK A VACATION PACKAGE >

RESERVE A CAR + HOTEL >

EARN AND USE MILES >



STAY CONNECTED WITH US

 Fly green. Partner with us to protect the environment and support communities. Visit [delta.com/co2](https://delta.com/co2) to learn more about offsetting your carbon footprint.

### Terms & Conditions

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

†All SkyMiles® program rules apply. To review the rules, see Membership Guide & Program Rules. Taxes and fees for Award Travel are the responsibility of the passenger and must be paid at the time the ticket is booked. Award Travel seats are limited and may not be available on all flights or in all markets. Offers void where prohibited by law. Other restrictions may apply.

### Checked Bag Allowance

\*On Delta® operated flights, you may carry on one bag and a small personal item at no charge.

Delta One®/First/Business Class weight allowance reverts to 50 lbs for all checked bags beyond regular free allowance.

At the time of check in with Delta, SkyMiles Medallion members, SkyTeam Elite & Elite Plus and active US Military personnel are eligible for fee waivers and other benefits. For more details, visit [delta.com/baggage](https://delta.com/baggage). Basic Cardmembers with a Gold, Platinum, or Reserve Delta SkyMiles Credit Card from American Express are eligible for the first bag fee waiver. More details on the program can be found at [delta.com/firstbagfree](https://delta.com/firstbagfree)

A standard checked bag with Delta may be up to 50 lbs and 62 linear inches (per piece). Additional fees apply for oversize, overweight, and/or additional pieces of checked baggage. Please review Delta's baggage guidelines for details. Weight and size restrictions may vary when checking baggage on carriers other than Delta. Contact with the operating carrier for detailed checked baggage allowances. You must be checked in at the gate by the applicable check-in deadlines or your reservation may be cancelled. Please review Delta's check-in requirement guidelines for details. Check-in requirements vary by airline, so if your ticket includes travel on other airlines, please check with the operating carrier on your ticket.

Do you have comments about our service? Please [email](#) us to share them.

### ADVICE TO INTERNATIONAL PASSENGERS ON LIMITATIONS OF LIABILITY

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

### Conditions of Carriage

Air transportation on Delta and the Delta Connection® carriers is subject to Delta's [conditions of carriage](#). They include terms governing for example:

- [Limits on our liability](#) for personal injury or death of passengers, and for loss, damage or delay of goods and baggage.
- [Claim restrictions](#) including time periods within which you must file a claim or bring action against us.
- Our right to [change terms](#) of the contract.
- [Check-in requirements](#) and other rules established when we may [refuse carriage](#).
- Our rights and limits of our liability for [delay or failure to perform service](#) including schedule change, substitution of alternative air carriers or aircraft, and rerouting.
- Our policy on [overbooking flights](#), and your rights if we deny you boarding due to an oversold flight.

These terms are incorporated by reference into our contract with you. You may view these conditions of carriage on [delta.com](#), or by requesting a copy from Delta.

You have received this email because you elected to receive your Electronic Ticket receipt sent to you via email. If you would like to take advantage of other Delta email programs featuring special fares, promotions, information and flight updates, please visit: [delta.com/emailprograms](#) or [delta.com/notifications](#)

This document establishes the creation of your electronic EMD(S) in our computer systems. It does not constitute a document of carriage. Where this document is issued for transportation or services other than passenger air transportation, specific terms and conditions may apply. These terms and conditions may be provided separately or may be obtained from the issuing agent.

Effective December 15, 2019, the Canada Air Passenger Protection Regulations may provide additional protections to passengers traveling to or from Canada:

*If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier ([www.delta.com/appr](#)) or visit the Canadian Transportation Agency's website.*

*Si l'embarquement vous est refusé, ou si votre vol est annulé ou retardé d'au moins deux heures ou si vos bagages sont perdus ou endommagés, vous pourriez avoir droit au titre du Règlement sur la*

*protection des passagers aériens, à certains avantages au titre des normes de traitement applicables et à une indemnité. Pour de plus amples renseignements sur vos droits, veuillez communiquer avec votre transporteur aérien ( [www.delta.com/appr](http://www.delta.com/appr)) ou visiter le site Web de l'Office des transports du Canada.*

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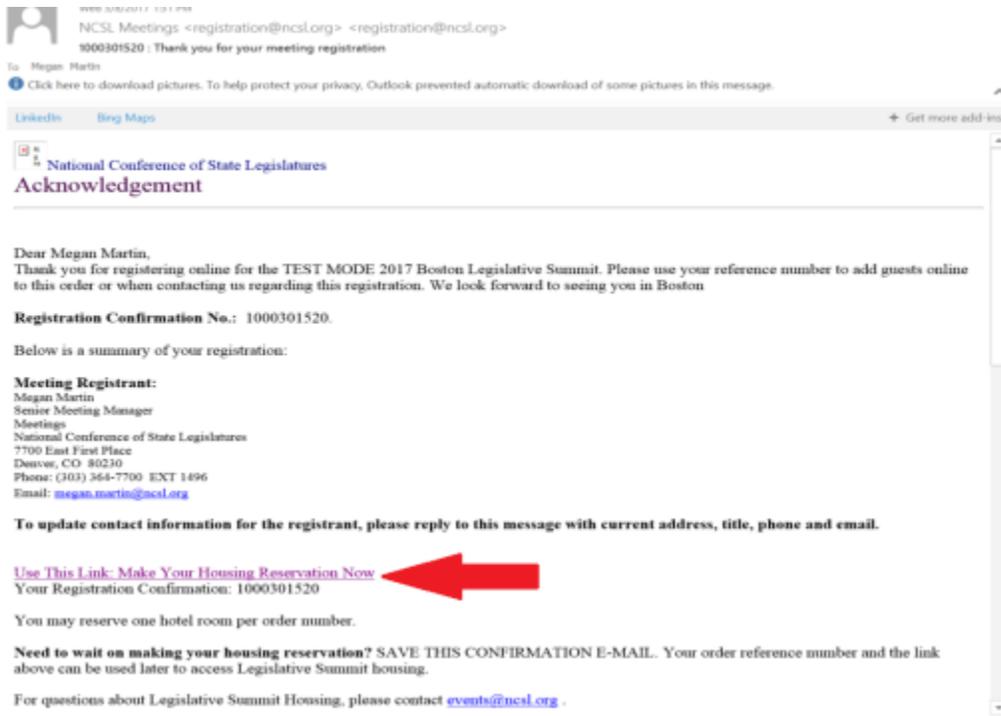
**PRIVACY POLICY**

Your privacy is important to us. Please review our [Privacy Policy](#).

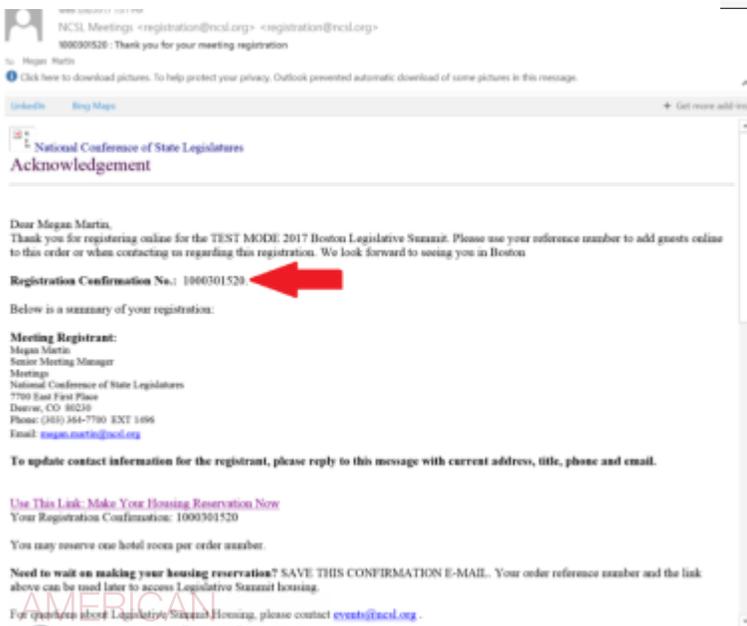
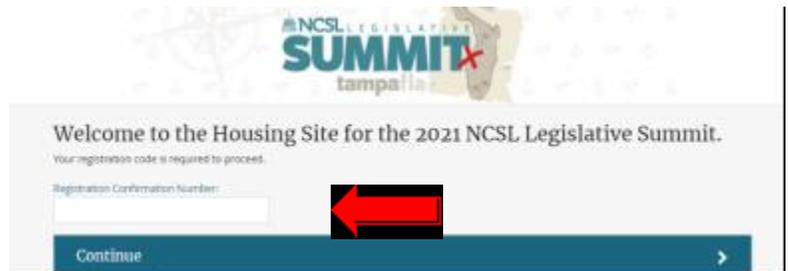
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# Housing Instructions for a Hotel Room

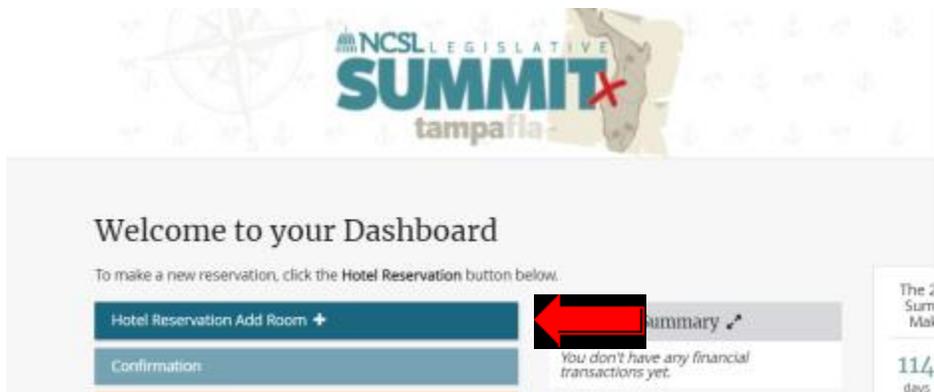
- Click the housing reservation link in your registration confirmation email



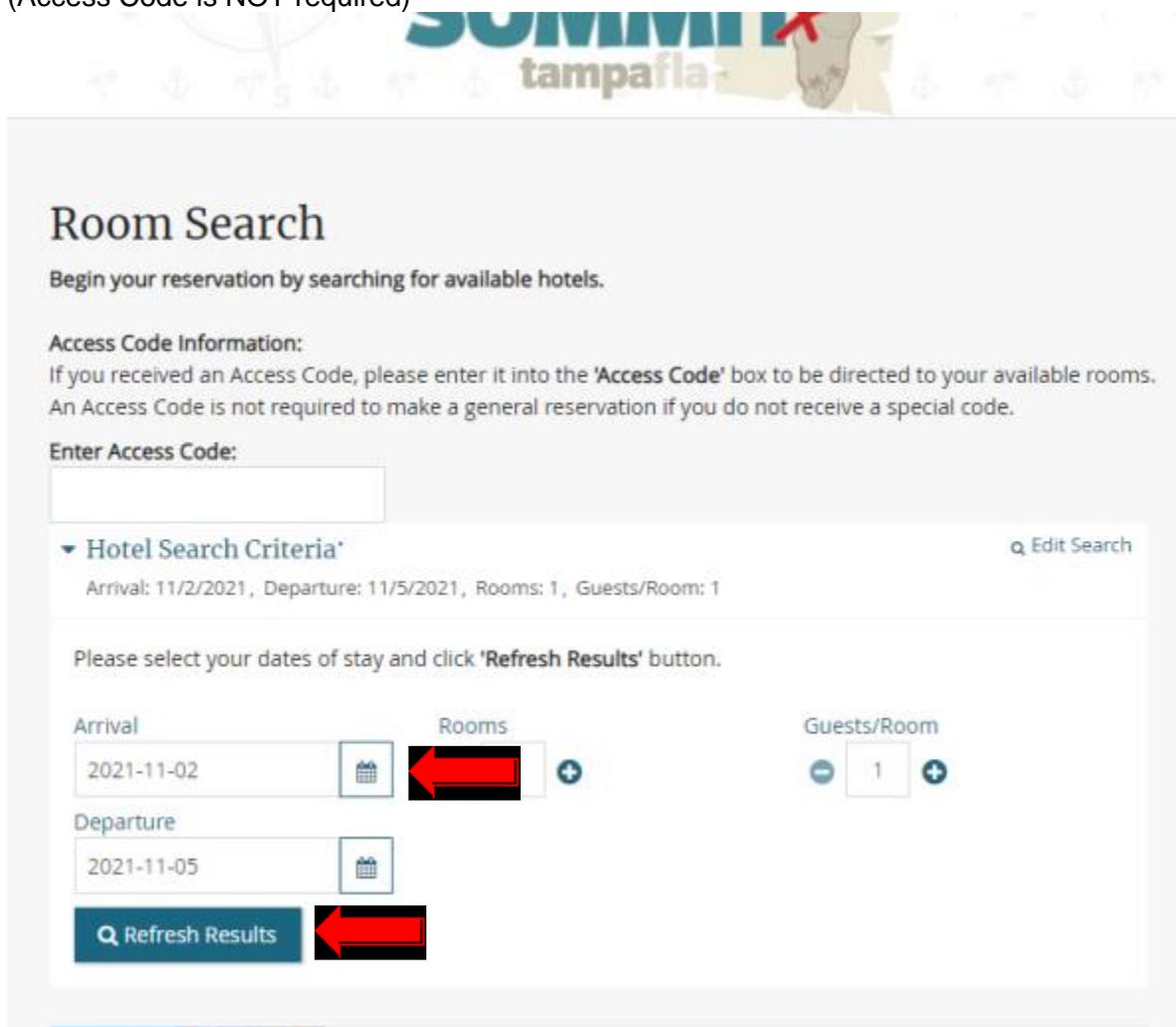
- Enter your registration confirmation number onto housing website and click continue (Cannot use the same Registration Number for multiple reservations)



- Click on “Hotel Reservation”



- Select your arrival and departure dates, and click 'Refresh Results' (Access Code is NOT required)



- Find the hotel you would like to reserve and select 'View Rooms'

This screenshot shows three hotel listings in Tampa, Florida. Each listing includes a photo of the hotel, its name, a 'Commitment to Safety' badge, distance from the Tampa Convention Center, hotel features (like Wi-Fi and parking), and a 'View Rooms' button. A red arrow points to the 'View Rooms' button for the Hilton Tampa Downtown.

Hotel Name	Distance from Tampa Convention Center	Rates Start At
Hilton Tampa Downtown	0.3 miles	\$174.00
Embassy Suites Tampa Downtown	0.0 miles	\$194.00
Sheraton Tampa Riverwalk	0.6 miles	\$185.00

- Click 'Reserve'

This screenshot shows the reservation details for a Standard Room. It includes a navigation bar with options like Guest Safety, Description, Photos, Map, Amenities, and Cancellation. A 'Reserve Room' button is highlighted. Below, a table shows the room details and pricing, with a red arrow pointing to the 'Reserve' button.

Distance from Tampa Convention Center: 0.4 miles

Guest Safety | Description | Photos | Map | Amenities | Cancellation

**Reserve Room**

The rates indicated below are based on **single/double** occupancy. Additional occupants may incur additional fees.

Room Type	Guarantee	Nightly Rate	Total Rate	Action
Standard Room Max Guests - 4		\$169.00	\$580.52	<b>Reserve</b>

[← Back](#)

- Agree to the Cancel Policy

### Cancellation Policy

A valid credit card is required to guarantee your reservation. Failure to check-in to the hotel on your scheduled date of arrival will result in the cancellation of all nights in your reservation and a no-show fee equal to one night's room rate plus tax, charged to the credit card on file. Cancellations must be received by October 1, 2021 to avoid a penalty of one night's room and tax.

By agreeing to the cancel policy you acknowledge you have read and agree to the booking terms and conditions which incorporate the cancellation policy. Not agreeing will prevent a reservation from being completed.

I agree to the cancellation policy

- Click 'Add Person'

## Room Occupants

**Hyatt House Downtown Tampa**  
325 N Florida Ave  
Tampa, FL 33602

▼ Standard Room  
Room requires at least one guest. Click Add Person below.

Arrive: 11/2/21      Depart: 11/5/21      [Change Dates](#)   [Cancel Room](#)

Who's in the room? (4 people maximum)

[+ Add Person](#)

**Room Requests**  
*This area is to provide any special requests that you may have. Your requests are not guaranteed, but they will be passed along to the hotel.*

**Bedding**  
No Preference ▶

- Enter Guest Information  
(Agree to 'Terms of Use' and click 'Save')

\* indicates required fields.

\* First Name: First Name  
\* Last Name: Last Name

\* Address: 123 Address  
\* Email: youremail@email.com

Postal Code: 11111  
\* City: City

State/Province: Colorado >  
\* Country: United States >

\* Phone Number: 555-555-5555

Rewards Program #

Choose a password so that you can return to edit or review.

\* Password: \*\*\*\*\*  Show Password

Special Accommodations >

\*  I agree to the [Terms of Use](#).

Cancel

- Add another person (if applicable), or click 'Next'

Hyatt House Downtown Tampa  
325 N Florida Ave  
Tampa, FL 33602

Standard Room  
First Name Last Name

Arrive: 11/2/21 Depart: 11/5/21

Who's in the room? (4 people maximum)

Room Requests  
This area is to provide any special requests that you may have. Your requests are not guaranteed, but they will be passed along to the hotel.

Bedding: No Preference >

Additional Room Requests:  
Characters remaining: 255

- Click 'Pay Now' and you will be directed to enter your credit card guarantee and your room will be confirmed

## Review and Check Out

First Name Last Name's Cart

In Progress Reservations	CCG Required	
<a href="#">Hyatt House Downtown Tampa</a> First Name Last Name ( Nov 2, 2021 - Nov 5, 2021 ) Standard Room	CCG Required	

Confirm Room(s) CCG

[Add Another Room](#)

### Payment

Selecting "Pay Now" below will redirect you to our SecuRemit Payment site where you may enter your credit card information. Completing the payment process will return you to this website.

I authorize the use of my credit card to guarantee my guest room reservation(s).

SSL Certificate

[Pay Now →](#)

[← Back](#) | [Dashboard](#)

From: Software-Notification@legis.wisconsin.gov  
Sent: Tuesday, November 23, 2021, 10:39 AM  
To: Abbey.Fabick@legis.wisconsin.gov  
Subject: Reimburse: Your reimbursement request has been entered into PeopleSoft

---

Your reimbursement request has been entered into PeopleSoft by the Chief Clerk. You should receive your reimbursement within 2-5 business days.

Date: 11/16/2021  
Total: \$1,733.39  
Description: NCSL Annual Summit

To view details of this transaction, click on the following link:  
<https://reimburse.wisleg.root.local/TravelVMs/Details/27404/View/False>  
(For security purposes, this link is only accessible to authorized users from LTSB-issued computers)

Please contact the Chief Clerk's office with any questions



## 2021 Tampa Legislative Summit

To register:

1. Visit [www.ncsl.org/summit2021](http://www.ncsl.org/summit2021).
2. Scroll to the Registration section of the page and click “Register Now.”
3. It is important to log in before selecting a registration ticket.
4. If you have created an NCSL website login, enter the username and password and click “Log in.” Then skip to the Event Registration section below.
5. If you are unsure whether you have an NCSL website login, click “Account Lookup or Forgot Password” and follow the steps below.

Account Lookup/Create Account/Forgot Password:

1. The “Account Lookup” page will assist in searching for your information in NCSL’s database.
2. In the email box, enter your legislative or business email and click “Search Now.” We recommend that legislators and legislative staff enter their legislative email. The email entered in this step will be your username.

### Account Lookup

If you have forgotten your password, please enter the email address associated with your account and you will be able to reset it. To create an account for the first time: Legislators and legislative staff enter your legislative email address to get started. Other users, please enter the email you have used in the past with NCSL.

If we have a record of your email address in our system, you will be able to quickly set your password. If there is no record of your email, you will be asked to create a new account with your contact information.

Need Help? [303-856-1650](tel:303-856-1650) or [Email](#)

Email\*

- If the email entered is not linked to a user in NCSL's database, the message to the right will appear.

## We Couldn't Find You

We could not find a record with the email address. Please click Create Account below to complete the process. If you believe you received this message in error, please search with another email or contact us.

Need Help? [303-856-1650](tel:303-856-1650) or [Email](#)

[Back To Search](#) [CreateAccount](#)

### Create an Account

- Click the red "Create Account" button.

- This will lead to a profile creation page to be filled out.

**\*\*Note:** The email address used to search will be the one that is tied to the account and will become the username for that profile. **\*\***

\* Contact Type

\* Email Address

\* Title

\* First Name

Middle Name

\* Last Name

- Enter your legislature or company name in the Organization/Company field, and the field should find it and autofill. If the organization or business is not found, enter "Other" to complete the form.

Organization/Company

\* Address ⓘ  
 Country

\* Street

\* City

State

\* Postal Code

[Back To Search](#) [Create Account](#)

- Once the form is complete, click "Create Account" at the bottom of the page.

- A link will be sent to the preferred email address that was entered to set the password. The email should arrive within five minutes of the request and will be from **ncslnet-admin**. The link will go to a form which will allow you to set the password.

If the email address is found:

**Account Found**

1. You will be routed to the “Found” page.
2. Make sure that profile is correct and click the “Reset Password Here” button. The email associated with the name cannot be changed.
3. A link to reset the password will be sent to the email address listed. The email will arrive within five minutes and be from **nctlnet-admin**. The link in the email will route you to the “reset password” page.
4. The user will need to enter a new password, confirm the password and click “Submit.”

**We Found You**

We found this record related to your email. Click the Activate Username button to complete the process. Enter your email as your username on the next screen

Need Help? 303-856-1650 or Email

Name	Organization/Company	Username	Action
First Last	Name		Activate Username

PASSWORD RESET

Please enter the email address that you used when creating your account. An email will be sent to that address with further instructions on how to reset your password.

User Username

Send Password Reset Email

**Event Registration**

Once you have created an account:

1. Click “Login” from the top-right of the NCSL website and log in.
2. Once logged in, click on the “Events” button on the top right-hand corner.
3. Click on NCSL 2021 Tampa Legislative Summit. You may need to scroll to the second page of Events as they are listed in date order.



2021 Tampa Legislative Summit  
3 - 5 November 2021

**Overview and Ticket Selection**

4. From the ticket types available, select the quantity of tickets. Note that if you do not have a contact type of State Legislator or State Legislative Staff, you will not be able to see those ticket types.

	<b>State Legislator</b> <small>Select this option if you are a legislator and will attend the full meeting.</small>	<del>\$750.00</del> \$650.00
	<b>State Legislative Staff</b> <small>Select this option if you are a legislative staff member and are attending the full meeting.</small>	<del>\$750.00</del> \$650.00

5. Click **Register Now** from the bottom of the page.

6. From the information page, complete the form for the registrants. If you are logged in and will be attending, the first Attendee will contain your name and the required information will need to be filled in. If not attending, place the cursor in the “Attendee” field and begin to enter the first registrant’s name.

**State Legislative Staff**  
Select this option if you are a legislative staff member.

Meghan Petrie  
Meghan Petrie (Guest)

**State Legislator**  
Select this option if you are a legislator.

Meghan Petrie  
Meghan Petrie (Guest)

7. Once the registration information has been entered, click “Continue” from the bottom of the form. This will take you to the next registrant information.

**State Legislative Staff** Free

Select your attendee and fill out any additional information required.

\*Attendee  
Meghan Petrie

Let us know how you would like your badge to appear:

\*Nickname:

\*Full Name:

\*Organization/Company/Agency:

\*Title:

\*State:

Additional Information:  
Do you have any dietary restrictions and/or special needs?

Close Continue

8. Place the cursor in the “Attendee” and begin typing the next registrant’s name. The system will try to match the name to contacts in our system (please note that only contacts under the same Account will be shown).

9. Once all registrant information is complete for the number of tickets selected, click “Continue” and you will be redirected to the Order Summary page. Click the red “Checkout” button to continue.

Checkout: Order Confirmation and Billing Options.

10. If “Credit Card” is selected, enter the credit card number.

When: 7th - 10th May 2020  
Where: Renaissance Las Vegas Hotel

**1. Choose a Payment Method**

**Credit Card**  
Invoice Me

\*Card Holder Name  
Meghan Petrie

\*Card Number

\*Exp Month: 01 \*Exp Year: 2020

Would you like to save this payment method for future use?

**Billing Address**

+ New Address

Mailing 7700 East 1st Place, Denver, CO, 80230, United States Edit

Work 7700 East 1st Place, Denver, CO, 80230, United States Edit

Process Payment

**Registration Summary**

Discount

Apply

Meghan Petrie  
State Legislator Edit \$495.00

Meghan Petrie (Guest)  
State Legislator Edit \$495.00

Subtotal: \$990.00

**Total** \$990.00

Cancel Order Back

11. If the billing address is not listed, click “New Address” to enter a billing address.

**Billing Address**

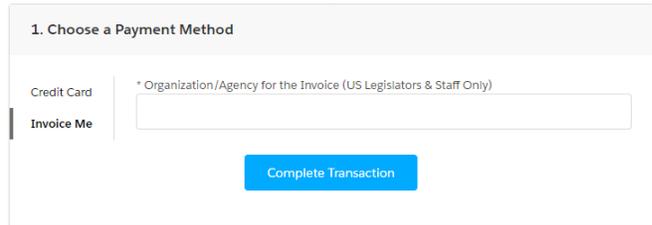
+ New Address

- Mailing 7700 East 1st Place, Denver, CO, 80230, United States Edit
- Work 7700 East 1st Place, Denver, CO, 80230, United States Edit

12. Once everything is complete, click “Process Payment.”

13. If “Invoice Me” is selected, enter the state organization/agency that will be billed. This option is only valid for legislators and legislative staff.

14. Click “Complete Transaction.”  
A confirmation email is sent to the original/primary registrant.



The screenshot shows a web form titled "1. Choose a Payment Method". On the left side, there are two radio button options: "Credit Card" and "Invoice Me". The "Invoice Me" option is selected. To the right of the "Invoice Me" option is a text input field with a placeholder text: "\* Organization/Agency for the Invoice (US Legislators & Staff Only)". Below the input field is a blue button labeled "Complete Transaction".



EMBASSY SUITES TAMPA-DOWNTOWN  
 EMBASSY SUITES TAMPA-DOWNTOWN,513 S.  
 FLORIDA AVE.  
 TAMPA, FL 33602  
 United States of America  
 TELEPHONE 813-769-8300 • FAX 813-769-8310  
 Reservations  
 www.hilton.com or 1 800 HILTONS

FABICK, ABIGAIL  
 1305 BLACK STALLION DRIVE  
 MADISON WI 53718  
 UNITED STATES OF AMERICA

Room No: 617/NQS  
 Arrival Date: 11/2/2021 11:59:00 AM  
 Departure Date: 11/5/2021  
 Adult/Child: 1/0  
 Cashier ID: RRIVERA88  
 Room Rate: 194.00  
 AL:  
 HH #  
 VAT #  
 Folio No/Che 931414 A

Confirmation Number: 92185525

EMBASSY SUITES TAMPA-DOWNTOWN 11/5/2021 3:16:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
11/2/2021	5686404	GUEST ROOM	\$194.00
11/2/2021	5686404	RM-FL STATE TAX	\$14.55
11/2/2021	5686404	RM-CNTY OCC TAX	\$11.64
11/3/2021	5687064	GUEST ROOM	\$194.00
11/3/2021	5687064	RM-FL STATE TAX	\$14.55
11/3/2021	5687064	RM-CNTY OCC TAX	\$11.64
11/4/2021	5687766	GUEST ROOM	\$194.00
11/4/2021	5687766	RM-FL STATE TAX	\$14.55
11/4/2021	5687766	RM-CNTY OCC TAX	\$11.64
WILL BE SETTLED TO VS*5836			\$660.57
EFFECTIVE BALANCE OF			\$0.00

## Here's your receipt for your ride, Abbey

We hope you enjoyed your ride this evening.

---

<b>Total</b>	<b>\$45.92</b>
--------------	----------------

---

Trip fare	\$41.32
-----------	---------

---

<b>Subtotal</b>	<b>\$41.32</b>
-----------------	----------------

Booking Fee	\$4.60
-------------	--------

---

**Amount Charged**

 **** 5836	<b>\$45.92</b>
---	----------------

[Visit the trip page](#) for more information, including invoices (where available)

---

**You rode with Michael**

UberX 10.00 miles | 18 min

■ 7:30 AM | 535 S Florida Ave, Tampa, FL 33602, US

■ 7:48 AM | Tampa International Airport (TPA), Tampa, FL 33607, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

From: NCSL Admin <nslnet-admin@ncsl.org>

Sent: Tuesday, September 28, 2021, 5:37 PM

To: "abbey.fabick@legis.wisconsin.gov" <abbey.fabick@legis.wisconsin.gov>

Subject: You are registered for 2021 Tampa Legislative Summit

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Thank you for registering online for the 2021 NCSL Legislative Summit! We look forward to seeing you in Tampa.

**Summit Housing:**

Your registration confirmation and unique hotel link are required to reserve your hotel at the discounted NCSL rate. Rooms are first come, first served, so book yours today! The housing reservation deadline is Oct. 1, 2021, however rooms may sell out prior to that date. You may reserve up to two hotel rooms per registration number.

If you are unable to make your reservation now, **SAVE YOUR CONFIRMATION EMAIL**. Your registration confirmation number and the housing link below can be used later to access Legislative Summit housing.

For questions regarding housing, please call the NCSL Housing Bureau at 864-208-3360 or email [ncsl@maritz.com](mailto:ncsl@maritz.com).

Attendee Name	Confirmation Ref	Type	Price
Abbey Fabick	273688	State Legislative Staff	\$650.00

Order Created by: Abbey Fabick  
Sales Order Number: 000090277

Registration Confirmation Number: 273688  
Housing Link: <https://registration.experientevent.com/ShowNCS211?ref=21074053>

**Meeting Location**

Tampa Convention Center  
333 S Franklin St

Tampa, FL 33602  
Nov. 3-5, 2021

## **2021 NCSL LEGISLATIVE SUMMIT| TERMS AND CONDITIONS**

### **Online meeting registration requires payment by credit card.**

**Note:** Legislators and legislative staff may register online without a credit card guarantee because NCSL can bill your state in most cases. Credit card payment is required for CLE credits, additional events and guest registration fees.

For the agenda and other program information, go to the [NCSL Legislative Summit website](#).  
For questions regarding registration, contact [registration@ncsl.org](mailto:registration@ncsl.org).

### **Registration Policies:**

All cancellations must be in writing and can be emailed to [registration@ncsl.org](mailto:registration@ncsl.org) or faxed to 303-648-5656.

**Cancellation policy for NCSL members (state legislators, state legislative staff and NCSL international affiliates only):** A \$50 fee will be charged for cancellations. Full conference registration fee, minus the cancellation fee, will be refunded if received in writing by midnight on Friday, Oct. 8, 2021.

**Cancellation policy for all others (includes international legislators and international legislative staff who are not NCSL dues-paying affiliates):** A \$100 fee will be charged for cancellations. Full conference registration fee, minus the cancellation fee, will be refunded if received in writing by midnight on Friday, Oct. 8, 2021. PLEASE NOTE: Cancellations received after Oct. 8, as well as those who do not show up for the meeting, will be charged full registration.

**Registration substitution policy:** A \$25 fee, plus any difference in registration rates, will be charged for all substitutions received by midnight on Friday, Oct. 8, 2021. After Oct. 8, substitutions are prohibited. To make a substitution:  
Submit a written notice of cancellation requesting payment transfer **AND**  
Submit a new registration form.

Guest registration is meant to accommodate spouses and immediate family members. Attendees from the same organization must register independently. **No exceptions will be made.** Spouse/guest designation will be clearly visible on name badge, and those guests are not permitted to attend sessions. Guest registrations fees will be refunded in full if cancellation is received by midnight on Friday, Oct. 8, 2021.

NCSL considers the safety of all those onsite as our top priority. By attending an NCSL meeting,

you agree to abide by and follow any onsite health and safety protocols recommended by NCSL and the Venue to help ensure the safety of all event participants. NCSL encourages all attendees to familiarize themselves with all COVID-19-related guidance provided by the CDC and by the appropriate state and local public health authorities in the areas to and from which they will be traveling to attend the meeting.

### **ANTI-HARASSMENT POLICY**

The National Conference of State Legislatures is committed to hosting a successful meeting for all participants—legislators, legislative staff, Foundation sponsors, private sector attendees, government representatives, exhibitors, speakers, volunteers, international attendees, NCSL staff members, service providers and guests. NCSL commits to providing a safe and welcoming meeting environment for all participants regardless of gender, race, ethnicity, color, sexual orientation, gender identity, disability, age, religion, or any other characteristic protected by law. NCSL will not tolerate harassment or unacceptable behavior of any type at the conference. Unacceptable behavior includes but is not limited to: harassment, intimidation, or discrimination in any form; physical or verbal abuse; disruption of presentations at sessions or meeting events; inappropriate verbal comments; inappropriate use of images in meeting spaces or in presentations; and threatening or stalking any participant.

If you experience harassment or hear of any incidents of harassment or unacceptable behavior, we ask that you contact Chief Operating Officer [Victor Vialpando-Nunez](#) or Human Resources Director [Shasta Stephens](#) so that appropriate action can be taken.

NCSL reserves the right to take any action deemed necessary and appropriate in response to any incident of harassment or unacceptable behavior, including, but not limited to, immediate removal from the meeting without warning or refund. NCSL also reserves the right to prohibit attendance at any future meeting.

### **NCSL PRIVACY POLICY**

[Read a complete description of NCSL's privacy policy.](#) If you have any questions about this Privacy Policy or our information practices, please contact us at 303-856-1650 or [privacy@ncsl.org](mailto:privacy@ncsl.org).

From: Software-Notification@legis.wisconsin.gov  
Sent: Tuesday, November 9, 2021, 10:39 AM  
To: Abbey.Fabick@legis.wisconsin.gov  
Subject: Your Reimburse transaction has been accepted

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Your submitted transaction has been accepted by the Speaker

You must now submit a reimbursement request to get paid. You can easily generate a reimbursement by clicking on the link below and then clicking on the 'Create Reimbursement' button.

<https://reimburse.wisleg.root.local/TravelApprovalVMs/Details/26958/View/False>