

**CITY OF TROY
TRAVEL EXPENSE REPORT**

Name: Jim Campbell Position: Council Member

Other Employees Included in Request: None

Trip Destination: Frankenmuth, MI Date From: 2/24/2012 To: 2/25/2012

Purpose of Trip: MML Elected Official Academy Core Weekender

Items	Dates:	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)							35.00	35.00	70.00
Enter Current Mileage Rate: \$ 0.55 /mile							43 \$19.28	43 \$19.25	86 \$38.50
City Car Expense (Details on Bottom)									
Air/Bus/Train									
Registration							115.00		\$115.00
Room (Attach all Receipts)							111.00		\$111.00
Meals (Include tips and taxes. Note meals included with registration)									
Breakfast:									
Lunch:									
Dinner:							32.75	40.97	\$73.72
Other Detail, Explain Below									
Additional Other Detail, Explain Below									
TOTAL EXPENSE							278.00	60.22	\$338.22 ^{SB}

Details of City Car Expense	
Total Mileage	
Gasoline/Oil Purchased (Attach Receipts)	
Maintenance Work (Attach Receipts)	
Parking/Storage	
Other ()	
Total	

Cash Advanced and Prepaid Expenses	
P-Card Purchases	
Balance Due Employee	\$338.22 ^{SB}
(or) Balance Due City	

Bob Taylor Requested By 3/2/12 Date

Department Head Date

Approved - Human Resources Director Date

3/5/12
Approved - Financial Services Director Date

Notes and Explanations:
MEALS INTEGRATED AS \$50.00 per day in relation to City Policy.

Charge to: City Council's Education & Training Account

Account # 1027960110