

**CITY OF TROY
TRAVEL EXPENSE REPORT**

Name: Maureen McGinnis Position: Council Member

Other Employees Included in Request: _____

Trip Destination: Mackinac Island, MI Date From: 10/3/2012 To: 10/5/2012

Purpose of Trip: MML 2012 Annual Convention

Items	Sun	Mon	Tues	Wed 3-Oct	Thurs 4-Oct	Fri 5-Oct	Sat	TOTAL
Miles (Personal Car)								
Enter Current Mileage Rate: \$ 0.555 /mile								
City Car Expense (Details on Bottom)								
Air/Bus/Train								
Registration				324.00 ✓				\$324.00 ✓
Room (Attach all Receipts)				416.87 ✓	416.87 ✓			\$833.74 ✓
Meals (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:								
Dinner:								
Other Detail, Explain Below								
Additional Other Detail, Explain Below								
TOTAL EXPENSE				740.87	416.87			\$1,157.74 ✓

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	\$1,157.74 ✓
Balance Due Employee	
(or) Balance Due City	

Maureen McGinnis Requested By 10/18/12 Date

Department Head Date

[Signature] Approved - Human Resources Director 10/10/12 Date

[Signature] Approved - Financial Services Director 10/10/12 Date

Notes and Explanations:

J-4 Standard Purchasing Resolutions:

- c) Standard Purchasing Resolution 9: Approval to Expend Funds for Membership Dues and Renewals Over \$10,000 – Michigan Municipal League**

Resolution #2012-06-137
Moved by McGinnis
Supported by Slater

RESOLVED, That payment is **AUTHORIZED** for annual membership dues to the Michigan Municipal League, for the time period of May 1, 2012 through April 30, 2013, in the amount of \$11,301.

Yes: Campbell, Henderson, McGinnis, Slater
No: Fleming, Tietz, Daniels

MOTION CARRIED

J-4 Standard Purchasing Resolutions:

- b) Standard Purchasing Resolution 10: Travel Authorization and Approval to Expend Funds for Council Member Travel Expenses – Michigan Municipal League’s Annual Convention – October 3-5, 2012 Mackinac Island**

Resolution #2012-06-138
Moved by Fleming
Supported by Campbell

RESOLVED, That Council members are **AUTHORIZED** to attend the Michigan Municipal League’s Annual Convention on October 3-5, 2012 in Mackinac Island, Michigan, in accordance with accounting procedures of the City of Troy.

Yes: Fleming, McGinnis, Slater, Daniels, Campbell
No: Henderson, Tietz

MOTION CARRIED

K. MEMORANDUMS AND FUTURE COUNCIL AGENDA ITEMS:

-
- K-1 Announcement of Public Hearings: None Submitted**

-
- K-2 Memorandums (Items submitted to City Council that may require consideration at some future point in time): None Submitted**

L. COUNCIL REFERRALS:

Items Advanced to the City Manager by Individual City Council Members for Placement on the Agenda

From: League Admin
To: mmcginnis@dmcginnis.com; Beth L Tashnick
Subject: MML Event Confirmation - 2012 MML Convention
Date: Tuesday, July 24, 2012 6:10:13 PM
Attachments: [v12-addtocalendar.ics](#)

convention



Thank you for registering for the 2012 Annual Convention!

Thank you for registering for the 2012 League Annual Convention. Please review the following confirmation and notify us if you have any questions. Please E-mail any corrections or changes to registration@mml.org.

Miss Maureen McGinnis
Mayor Pro Tem
Troy
1721 Crooks Rd., Suite 101
Troy MI, 48084

This is to confirm your registration for the following:
2012 MML Convention - V12

Facility/Location: (for directions visit: www.mapquest.com)
Grand Hotel
(800) 334-7263
286 Grand Avenue
Mackinac Island MI, 49757

Begin Date/Time: Oct 3 2012 2:00PM **End Date/Time:** Oct 5 2012 11:00AM

Total Amount Billed:	\$324
Total Amount Paid:	\$324 ✓
Total Balance:	\$0

Thank you! If a credit balance is shown, a refund will be forthcoming. If credit card information was provided upon registration and a balance is still shown please allow additional time for processing.

Housing Reservations

The host hotel will only accept housing reservations for registered conference attendees with a personalized housing registration code.

Your personalized registration code is:

Reservations can be made by completing the housing reservation form. [CLICK HERE TO DOWNLOAD & PRINT FORM](#). Fax and mailing instructions are located at the top of the form.

Your personalized reservation code is: 23862-V12

Housing reservations will only be accepted for registered Convention attendees with a personalized reservation code. **The hotel requires that you provide the housing registration form with your personalized code in order to make reservations at the Grand Hotel during the League's**

From: information2@grandhotel.com
To: Beth.L.Tashnick
Subject: Your reservation for Maureen McGinnis on Wednesday, October 03, 2012 at Grand Hotel
Date: Tuesday, September 25, 2012 5:34:49 PM



Reservation Confirmation

Maureen McGinnis
500 West Big Beaver
Troy, MI 48064
US

Dear Ms. Maureen McGinnis,

Thank you for making your reservation at Grand Hotel. We are pleased to confirm your booking with us. The details are as follows:

Your Reservation

20080219904

Guest name	Maureen McGinnis
Arrival Date	Wednesday, October 03, 2012
Departure Date	Friday, October 05, 2012
Number Of Nights	2
Deposit	-\$91.24
Rate	\$ 416.87 per room per night
Number of Guests	1 Adult
Confirmation Number	20080219904
Special Requests	BAISAGE

What You Can Find

Activities

Grand Hotel guests find numerous diversions and activities to occupy every spare moment. From the first tee of The Jewel to the relaxing chaise lounges around the Esther Williams swimming pool.

Dining

While most guests enjoy our Modified American Plan, Grand Hotel does offer a variety of meal plans. If you are unsure of the meal plan included as part of your rate, please contact our reservations department at 1-800-33-GRAND (800-334-7283).

The Spa

Make your stay at Grand Hotel even more relaxing with a visit to Grand Hotel Spa. Enjoy a body treatment, facial, massage or any of our many other rejuvenating, nurturing and relaxing services, which can be enjoyed in the salon or in your Grand Hotel guest room. Group services are also available.

To make a salon appointment, please call 1(800)847-3331 and ask for Astor's Salon.



We look forward to welcoming you to Grand Hotel, and if in the meantime we can be of further assistance, please do not hesitate to contact us at 1-800-33-GRAND.

To make your visit more enjoyable, please take note of these important points: