

CITY OF TROY  
TRAVEL EXPENSE REPORT

Name: Ellen Hodorek Position: Councilmember

Other Employees Included in Request: —

Trip Destination: Frankenmuth Date From: 2-7-14 To: 2-8-14

Purpose of Trip: Training/Continuing Education --mml Core Training

Items	Dates:	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
<b>Miles</b> (Personal Car)							70	70	140
Enter Current Mileage Rate: \$ 0.560 /mile							39.20	39.20	78.40
<b>City Car Expense</b> (Details on Bottom)									
<b>Air/Bus/Train</b>									
<b>Registration</b>								150.00	150.00
<b>Room</b> (Attach all Receipts)								116.55	116.55
<b>Meals</b> (Include tips and taxes. Note meals included with registration)									
Breakfast:									
Lunch:									
Dinner:									
<b>Other</b> Detail, Explain Below									
<b>Additional Other</b> Detail, Explain Below									
<b>TOTAL EXPENSE</b>									344.95

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	<u>0</u>
P-Card Purchases	<u>0</u>
Balance Due Employee	<u>344.95</u>
(or) Balance Due City	<u>0</u>

Bella Davis Requested By Date 3/3/14

[Signature] Department Head Date

Approved - Human Resources Director Date

[Signature] Approved - Financial Services Director Date 3/4/14

Notes and Explanations:

Charge to: Council Education & training

Account # 101.102.7960.110