

2007 SEP 25 A 10: 02

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Form 87-007  
1-P-1

CITY OF TROY  
HUMAN RESOURCES

CITY OF TROY  
TRAVEL EXPENSE REPORT

Name: Jeanne Stine Position: Council Member

Other Employees Included in Request: None

Trip Destination: Traverse City, Michigan Date From: 9/18/2007 To: 9/20/2007

Purpose of Trip: 109th Annual MML Convention

Items	Sun	Mon	Tues 18-Sep	Wed 19-Sep	Thurs 20-Sep	Fri	Sat	TOTAL
Miles (Personal Car)								
Enter Current Mileage Rate: \$ 0.48 /mile								
City Car Expense (Details on Bottom)								
Air/Bus/Train								
Registration			379.00					\$379.00
Room (Attach all Receipts)			94.86	94.86				\$189.72
Meals (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:								
Dinner:								
Other Detail, Explain Below								
Additional Other Detail, Explain Below								
<b>TOTAL EXPENSE</b>			473.86	94.86				\$568.72

Details of City Car Expense

Total Mileage	
Gasoline/Oil Purchased (Attach Receipts)	
Maintenance Work (Attach Receipts)	
Parking/Storage	
Other ( )	
Total	

Cash Advanced	568.72
Balance Due Employee	<del>568.72</del>
(or) Balance Due City	

Mary Redden  
Requested By  
Phil Nelson  
Department Head  
Cathy E. Seaman  
Approved, Human Resources Director  
Mark  
Approved - Financial Services Director

9/24/07  
Date  
9/24/07  
Date  
9/25/07  
Date  
9-25-07  
Date

**Notes and Explanations:**  
Meals paid for on the City Manager's p-card; accounted for on his travel expense report.

Charge to: City Council's Education & Training Account

Dept. Account # 102.7960