

CITY OF TROY TRAVEL EXPENSE REPORT

Name: Mary Kurwin Position: Council Member

Other Employees Included in Request: none

Trip Destination: Lansing, mi Date From: April 2, 2008 To: _____

Purpose of Trip: MMH Capital Conference

Items	Dates:	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)					April 2 180 miles				180
Enter Current Mileage Rate: \$ 0.50 /mile					\$90.00				\$90.00
City Car Expense (Details on Bottom)									
Air/Bus/Train									
Registration					185.00				185.00
Room (Attach all Receipts)									
Meals (Include tips and taxes. Note meals included with registration)									
Breakfast:									
Lunch:									
Dinner:									
Other Detail, Explain Below									
Additional Other Detail, Explain Below									
TOTAL EXPENSE					\$275.00				\$275.00

Details of City Car Expense		Cash Advanced and Prepaid Expenses	
Total Mileage			
Gasoline/Oil Purchased (Attach Receipts)			
Maintenance Work (Attach Receipts)			
Parking/Storage			
Other ()			
Total			
		P-Card Purchases	185.00
		Balance Due Employee	\$90.00
		(or) Balance Due City	

Requested By _____ Date _____

Department Head _____ Date _____

Approved - Human Resources Director _____ Date _____

Approved - Financial Services Director _____ Date _____

Notes and Explanations:

Charge to: City Council Education & Training

Account # 102.7960