J-02d

Form 87-007
1-P-1
Last revised 01/08

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Mary Kerwin Position: Council Member

Other Employees Included in Request: none

Trip Destination: Novi, Mi Date From: April 3, 2008 To:

Purpose of Trip: SEMCOG General Assembly

Items / Dates:	Sun	Mon	Tues	Wed	Thurs April 3	Fri	Sat	TOTAL
Miles (Personal Car)					70 miles			70
Enter Current Mileage Rate: $ 0.50 /mile					$ 35.00			$35.00
City Car Expense (Details on Bottom)								
Air/Bus/Train								
Registration								
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					$ 35.00			$35.00

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	$ 35.00
(or) Balance Due City	

Mary Redden 4/09/08
Requested By Date

Department Head 4/9/08 Date

Approved - Human Resources Director Date

Approved - Financial Services Director Date

Notes and Explanations:

Charge to: City Council Education & Training

Account # 102 7960