

**CITY OF TROY
TRAVEL EXPENSE REPORT**

Name: Mary Kerwin Position: City Council Member

Other Employees Included in Request: None

Trip Destination: Birmingham, MI Date From: 4/17/2008 To: _____

Purpose of Trip: Alliance Program on Sustainable Development

Items	Dates:	Sun	Mon	Tues	Wed	Thurs 17-Apr	Fri	Sat	TOTAL
Miles (Personal Car)						16.00			16.00
Enter Current Mileage Rate: \$ 0.50 /mile						\$8.00			\$8.00
City Car Expense (Details on Bottom)									
Air/Bus/Train									
Registration						0.00			
Room (Attach all Receipts)									
Meals (Include tips and taxes. Note meals included with registration)									
Breakfast:									
Lunch:									
Dinner:									
Other Detail, Explain Below						* 3.00			\$3.00
Additional Other Detail, Explain Below									
TOTAL EXPENSE						11.00			\$11.00

Details of City Car Expense

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

Cash Advanced	
Balance Due Employee	\$11.00
(or) Balance Due City	

Mary Kerwin Requested By Date 4/24/08
 _____ Department Head Date _____
 _____ Approved - Human Resources Director Date _____
 _____ Approved - Financial Services Director Date _____

Notes and Explanations:
* Parking

Charge to: City Council - Education & Training

Dept. Account # 172.796D