

**CITY OF TROY  
TRAVEL EXPENSE REPORT**

Name: Mary Kerwin Position: City Council Member

Other Employees Included in Request: None

Trip Destination: Wixom, MI Date From: 4/18/2008 To: \_\_\_\_\_

Purpose of Trip: 2008 Michigan Municipal League (MML) Region 1 Education Seminar

Items	Sun	Mon	Tues	Wed	Thurs	Fri 18-Apr	Sat	TOTAL
<b>Miles</b> (Personal Car)						78.00		78.00
Enter Current Mileage Rate: \$ 0.50 /mile						\$39.00		\$39.00
<b>City Car Expense</b> (Details on Bottom)								
<b>Air/Bus/Train</b>								
<b>Registration</b>						25.00		\$25.00
<b>Room</b> (Attach all Receipts)								
<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>						64.00		\$64.00

Details of City Car Expense

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

Cash Advanced	\$25.00
Balance Due Employee	\$39.00
<b>(or) Balance Due City</b>	

Mary Redden 4/24/08  
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

Dept. Account # 172.7960