

**CITY OF TROY  
TRAVEL EXPENSE REPORT**

Name: Mary Kerwin Position: Council Member

Other Employees Included in Request: None

Trip Destination: Dearborn, MI Date From: 5/22/2008 To: \_\_\_\_\_

Purpose of Trip: Institute for Local Government's "Who Controls our Water System" Session

| Items  | Dates: | Sun | Mon | Tues | Wed<br>22-May | Thurs | Fri | Sat | TOTAL   |
|--|--------|-----|-----|------|---------------|-------|-----|-----|---------|
| <b>Miles</b><br>(Personal Car)   |        |     |     |      | 58.00         |       |     |     | 58.00   |
| Enter Current Mileage<br>Rate: \$ 0.50 /mile                                 |        |     |     |      | \$29.00       |       |     |     | \$29.00 |
| <b>City Car Expense</b><br>(Details on Bottom)                               |        |     |     |      |               |       |     |     |         |
| <b>Air/Bus/Train</b>   |        |     |     |      |               |       |     |     |         |
| <b>Registration</b>  |        |     |     |      |               |       |     |     |         |
| <b>Room</b><br>(Attach all Receipts)   |        |     |     |      |               |       |     |     |         |
| <b>Meals</b> (Include tips and taxes. Note meals included with registration) |        |     |     |      |               |       |     |     |         |
| Breakfast:   |        |     |     |      |               |       |     |     |         |
| Lunch:   |        |     |     |      |               |       |     |     |         |
| Dinner:  |        |     |     |      |               |       |     |     |         |
| <b>Other</b><br>Detail, Explain Below  |        |     |     |      |               |       |     |     |         |
| <b>Additional Other</b><br>Detail, Explain Below                             |        |     |     |      |               |       |     |     |         |
| <b>TOTAL EXPENSE</b>   |        |     |     |      | 29.00         |       |     |     | \$29.00 |

Details of City Car Expense

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

|                                    |         |
|------------------------------------|---------|
| Cash Advanced and Prepaid Expenses |         |
| P-Card Purchases                   |         |
| Balance Due Employee               | \$29.00 |
| (or) Balance Due City              |         |

*Mary Redder*  
Requested By

Date

\_\_\_\_\_  
Department Head

Date

*[Signature]*  
Approved - Human Resources Director

Date

*7-17-08*

*[Signature]*  
Approved - Financial Services Director

Date

Notes and Explanations:

Charge to: Education & Training (City Council)

Account # 1027960110