J-02g

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: **Detroit, MI** Date From: **7/15/2008** To:

Purpose of Trip: **SEMCOG University: Asset Management**

Items Dates:	Sun	Mon	Tues 15-Jul	Wed	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)			48.00					48.00
Enter Current Mileage Rate: $ 0.58 /mile			$27.84					$27.84
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	0.00							
TOTAL EXPENSE			27.84					$27.84

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	$27.84
(or) Balance Due City	

Mary Redden 7/30/08
Requested By Date

Department Head Date

Approved - Human Resources Director Date

7/30/08
Approved - Financial Services Director Date

Notes and Explanations:

Charge to: Education and Training (City Council)

Account # 1027960110