

**CITY OF TROY
TRAVEL EXPENSE REPORT**

Name: Mary Kerwin Position: Council Member

Other Employees Included in Request: None

Trip Destination: _____ Date From: 7/30/2008 To: _____

Purpose of Trip: "Building a Championship Team" - Sponsored by the Troy Chamber of Commerce

Items	Sun	Mon	Tues	Wed 30-Jul	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)								
Enter Current Mileage								
Rate: \$ 0.58 /mile								
City Car Expense (Details on Bottom)								
Air/Bus/Train								
Registration				15.00				\$15.00
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				15.00				\$15.00

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	\$15.00
(or) Balance Due City	

Mary Kerwin
Requested By _____ Date _____

Department Head _____ Date _____

Approved - Human Resources Director _____ Date _____

Approved - Financial Services Director _____ Date 7/31/08

Notes and Explanations:

Charge to: Education and Training (City Council)

Account # 1027960110