

CITY OF TROY  
TRAVEL EXPENSE REPORT

Name: MARTIN HOWRYLAK Position: TRUSTEE, TROY RETIREMENT BOARD

Other Employees Included in Request: \_\_\_\_\_

Trip Destination: Traverse City, MI Date From: 9/14/08 To: 9/16/08

Purpose of Trip: MAPERS Fall Conference

Items	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)	225		275					
Enter Current Mileage Rate: \$ 0.58 /mile	130 <sup>50</sup>		130 <sup>50</sup>					261 <sup>00</sup>
City Car Expense (Details on Bottom)								
Air/Bus/Train								
Registration								
Room (Attach all Receipts)			192 <sup>24</sup>					192 <sup>24</sup>
Meals (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:								
Dinner:	6 <sup>35</sup>		3 <sup>70</sup>					10 <sup>05</sup>
Other Detail, Explain Below								
Additional Other Detail, Explain Below	0.00							
TOTAL EXPENSE								463 <sup>29</sup>

Details of City Car Expense		Cash Advanced and Prepaid Expenses	
Total Mileage			0
Gasoline/Oil Purchased (Attach Receipts)			0
Maintenance Work (Attach Receipts)			
Parking/Storage			
Other ( )			
Total			463 <sup>29</sup>
		Balance Due Employee	
		(or) Balance Due City	

Martin Howrylak Requested By 9/30/08 Date

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

\_\_\_\_\_  
Approved - Human Resources Director Date

M. Marshall Approved - Financial Services Director 10/1/08 Date

Notes and Explanations:

Charge to: Education and Training

Account # 102 7960110