J-02a

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: **Mackinac Island, MI** Date From: **10/1/2008** To: **10/4/2008**

Purpose of Trip: **Michigan Municipal League 110th Annual Conference**

Items Dates:	Sun	Mon	Tues	Wed 1-Oct	Thurs 2-Oct	Fri 3-Oct	Sat 4-Oct	TOTAL
Miles (Personal Car)				60.00				60.00
Enter Current Mileage Rate: $ 0.58 /mile				$34.80				$34.80
City Car Expense (Details on Bottom)								
Air/Bus/Train								
Registration				p-card 324.00				$324.00
Room (Attach all Receipts)				p-card 247.81	247.81	247.81		$743.43
Meals (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:				15.00			5.75	$20.75
Dinner:								
Other Detail, Explain Below				shuttle 5.50			shuttle 5.50	$11.00
Additional Other Detail, Explain Below	0.00			baggage-p-card 6.50				$6.50
TOTAL EXPENSE				633.61	247.81	247.81	11.25	$1,140.48

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	$1,073.93
Balance Due Employee	$66.55
(or) Balance Due City	

Mary Rodden — Requested By — Date 10/09/08

Department Head — Date

Approved - Human Resources Director — Date

Approved - Financial Services Director — Date 10/9/08

Notes and Explanations:

Charge to: Council - Education and Training

Account # 102.7960.110