

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Mary Kerwin Position: Council Member

Other Employees Included in Request: None

Trip Destination: Lansing, MI Date From: 3/3/2009 To: 3/4/2009

Purpose of Trip: Michigan Municipal League's 2009 Capital Conference

Items	Sun	Mon	Tues 3-Mar	Wed 4-Mar	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)								
Enter Current Mileage Rate: \$ 0.55 /mile								
City Car Expense (Details on Bottom)								
Air/Bus/Train								
Registration			195.00					\$195.00
Room (Attach all Receipts)			138.03					\$138.03
Meals (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:								
Dinner:			16.33					\$16.33
Other Detail, Explain Below								
Additional Other Detail, Explain Below								
TOTAL EXPENSE			349.36					\$349.36

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	\$333.03
Balance Due Employee	\$16.33
(or) Balance Due City	

Mary Redden Requested By 3/18/09 Date

Department Head Date

[Signature] Approved - Human Resources Director 3/18/09 Date

[Signature] Approved - Financial Services Director 3/18/09 Date

Notes and Explanations:

Charge to: Education & Training

Account # 1027960

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