

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Mary Kerwin Position: Council Member
 Other Employees Included in Request: None
 Trip Destination: Kalamazoo, MI Date From: 9/22/09 To: 9/25/09
 Purpose of Trip: MMZ 111th Annual Convention

Items	Dates:	Sun	Mon	Tues 9/22	Wed 9/23	Thurs 9/24	Fri 9/25	Sat	TOTAL
Miles (Personal Car)									
Enter Current Mileage				153			153		
Rate: \$ 0.55 /mile				84.15			84.15		168.30
City Car Expense (Details on Bottom)									
Air/Bus/Train									
Registration				349.00					349.00
Room (Attach all Receipts)				68.25	68.25	68.25			204.75 *
Meals (Include tips and taxes. Note meals included with registration)									
Breakfast:									
Lunch:									
Dinner:									
Other <u>Parking</u> Detail, Explain Below							18.00		18.00
Additional Other Detail, Explain Below									
TOTAL EXPENSE				501.40	68.25	68.25	102.15		740.05

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	349.00
Balance Due Employee	186.30
(or) Balance Due City	204.75 *

Mary Kerwin
Requested By

10/8/09
Date

Department Head

[Signature]
Approved - Human Resources Director

10/8/09
Date

[Signature]
Approved - Financial Services Director

Notes and Explanations:
 * Shared room w/ Susan Powell from City of Wayne. City of Wayne paid hotel bill and requests we send them a check for Mary Kerwin's portion

Charge to: Council's Education & Training

Account # 1007960110