

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Mary Kerwin Position: Council Member

Other Employees Included in Request: None

Trip Destination: Lansing, MI Date From: 2/12/2010 To: 2/12/2010

Purpose of Trip: MML "Creating Vibrant and Walkable Communities" Session

| Items | Sun | Mon | Tues | Wed | Thurs | Fri 12-Feb | Sat | TOTAL |
|--|-----|-----|------|-----|-------|---------------|-----|----------|
| Miles (Personal Car) | | | | | | 180.00 | | 180.00 |
| Enter Current Mileage Rate: \$ 0.50 /mile | | | | | | \$90.00 | | \$90.00 |
| City Car Expense (Details on Bottom) | | | | | | | | |
| Air/Bus/Train | | | | | | | | |
| Registration | | | | | | 10.00 | | \$10.00 |
| 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 | | | | | | | | |
| TOTAL EXPENSE | | | | | | 100.00 | | \$100.00 |

| 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 | \$10.00 |
| Balance Due Employee | \$90.00 |
| (or) Balance Due City | |

Notes and Explanations:

Carpooled with Council Member Maureen McGinnis.

Mary Redden 3/12/10
Requested By Date

[Signature] _____
Department Head Date

[Signature] _____
Approved - Human Resources Director Date

[Signature] 3/12/10
Approved - Financial Services Director Date

Charge to: Council's Education & Training Account

Account # 1027960110