

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Maureen McGinnis 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)						0.00		
Enter Current Mileage Rate: \$ 0.50 /mile								
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						10.00		\$10.00

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	
(or) Balance Due City	0-

Mary Reddon 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

Notes and Explanations:

Carpooled with Council Member Mary Kerwin.

Charge to: Council's Education & Training Account

Account # 1027960110