

**CITY OF TROY
TRAVEL EXPENSE REPORT**

Name: Mary Kerwin Position: Council Member

Other Employees Included in Request: _____

Trip Destination: Lansing, MI Date From: 4/13/2010 To: 4/14/2010

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

Items	Dates:	Sun	Mon	Tues 13-Apr	Wed 14-Apr	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)				90.00	90.00				180.00
Enter Current Mileage Rate: \$ 0.50 /mile				\$45.00	\$45.00				\$90.00
City Car Expense (Details on Bottom)									
Air/Bus/Train									
Registration					125.00				\$125.00
Room (Attach all Receipts)					122.35				\$122.35
Meals (Include tips and taxes. Note meals included with registration)									
Breakfast:									
Lunch:									
Dinner:									
Other Detail, Explain Below									
Additional Other Detail, Explain Below									
TOTAL EXPENSE				45.00	292.35				\$337.35

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	\$247.35
Balance Due Employee	\$90.00
(or) Balance Due City	

Mary Dadden Requested By Date 4/21/10
[Signature] Department Head Date _____
[Signature] Approved - Human Resources Director Date _____
[Signature] Approved - Financial Services Director Date 4/21/10

Notes and Explanations:

Charge to: Council's Education & Training Account

Account # 1027960110