

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Maureen McGinnis Position: Council Member

Other Employees Included in Request: Mary Kerwin (hotel room)

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

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

Items	Sun	Mon	Tues 13-Apr	Wed 14-Apr	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)								
Enter Current Mileage Rate: \$ 0.50 /mile								
City Car Expense (Details on Bottom)								
Air/Bus/Train								
Registration				125.00				\$125.00
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				125.00				\$125.00

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	\$125.00
Balance Due Employee	
(or) Balance Due City	

Mary Redden Requested By Date 4/29/10
[Signature] Department Head Date _____
 Approved - Human Resources Director Date _____
[Signature] Approved - Financial Services Director Date 4-29-10

Notes and Explanations:

Charge to: Council's Education & Training Account

Account # 1027960110