

M-02(6)

CITY OF TROY
TRAVEL EXPENSE REPORT

Form 87-007
1-P-1
Last revised 01/09

Name: Maureen McGinnis Position: Council Member
Other Employees Included in Request: MARY KERWIN'S NAME IS REMOVED
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		Cash Advanced and Prepaid Expenses	
Total Mileage			
Gasoline/Oil Purchased (Attach Receipts)			
Maintenance Work (Attach Receipts)			
Parking/Storage			
Other ()			
Total			
		P-Card Purchases	\$125.00
		Balance Due Employee	
		(or) Balance Due City	

Requested By _____ Date _____

Department Head _____ Date _____

Approved - Human Resources Director _____ Date _____

Approved - Financial Services Director _____ Date _____

Notes and Explanations:

Charge to: Council's Education & Training Account Account # 1027960110