

**CITY OF TROY  
TRAVEL EXPENSE REPORT**

Name: Maureen McGinnis Position: Council Member

Other Employees Included in Request: None

Trip Destination: Dearborn, MI Date From: 9/21/2010 To: 9/24/2010

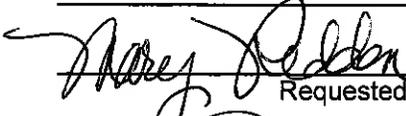
Purpose of Trip: Michigan Municipal League's 2010 Annual Convention

Items	Sun	Mon	Tues 21-Sep	Wed 22-Sep	Thurs 23-Sep	Fri 24-Sep	Sat	TOTAL
<b>Miles</b> (Personal Car)								
Enter Current Mileage Rate: \$ 0.50 /mile								
<b>City Car Expense</b> (Details on Bottom)								
<b>Air/Bus/Train</b>								
<b>Registration</b>			324.00					\$324.00
<b>Room</b> (Attach all Receipts)								
<b>Meals</b> (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:								
Dinner:								
<b>Other</b> Detail, Explain Below								
<b>Additional Other</b> Detail, Explain Below								
<b>TOTAL EXPENSE</b>			324.00					\$324.00

**Details of City Car Expense**

Total Mileage	
Gasoline/Oil Purchased (Attach Receipts)	
Maintenance Work (Attach Receipts)	
Parking/Storage	
Other ( )	
<b>Total</b>	

<b>Cash Advanced and Prepaid Expenses</b>	
<b>P-Card Purchases</b>	\$324.00
<b>Balance Due Employee</b>	
<b>(or) Balance Due City</b>	

  
 Requested By \_\_\_\_\_ Date 10/22/10  
 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