1103770 N-02b

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

# CITY OF TROY
# TRAVEL EXPENSE REPORT

Name: **Mary Kerwin** 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<br>Dates: | Sun | Mon | Tues<br>21-Sep | Wed<br>22-Sep | Thurs<br>23-Sep | Fri<br>24-Sep | Sat | TOTAL |
|---|---|---|---|---|---|---|---|---|
| **Miles**<br>(Personal Car) | | | | | | | | |
| Enter Current Mileage<br>Rate: $ 0.50 /mile | | | | | | | | |
| **City Car Expense**<br>(Details on Bottom) | | | | | | | | |
| **Air/Bus/Train** | | | | | | | | |
| **Registration** | | | 324.00 | | | | | $324.00 |
| **Room**<br>(Attach all Receipts) | | | | | | | | |
| **Meals** (Include tips and taxes. Note meals included with registration) | | | | | | | | |
| Breakfast: | | | | | | | | |
| Lunch: | | | 15.00 | | | | | $15.00 |
| Dinner: | | | | | | | | |
| **Other**<br>Detail, Explain Below | | | | | | | | |
| **Additional Other**<br>Detail, Explain Below | | | | | | | | |
| TOTAL EXPENSE | | | 339.00 | | | | | $339.00 |

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** | $324.00 |
| **Balance Due Employee** | $15.00 |
| **(or) Balance Due City** | |

Mary Redden — Requested By — Date 10/22/10

Department Head — Date

Approved - Human Resources Director — Date

Approved - Financial Services Director — Date 10/25/10

**Notes and Explanations:**

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