

**CITY OF TROY  
TRAVEL EXPENSE REPORT**

**J-02a**

Name: Louise E. Schilling Position: Mayor

Other Employees Included in Request: Robin Beltramini

Trip Destination: Washington, DC Date From: 3/11/2005 To: 3/15/2005

Purpose of Trip: NLC Annual Congressional City Conference

Items	Sun 13-Mar	Mon 14-Mar	Tues 15-Mar	Wed	Thurs	Fri 11-Mar	Sat 12-Mar	TOTAL
<b>Miles</b> (Personal Car)								
Enter Current Mileage								
Rate: \$ 0.37 /mile								
<b>City Car Expense</b> (Details on Bottom)								
<b>Air/Bus/Train</b>	116.40							\$116.40
<b>Registration</b>		395.00						\$395.00
<b>Room</b> (Attach all Receipts)		Shared w/ Robin	Beltramini					
<b>Meals</b> (Include tips and taxes. Note meals included with registration)								
Breakfast:		3.29						\$3.29
Lunch:		10.21	6.54					\$16.75
Dinner:								
<b>Other</b> Detail, Explain Below	70.00		25.00					\$95.00
<b>Additional Other</b> Detail, Explain Below	110.00							\$110.00
<b>TOTAL EXPENSE</b>	296.40	408.50	31.54					\$736.44

Details of City Car Expense

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

Cash Advanced	\$511.40
Balance Due Employee	\$225.04
(or) Balance Due City	

Mary Addon for Louise Schilling  
Requested By

3/24/05  
Date

[Signature]  
Department Head

3/31/05  
Date

Approved - Human Resources Director  
[Signature]  
Approved - Financial Services Director

Date  
3-31-05  
Date

**Notes and Explanations:**  
70.00 transportation  
+ 110.00 parking

Charge to: Council Education & Training

Dept. Account # 102.7960