

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Robin Beltramini Position: Mayor Pro Tem

Other Employees Included in Request: _____

Trip Destination: Lansing MI Date From: March 22, 2005 To: March 23, 2005

Purpose of Trip: mml Legislative Conference

Items	Dates:	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)				101	101				
Enter Current Mileage Rate: \$ 0.40 /mile				\$ 40.40	\$ 40.40				\$ 80.80
City Car Expense (Details on Bottom)									
Air/Bus/Train									
Registration				69. ⁰⁰	170. ⁰⁰				239. ⁰⁰
Room (Attach all Receipts)				71. ⁵⁰					71. ⁵⁰
Meals (Include tips and taxes. Note meals included with registration)									
Breakfast:									
Lunch:									
Dinner:									
Other Detail, Explain Below									
Additional Other Detail, Explain Below									
TOTAL EXPENSE				180. ⁹⁰	210. ⁴⁰				\$ 391. ³⁰

Details of City Car Expense

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

Cash Advanced	310. ⁵⁰
Balance Due Employee	80.80
(or) Balance Due City	#VALUE!

Robin E. Beltramini
Requested By

3/29/05
Date

[Signature]
Department Head

3/31/05
Date

Approved - Human Resources Director
[Signature]

Date
3.31.05

Approved - Financial Services Director

Date

Notes and Explanations:

Charge to: _____

Dept. Account # _____