

**CITY OF TROY  
TRAVEL EXPENSE REPORT**

Name: Dave Lambert Position: Councilmember

Other Employees Included in Request: \_\_\_\_\_

Trip Destination: Washington, DC Date From: 3/11/2005 To: 3/14/2005

Purpose of Trip: National League of Cities Congressional Cities Conference

Items	Dates:	Friday 11-Mar	Saturday 12-Mar	Sunday 13-Mar	Monday 14-Mar			TOTAL
Miles (Personal Car)		42.00			42.00		0.00	84.00
Enter Current Mileage Rate: \$ 0.4 /mile		\$16.80			\$16.80			\$33.60
City Car Expense (Details on Bottom)								
Registration		620.00						\$620.00
Room (Attach all Receipts)					264.60		0.00	\$264.60
<b>Meals</b> (Include tips and taxes. Note meals included with registration)								
Breakfast:			3.30	8.28	15.50			\$27.08
Lunch:			inc	inc	inc	0.00	0.00	
Dinner:		5.85	25.00	4.97	0.00	0.00		\$35.82
Other Detail, Explain Below		14.00	2.00	2.00	9.00			\$27.00
Additional Other Detail, Explain Below		136.40					0.00	\$136.40
<b>TOTAL EXPENSE</b>		<b>793.05</b>	<b>30.30</b>	<b>15.25</b>	<b>305.90</b>			<b>\$1,144.50</b>

Details of City Car Expense

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

Cash Advanced	\$1,021.00
Balance Due Employee	\$123.50
(or) Balance Due City	

**Notes and Explanations:**

\$136.40 is for airfare. \$14 on 3/11 was for subway fare. \$2 on 3/12 was for coat check. \$2 on 3/13 was for coat check. \$9 on 3/14 was for parking at Metro Airport.

*Dave Lambert* Requested By Date 4-4-05

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Approved - Human Resources Director Date

*Mark* Approved - Financial Services Director Date 4.11.05

Charge to: Council's Education & Training Account

Dept. Account # 102.796