J-02b

Form 87-007
1-P-1

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Robin Beltramini Position: Mayor Pro Tem

Other Employees Included in Request: Louise Schilling, Mayor

Trip Destination: Washington D.C. Date From: March 11, 2005 To: March 15, 2005

Purpose of Trip: NLC Congressional Cities Conference

Items Dates:	Sun 3/13	Mon 3/14	Tues 3/15	Wed	Thurs	Fri 3/11	Sat 3/12	TOTAL
Miles (Personal Car)			45			45		
Enter Current Mileage Rate: **$ 0.40** /mile			18.00			18.00		+ 36.00
City Car Expense (Details on Bottom)								
Air/Bus/Train						114.40		114.40
Registration						395.00		395.00
Room (Attach all Receipts)	167.17	167.17				167.17	167.17	668.68
Meals (Include tips and taxes. Note meals included with registration)								
Breakfast:			25.55					25.55
Lunch:		7.59						7.59
Dinner:						18.85		18.85
Other Detail, Explain Below								
Additional Other Detail, Explain Below								
TOTAL EXPENSE	167.17	174.76	43.55			713.42	167.17	1266.07

Details of City Car Expense

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

Cash Advanced	1203.63
Balance Due Employee	+ 62.44
(or) Balance Due City	

Robin E. Beltramini 03/21/05
Requested By Date

Department Head 3/23/05
Date

Approved - Human Resources Director Date

Approved - Financial Services Director 3.22.05
Date

Notes and Explanations:

Charge to:

Dept. Account # 102.7960