

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Dave Lambert Position: Councilmember

Other Employees Included in Request: _____

Trip Destination: Charlotte, NC Date From: 12/6/2005 To: 12/10/2005

Purpose of Trip: National League of Cities Congress of Cities Meeting

Items	Dates:	Tues 6-Dec	Wed 7-Dec	Thursday 8-Dec	Friday 9-Dec	Saturday 10-Dec	TOTAL
Miles (Personal Car)		36.00		36.00			72.00
Enter Current Mileage Rate: \$ 0.4 /mile		\$14.40		\$14.40			\$28.80
City Car Expense (Details on Bottom)							
Registration		585.00					\$585.00
Room (Attach all Receipts)		123.72	123.72	123.72	123.72		\$494.88
Meals (Include tips and taxes. Note meals included with registration)							
Breakfast:			12.75	9.30	9.30	9.30	\$40.65
Lunch:			inc	inc	inc	inc	
Dinner:		6.15	24.35	19.41	18.90		\$68.81
Other Detail, Explain Below		296.90			0.00	19.00	\$315.90
Additional Other Detail, Explain Below		23.00			0.00	19.00	\$42.00
TOTAL EXPENSE		1,049.17	160.82	166.83	151.92	47.30	\$1,576.04

Details of City Car Expense

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

Cash Advanced	\$1,395.68
Balance Due Employee	\$180.36
(or) Balance Due City	

Dave Lambert
Requested By

12-14-05
Date

[Signature]
Department Head

12/15/05
Date

Approved - Human Resources Director

Date

[Signature]
Approved - Financial Services Director

12-15-05
Date

Notes and Explanations:
\$296.90 is for airfare. \$23 on 12/6 is for taxi to hotel. \$19 on 12/10 is for parking at Metro Airport. \$19 on 12/10 is for taxi to Charlotte airport.

Charge to: Council's Education & Training Account

Dept. Account # 102.7960