

**CITY OF TROY  
TRAVEL EXPENSE REPORT**

Name: Louise E. Schilling Position: Mayor

Other Employees Included in Request: Robin Beltramini

Trip Destination: Charlotte, NC Date From: 12/7/2005 To: 12/11/2005

Purpose of Trip: NLC Congress of Cities and Exposition

Items	Sun 11-Dec	Mon	Tues	Wed 7-Dec	Thurs 8-Dec	Fri 9-Dec	Sat 10-Dec	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>				279.40				\$279.40
<b>Registration</b>				345.00				\$345.00
<b>Room</b> (Attach all Receipts)				123.72	123.72	123.72	123.72	* \$494.88
<b>Meals</b> (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:	9.20				4.65			\$13.85
Dinner:							9.51	\$9.51
<b>Other</b> Detail, Explain Below				* 22.00				\$22.00
<b>Additional Other</b> Detail, Explain Below								
<b>TOTAL EXPENSE</b>	9.20			770.12	128.37	123.72	133.23	\$1,164.64

Details of City Car Expense

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

Cash Advanced	\$1,128.79
Balance Due Employee	\$35.85
(or) Balance Due City	

Louise E. Schilling  
Requested By

12-14-05  
Date

[Signature]  
Department Head

12/21/05  
Date

Approved - Human Resources Director

Date

[Signature]  
Approved - Financial Services Director

12-21-05  
Date

**Notes and Explanations:**  
\*Transportation from airport to hotel on 12/07/05 for both Louise Schilling and Robin Beltramini.  
\*Room was shared with Robin Beltramini.

Charge to: Council Education & Training

Dept. Account # 102.7960