

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Robin Beltramini Position: Council Member

Other Employees Included in Request: Shared Room with Louise Schilling

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

Purpose of Trip: NLC Congress of Cities

Items	Sun 13-Mar	Mon 14-Mar	Tues 15-Mar	Wed	Thurs	Fri 11-Mar	Sat 12-Mar	TOTAL
Miles (Personal Car)	12			42				
Enter Current Mileage Rate: \$ 0.48/mile	\$20.16			\$20.16				40.32 ✓
City Car Expense (Details on Bottom)								
Air/Bus/Train				279.40				279.40 ✓
Registration				345				345.00 ✓
Room (Attach all Receipts)								
Meals (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:	9.20							9.20
Dinner:								
Other taxi/limo Detail, Explain Below	25 75.00							25.00
Additional Other * Detail, Explain Below	7.00			2.00		2.00	2.00	13.00
TOTAL EXPENSE	61.36			646.56		2.00	2.00	711.92 ✓

Details of City Car Expense

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

Cash Advanced	624.40 ✓
Balance Due Employee	87.52 ✓
(or) Balance Due City	

Robin E. Beltramini
Requested By
Date: 1/5/06

[Signature]
Department Head
Date: _____

Approved - Human Resources Director
Date: _____

Approved - Financial Services Director
Date: 1-5-06

Notes and Explanations:
* tips

Charge to: Council Education & Training

Dept. Account # 102.7960