

**CITY OF TROY  
TRAVEL EXPENSE REPORT**

Name: Robin Beltramini Position: Council member

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

Trip Destination: Washington DC Date From: March 10, 2006 To: March 15, 2006

Purpose of Trip: NLC Congressional Cities Conference

Items	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
<b>Miles</b> (Personal Car) Enter Current Mileage Rate: \$ 0.44 /mile								
<b>City Car Expense</b> (Details on Bottom)								
<b>Air/Bus/Train</b>						401.60		\$ 401.60
<b>Registration</b>						500.00		500.00
<b>Room</b> (Attach all Receipts)	119.65	119.65	119.65			119.65	119.65	598.25
<b>Meals</b> (Include tips and taxes. Note meals included with registration)								
Breakfast:	12.45			9.60				22.05
Lunch:						3.33		3.33
Dinner:			14.40				21.05	35.45
<b>Other</b> Taxi/Airport transportation Detail, Explain Below			12.00	15.00		80.00		107.00
<b>Additional Other</b> Detail, Explain Below								
<b>TOTAL EXPENSE</b>	132.10	119.65	146.05	24.60		1104.98	140.70	1667.68

Details of City Car Expense

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

Cash Advanced	901.60
Balance Due Employee	766.08
(or) Balance Due City	#VALUE!

Robin E. Beltramini 03/28/06  
Requested By Date

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

Approved - Human Resources Director Date  
James A. Paul 4-3-06  
Approved - Financial Services Director Date

Notes and Explanations:

Charge to: Council's Educ & Train Acct

Dept. Account # 102-7960