

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Robin Beltramini Position: Council member

Other Employees Included in Request: _____

Trip Destination: Cambridge MA Date From: June 15, 2006 To: June 17, 2006

Purpose of Trip: NLC FAIR + Public Finance Panel - Joint meeting

Items	Dates:	Sun	Mon	Tues	Wed	Thurs 6/15	Fri 6/16	Sat 6/17	TOTAL
Miles (Personal Car)						43		13	86
Enter Current Mileage Rate: \$ 0.44/mile						18.92		18.92	37.84
City Car Expense (Details on Bottom)									
<u>Air/Bus/Train</u>						330.21			330.21
Registration									
Room (Attach all Receipts)								357.58	357.58
Meals (Include tips and taxes. Note meals included with registration)									
Breakfast:									
Lunch:									
Dinner:									
Other Taxi Detail, Explain Below						14		14	28.00
Additional Other Detail, Explain Below									
TOTAL EXPENSE						363.13		390.50	753.63

Details of City Car Expense

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

Cash Advanced	687.79
Balance Due Employee	65.84
(or) Balance Due City	

Robin E. Beltramini Requested By Date June 21, 2006
EBM Date 6-28-06
Department Head Date

Approved - Human Resources Director Date
[Signature] Date 7-5-06
Approved - Financial Services Director Date

Notes and Explanations:

Charge to: Council - Education + Training

Dept. Account # 102-7960