J-02a

Form 87-007
1-P-1

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Robin E. Beltramini Position: Council Member

Other Employees Included in Request:

Trip Destination: Thompsonville MI Date From: July 14, 2006 To: July 15, 2006

Purpose of Trip: MML Board of Trustees meeting

Items / Dates:	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)						226	228	454
Enter Current Mileage Rate: $ 0.44 /mile						99.44	100.32	$199.76
City Car Expense (Details on Bottom)								
Air/Bus/Train								
Registration								
Room (Attach all Receipts)							168.54	168.54
Meals (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:								
Dinner:								
Other Detail, Explain Below								
Additional Other Detail, Explain Below								
TOTAL EXPENSE						99.44	268.86	368.30

Details of City Car Expense

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

Cash Advanced	168.54
Balance Due Employee	199.76
(or) Balance Due City	

Robin E. Beltramini 07/17/06
Requested By Date

Department Head 7/19/06
Date

Approved - Human Resources Director Date

Approved - Financial Services Director 7-19-06
Date

Notes and Explanations:

Charge to: Council's Education & Training

Dept. Account # 102.7960