

**CITY OF TROY
TRAVEL EXPENSE REPORT**

Name: Robin Beltramini Position: Council member

Other Employees Included in Request: _____

Trip Destination: Marquette MI Date From: Sept 27, 2006 To: Sept 29, 2006

Purpose of Trip: Michigan Municipal League Convention

Items	Dates:	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)					41		41		
Enter Current Mileage Rate: \$ 0.44 /mile					\$18.04		\$18.04		\$ 36.08
City Car Expense (Details on Bottom)									
Air/Bus/Train					240. ⁶⁰				240. ⁶⁰
Registration					309				309. ⁰⁰
Room (Attach all Receipts)					50. ⁹⁹	50. ⁹⁸			101. ⁹⁷
Meals (Include tips and taxes. Note meals included with registration)									
Breakfast:							7.37		7.37
Lunch:					9.16				9.16
Dinner:							3.39		3.39
Other parking Detail, Explain Below							21. ⁰⁰		21. ⁰⁰
Additional Other tips Detail, Explain Below					2. ⁰⁰		3. ⁰⁰		5. ⁰⁰
TOTAL EXPENSE					\$ 629. ⁷⁹	50. ⁹⁸	52. ⁸⁰		\$ 733. ⁵⁷

Details of City Car Expense

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

Cash Advanced	658. ⁹⁴
Balance Due Employee	\$ 74. ⁶³
(or) Balance Due City	

Robin E. Beltramini
Requested By

10/03/06
Date

[Signature]
Department Head

10/10/06
Date

Approved - Human Resources Director
[Signature]
Approved - Financial Services Director

Date
10-9-06
Date

Notes and Explanations:

Charge to: Council Educational Training

Dept. Account # 102. 7960