

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Robin Beltramini Position: Council member
Other Employees Included in Request: _____

Trip Destination: San Antonio Tx Date From: Oct. 12, 2006 To: Oct. 15, 2006
Purpose of Trip: NLC FAIR Steering Committee meeting

Items	Dates:	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)						83			
Enter Current Mileage									
Rate: \$ 0.44 /mile						\$36.52			\$ 36.52 ✓
City Car Expense (Details on Bottom)									
Air/Bus/Train						A 361.20		P 17.50	378.70 ✓
Registration									
Room (Attach all Receipts)						232.33	232.33		464.66 ✓
Meals (Include tips and taxes. Note meals included with registration)									
Breakfast:		✓							
Lunch:		8.35				7.34			15.69 ✓
Dinner:						22.20			22.20 ✓
Other taxi Detail, Explain Below								6.00 cab	6.00 ✓
Additional Other Detail, Explain Below									
TOTAL EXPENSE		8.35				659.59	232.33	23.50	\$923.77 ✓

Details of City Car Expense

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

Cash Advanced	825.86 ✓
Balance Due Employee	97.91 ✓
(or) Balance Due City	

Robin E. Beltramini Oct. 17, 2006
Requested By Date
[Signature] 10/19/06
Department Head Date
[Signature]
Approved - Human Resources Director Date
[Signature] 10-18-06
Approved - Financial Services Director Date

Notes and Explanations:

Charge to: Council's Education & Training

Dept. Account # 102-7960