

**CITY OF TROY
TRAVEL EXPENSE REPORT**

Name: Dave Lambert Position: Councilmember

Other Employees Included in Request: _____

Trip Destination: Colorado Springs, CO Date From: 9/19/2006 To: 9/25/2006

Purpose of Trip: National League of Cities Annual Leadership Summit

Items	Dates:	Tues 19-Sep	Wed 20-Sep	Thursday 21-Sep	Friday 22-Sep	Saturday 23-Sep	Sunday 24-Sep	Monday 25-Sep	TOTAL
Miles (Personal Car)		36.00	0.00		0.00			36.00	72.00
Enter Current Mileage Rate: \$ 0.44 /mile		\$15.84						\$15.84	\$31.68 ✓
City Car Expense (Details on Bottom)									
Registration		595.00	0.00						\$595.00 ✓
Room (Attach all Receipts)			167.38 ✓	167.38 ✓	167.38 ✓	0.00			\$502.14 ✓
Meals (Include tips and taxes. Note meals included with registration)									
Breakfast:		0.00	0.00	inc	inc	inc	0.00	0.00	
Lunch:		0.00	0.00	inc	inc	inc	0.00	0.00	
Dinner:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Detail, Explain Below		286.60 ✓	0.00	0.00	0.00	0.00	0.00	27.00 ✓	\$313.60 ✓
Additional Other Detail, Explain Below		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENSE		897.44	167.38	167.38	167.38			42.84	\$1,442.42 ✓

Details of City Car Expense

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

Cash Advanced	\$1,383.74 ✓
Balance Due Employee	\$58.68 ✓
(or) Balance Due City	

Dave Lambert
Requested By
[Signature]
Department Head

10-16-06
Date
[Signature]
Date

Approved - Human Resources Director
[Signature]
Date 10-18-06

Approved - Financial Services Director
[Signature]
Date

Notes and Explanations:
\$286.60 is for airfare. \$27 on 9/25 is for parking at Metro Airport.

Charge to: Council's Education & Training Account

Dept. Account # 102.7960