

**CITY OF TROY  
TRAVEL EXPENSE REPORT**

Name: Robin Beltramini Position: Council Member

Other Employees Included in Request: \_\_\_\_\_

Trip Destination: Beno NV Date From: Dec. 5, 2006 To: Dec. 10, 2006

Purpose of Trip: \_\_\_\_\_

Items	Dates:	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
<b>Miles</b> (Personal Car)		41							
Enter Current Mileage Rate: \$ 0.44 /mile		\$18.04							\$ 18.04
<b>City Car Expense</b> (Details on Bottom)									
<u>Air/Bus/Train</u>		307. <sup>59</sup>							307. <sup>59</sup> ✓
<b>Registration</b>				645. <sup>00</sup>					645. <sup>00</sup> ✓
<b>Room</b> (Attach all Receipts)				89. <sup>67</sup>	89. <sup>67</sup>	89. <sup>67</sup>	89. <sup>67</sup>	89. <sup>67</sup>	448. <sup>35</sup> ✓
<b>Meals</b> (Include tips and taxes. Note meals included with registration)									
Breakfast:		4. <sup>64</sup>			2. <sup>50</sup>	3. <sup>75</sup>	2. <sup>50</sup>		13. <sup>39</sup> ✓
Lunch:					7. <sup>00</sup>				7. <sup>00</sup> ✓
Dinner:				6. <sup>22</sup>					6. <sup>22</sup>
<b>Other taxi</b> Detail, Explain Below		8. <sup>00</sup>							8. <sup>00</sup>
<b>Additional Other</b> Detail, Explain Below									
<b>TOTAL EXPENSE</b>		\$338. <sup>27</sup>		740. <sup>89</sup>	99. <sup>17</sup>	93. <sup>42</sup>	92. <sup>17</sup>	89. <sup>67</sup>	\$1453. <sup>59</sup>

Details of City Car Expense

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

Cash Advanced	1400. <sup>94</sup> ✓
Balance Due Employee	\$ 52. <sup>65</sup>
(or) Balance Due City	

**Notes and Explanations:**

Robin E. Beltramini Requested By Date Dec 14, 2006

[Signature] Department Head Date 12/20/06

[Signature] Approved - Human Resources Director Date 12-20-06

[Signature] Approved - Financial Services Director Date \_\_\_\_\_

Charge to: Council's Education + Training

Dept. Account # 102-7960