

CITY OF TROY  
TRAVEL EXPENSE REPORT

Name: Dave Lambert Position: Councilmember

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

Trip Destination: Reno, NV Date From: 12/5/2006 To: 12/9/2006

Purpose of Trip: National League of Cities Congress of Cities and Expo

Items	Dates:	Tues 5-Dec	Wed 6-Dec	Thursday 7-Dec	Friday 8-Dec	Saturday 9-Dec	TOTAL
<b>Miles</b> (Personal Car)		40.00				40.00	80.00
Enter Current Mileage Rate: \$ 0.44 /mile		\$17.60				\$17.60	\$35.20
<b>City Car Expense</b> (Details on Bottom)							
<b>Registration</b>		✓ 585.00					\$585.00
<b>Room</b> (Attach all Receipts)		0.00	0.00	0.00	0.00		
<b>Meals</b> (Include tips and taxes. Note meals included with registration)							
Breakfast:			9.25	9.75	9.25	7.55	\$35.80
Lunch:			inc	inc	inc		
Dinner:		✓ 22.00			6.87		\$28.87
<b>Other</b> Detail, Explain Below		* ✓ 516.21			0.00	✓ 27.50	\$543.71
<b>Additional Other</b> Detail, Explain Below		0.00			0.00	0.00	
<b>TOTAL EXPENSE</b>		1,140.81	9.25	9.75	16.12	52.65	\$1,228.58 ✓

Details of City Car Expense

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

Cash Advanced	\$1,101.21 ✓
Balance Due Employee	\$127.37 ✓
(or) Balance Due City	

Dave Lambert 1-3-07  
 Requested By \_\_\_\_\_ Date \_\_\_\_\_  
 Department Head \_\_\_\_\_ Date 1-9-07  
 Approved - Human Resources Director \_\_\_\_\_ Date \_\_\_\_\_  
 Approved - Financial Services Director June Ross 1-8-07  
 \_\_\_\_\_ Date \_\_\_\_\_

**Notes and Explanations:**  
 \$516.21 is the air/hotel package price. \$27.50 on 12/9 is for parking at Metro Airport.

Charge to: Council's Education & Training Account

Dept. Account # 102.7960