J-02g

Form 87-007
1-P-1

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Robin Beltramini Position: Council member

Other Employees Included in Request:

Trip Destination: Coronado, CA Date From: Jan. 11, 2007 To: Jan. 14, 2007

Purpose of Trip: NLC Leadership meeting

Items / Dates:	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)								
Enter Current Mileage Rate: $ 0.48 /mile								
City Car Expense (Details on Bottom)								
Air/Bus/Train					$353.19			
Registration								$353.19
Room (Attach all Receipts)								
Meals (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:					10.41			10.41
Dinner:								
Other Shuttle Detail, Explain Below	$29.00				$29.00			58.00
Additional Other Parking Detail, Explain Below	36.00							36.00
TOTAL EXPENSE	65.00				392.60			457.60

Details of City Car Expense

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

Cash Advanced	.00
Balance Due Employee	$457.60
(or) Balance Due City	

Robin E. Beltramini — Requested By — Date: Jan. 17, 2007

Department Head — Date: 1/18/07

Approved - Human Resources Director — Date

Approved - Financial Services Director — Date: 1-18-07

Charge to: Council Education & Training

Dept. Account # 102.7960

Notes and Explanations: