

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Robin Beltramini Position: Mayor Pro Tem

Other Employees Included in Request: Lori Rohm (shared room, parking charges are Lori's)

Trip Destination: MML Annual Convention Date From: Sept. 20, 2005 To: Sept. 23, 2005

Purpose of Trip: Grand Rapids MI

Items	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)								
Enter Current Mileage								
Rate: \$ 0.40 /mile								
City Car Expense (Details on Bottom)								
Air/Bus/Train								
Registration				460				460 ✓
Room (Attach all Receipts)					149.80			149.80
Meals (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:								
Dinner:					Incl			
Other Detail, Explain Below								
Additional Other Detail, Explain Below								
TOTAL EXPENSE				460	149.80			609.80

Details of City Car Expense

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

Cash Advanced	609.80
Balance Due Employee	0
(or) Balance Due City	

Robin Beltramini
Requested By

9/30/05
Date

[Signature]
Department Head

10/6/05
Date

Approved - Human Resources Director
[Signature]
Approved - Financial Services Director

Date
10-5-05
Date

Notes and Explanations:

Charge to: Council Education & Training

Dept. Account # 102-7960