

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Robin Beltramini Position: Council Member

Other Employees Included in Request: _____

Trip Destination: Washington DC Date From: March 9, 2007 To: March 14, 2007

Purpose of Trip: NLC Congressional Cities Conference

Items	Dates:	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)					43		43		\$
Enter Current Mileage Rate: \$ 0.48 /mile					\$ 20.64		\$ 20.64		41.28
City Car Expense (Details on Bottom)									
Air/Bus/Train					118. ⁹⁰				118. ⁸⁰
Registration					555. ⁰⁰				555. ⁰⁰
Room (Attach all Receipts)		211. ⁸³		1059. ¹⁵					
Meals (Include tips and taxes. Note meals included with registration)									
Breakfast:									
Lunch:							3.38	1.29	4.67
Dinner:									
Other *		5.40	6.35				1.85		13.60
Detail, Explain Below									
Additional Other **			6. ⁰⁰	36. ⁰⁰					42. ⁰⁰
Detail, Explain Below									
TOTAL EXPENSE		217. ²³	224. ¹⁸	942. ⁸⁷	211. ⁸³	237. ⁷⁰	1.29		1834. ⁵⁰

Details of City Car Expense

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

Cash Advanced	1732. ⁹⁵
Balance Due Employee	\$ 101. ⁵⁵
(or) Balance Due City	

Robin E. Beltramini 03/23/07
Requested By Date
[Signature] 3/29/07
Department Head Date

Approved - Human Resources Director Date
[Signature] 3-28-07
Approved - Financial Services Director Date

Notes and Explanations:
* Metro fares: airport, Sen. Levin, dinner, Capitol, Sen. Stabenow, Gov. Granholm
** taxi - \$6.⁰⁰
parking - 36.⁰⁰

Charge to: Council Education + Training

Dept. Account # 102-7960