

CITY OF TROY  
TRAVEL EXPENSE REPORT

Name: Robin Beltramini Position: Council Member

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

Trip Destination: Lansing MI Date From: March 20, 2007 To: March 21, 2007

Purpose of Trip: MML Legislative Conference + Bd of Trustees meeting

Items	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)			10.1	10.3				
Enter Current Mileage Rate: \$ 0.48 /mile			\$48. <sup>48</sup>	\$49. <sup>44</sup>				\$97. <sup>92</sup>
City Car Expense (Details on Bottom)								
Air/Bus/Train								
Registration			\$170. <sup>00</sup>					170. <sup>00</sup>
Room (Attach all Receipts)			\$65. <sup>74</sup>					65. <sup>74</sup>
<b>Meals</b> (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:								
Dinner:								
Other Detail, Explain Below								
Additional Other Detail, Explain Below								
TOTAL EXPENSE			281. <sup>22</sup>	49. <sup>44</sup>				333. <sup>66</sup>

Details of City Car Expense

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

Cash Advanced	170. <sup>00</sup>
Balance Due Employee	\$163. <sup>66</sup>
(or) Balance Due City	

Robin E. Beltramini  
Requested By

03/23/07  
Date

[Signature]  
Department Head

3/24/07  
Date

[Signature]  
Approved - Human Resources Director

3-28-07  
Date

[Signature]  
Approved - Financial Services Director

3-28-07  
Date

Charge to: 102.7960

Notes and Explanations:

Dept. Account # \_\_\_\_\_