

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Dave Lambert Position: Councilmember

Other Employees Included in Request: _____

Trip Destination: Washington, DC Date From: 3/10/2007 To: 3/13/2007

Purpose of Trip: National League of Cities Congressional City Conference

Items	Dates:	Sat 10-Mar	Sun 11-Mar	Mon 12-Mar	Tue 13-Mar		TOTAL
Miles (Personal Car)		40.00			40.00		80.00
Enter Current Mileage Rate: \$ <u>0.44</u> /mile		19.20 -\$17.60			19.20 -\$17.60		38.40 -\$35.20
City Car Expense (Details on Bottom)							
Registration		555.00					\$555.00
Room (Attach all Receipts)		166.43	166.43	166.43			\$499.29
Meals (Include tips and taxes. Note meals included with registration)							
Breakfast:			5.75	4.87	6.10		\$16.72
Lunch:			inc	inc	13.20		\$13.20
Dinner:		14.50	0.00	13.50	0.00		\$28.00
Other Detail, Explain Below		118.80	13.00		10.00		\$141.80
Additional Other Detail, Explain Below					36.00		\$36.00
TOTAL EXPENSE		873.93 872.33	185.18	184.80	84.50 82.90		1,352.41 \$1,325.21

Details of City Car Expense

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

Cash Advanced	\$1,173.09 <i>ok</i>
Balance Due Employee	155.32 \$152.12
(or) Balance Due City	

Dave Lambert 3-28-07
Requested By Date

[Signature] 4/4/07
Department Head Date

[Signature] 4-2-07
Approved - Human Resources Director Date

[Signature] 4-2-07
Approved - Financial Services Director Date

Notes and Explanations:
\$118.80 is for airfare. \$13 on 3/11 is for subway fare. \$10 on 3/13 is for a cab. \$36 on 3/13 is for parking at Metro Airport.

Charge to: Council's Education & Training Account Dept. Account # 102.7960