J-02a

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: Portland OR Date From: June 21, 2007 To: June 24, 200

Purpose of Trip: NLC Forum on the Future of Governance

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					$544			$544.
Registration								
Room (Attach all Receipts)						169.88		169.88
Meals (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:								
Dinner:								
Other Parking Detail, Explain Below	$27.							27
Additional Other Detail, Explain Below								
TOTAL EXPENSE	$27				544	169.88		740.88

Details of City Car Expense

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

Cash Advanced	169.88
Balance Due Employee	571.
(or) Balance Due City	

Robin E. Beltramini June 27, 2007
Requested By Date

Department Head Date

Approved - Human Resources Director Date

Approved - Financial Services Director 6-29-07 Date

Notes and Explanations:

Charge to: Council Education + Training

Dept. Account # 102.7960