

121026

J-02c

Form 87-007
1-P-1

CITY OF TROY TRAVEL EXPENSE REPORT

Name: **Dave Lambert** Position: **Councilmember**

Other Employees Included in Request: _____

Trip Destination: **Cambridge, MA** Date From: **8/24/2005** To: **8/27/2005**

Purpose of Trip: **National League of Cities Leadership Summit**

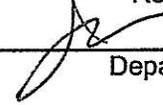
Items	Dates:	Wed 24-Aug	Thursday 25-Aug	Friday 26-Aug	Saturday 27-Aug			TOTAL
Miles (Personal Car)		42.00			42.00			84.00
Enter Current Mileage Rate: \$ 0.4 /mile		\$16.80			\$16.80			\$33.60
City Car Expense (Details on Bottom)								
Registration		595.00						\$595.00
Room (Attach all Receipts)		156.30	156.30	156.30				\$468.90
Meals (Include tips and taxes. Note meals included with registration)								
Breakfast:			inc	inc	inc			
Lunch:			inc	inc	inc			
Dinner:		6.83	inc	20.30	4.95			\$32.08
Other Detail, Explain Below		197.30			18.00			\$215.30
Additional Other Detail, Explain Below		17.00			22.50			\$39.50
TOTAL EXPENSE		989.23	156.30	176.60	62.25			\$1,384.38

Details of City Car Expense

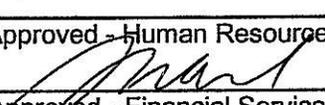
Total Mileage	
Gasoline/Oil Purchased (Attach Receipts)	
Maintenance Work (Attach Receipts)	
Parking/Storage	
Other ()	
Total	

Cash Advanced	\$1,261.20
Balance Due Employee	\$123.18
(or) Balance Due City	


Requested By


Department Head

Approved - Human Resources Director


Approved - Financial Services Director

9-19-05
Date

9/22/05
Date

Date

9.22.05
Date

Notes and Explanations:
\$197.30 is for airfare. \$17 on 8/24 was for shuttle to hotel. \$18 on 8/27 was for shuttle to airport. \$22.50 on 3/14 was for parking at Metro Airport.

Charge to: Council's Education & Training Account

Dept. Account # 102.7960