

CITY OF TROY  
TRAVEL EXPENSE REPORT

Name: Robin Beltramini Position: Council Member

Other Employees Included in Request: None

Trip Destination: Traverse City, Michigan Date From: 9/18/2007 To: 9/20/2007

Purpose of Trip: 109th Annual Michigan Municipal League Convention

Items	Sun	Mon	Tues 18-Sep	Wed 19-Sep	Thurs 20-Sep	Fri	Sat	TOTAL
<b>Miles</b> (Personal Car)								
Enter Current Mileage			\$ 110.40		110.40			
Rate: \$ 0.48 /mile			(230mi)		(230)			220. <sup>80</sup>
City Car Expense (Details on Bottom)								
Air/Bus/Train								
<b>Registration</b>			349.00					\$349.00
<b>Room</b> (Attach all Receipts)					247. <sup>42</sup>			247. <sup>42</sup>
<b>Meals</b> (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:								
Dinner:								
<b>Other</b> Detail, Explain Below								
<b>Additional Other</b> Detail, Explain Below								
<b>TOTAL EXPENSE</b>			459. <sup>40</sup>		357. <sup>82</sup>			817. <sup>20</sup>

Details of City Car Expense

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

Cash Advanced	\$349.00
Balance Due Employee	\$ 468. <sup>20</sup>
(or) Balance Due City	

Robin E. Beltramini Requested By Oct. 12, 2007 Date  
[Signature] Department Head \_\_\_\_\_ Date  
[Signature] Approved - Human Resources Director \_\_\_\_\_ Date  
[Signature] Approved - Financial Services Director 10-16-07 Date

Notes and Explanations: