

**CITY OF TROY  
TRAVEL EXPENSE REPORT**

Name: Robin Beltramini Position: Councilmember

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

Trip Destination: Lansing MI Date From: April 1, 2008 To: April 2, 2008

Purpose of Trip: mml Capital Conference

Items	Dates:	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
<b>Miles</b> (Personal Car)				98	99				
Enter Current Mileage Rate: \$ 0.50 /mile				\$ 49	49.50				\$ 98.50
<b>City Car Expense</b> (Details on Bottom)									
<b>Air/Bus/Train</b>									
<b>Registration</b>				175.00					175.00
<b>Room</b> (Attach all Receipts)				140.12*					140.12
<b>Meals</b> (Include tips and taxes. Note meals included with registration)									
Breakfast:									
Lunch:									
Dinner:									
<b>Other parking</b> Detail, Explain Below					8.25				8.25
<b>Additional Other</b> Detail, Explain Below									
<b>TOTAL EXPENSE</b>				\$364.12	\$57.75				\$421.87

Details of City Car Expense

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

Cash Advanced and Prepaid Expenses	
P-Card Purchases	315.12
Balance Due Employee	106.75
(or) Balance Due City	

Robin E. Beltramini  
Requested By

04/04/08  
Date

Department Head

4/6/08  
Date

Approved - Human Resources Director

Date

Approved - Financial Services Director

Date

Notes and Explanations:  
\* Shared room w/ City of Wayne Council Member Susan Rowe, who contributed \$62.00 (receipt for Susan's check is attached)

Charge to: City Council Education & Training

Account # 102-7960