

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Robin Beltramini Position: City Council Member

Other Employees Included in Request: None

Trip Destination: Wixom, MI Date From: 4/18/2008 To: _____

Purpose of Trip: 2008 Michigan Municipal League (MML) Region 1 Education Seminar

Items	Sun	Mon	Tues	Wed	Thurs	Fri 18-Apr	Sat	TOTAL
Miles (Personal Car)								
Enter Current Mileage								
Rate: \$ 0.50 /mile								
City Car Expense (Details on Bottom)								
Air/Bus/Train								
Registration						25.00		\$25.00
Room (Attach all Receipts)								
Meals (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:								
Dinner:								
Other Detail, Explain Below								
Additional Other Detail, Explain Below								
TOTAL EXPENSE						25.00		\$25.00

Details of City Car Expense

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

Cash Advanced	\$25.00
Balance Due Employee	
(or) Balance Due City	

Mary Redden 4/24/08
Requested By Date

Department Head Date

Approved - Human Resources Director Date

Approved - Financial Services Director Date

Notes and Explanations:

Charge to: City Council - Education & Training

Dept. Account # 172.7960