

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Robin Beltramini Position: Councilmember

Other Employees Included in Request: _____

Trip Destination: Brevard NC Date From: May 8, 2008 To: May 11, 2008

Purpose of Trip: NLC Finance, Admin, Intergovernmental Relations Steering Ctr mtg

Items	Sun Dates: 05/11/08	Mon	Tues	Wed	Thurs 05/08/08	Fri 05/09	Sat 05/10	TOTAL
Miles (Personal Car)	43 mi				43 mi			
Enter Current Mileage Rate: \$ 0.50 /mile	21.50				21.50			43. ✓
City Car Expense (Details on Bottom)								
Air/Bus/Train					348			348. ✓
Registration								
Room (Attach all Receipts)					109. ⁶⁴	109. ⁶⁴	109. ⁶⁴	328. ⁹² ✓
Meals (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:							3. ⁵¹ ✓	3. ⁵¹ ✓
Dinner:					14. ⁴¹ ✓		27. ¹⁹ ✓	41. ⁶⁰ ✓
Other Airport transport Detail, Explain Below	35. ⁰⁰ ✓				35. ⁰⁰ ✓			70. ⁰⁰
Additional Other Detail, Explain Below								
TOTAL EXPENSE	56. ⁵⁰				528. ⁵⁵	109. ⁶⁴	140. ³⁴	835. ⁰³ ✓

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	676. ⁹² ✓
Balance Due Employee	158. ¹¹ ✓
(or) Balance Due City	

Robin E. Beltramini / 05/13/08
Requested By Date

Department Head Date

Approved - Human Resources Director Date 5/14/08

Approved - Financial Services Director Date

Notes and Explanations:

Charge to: Education & Training

Account # 102-7960