J-02b

Form 87-007
1-P-1
Last revised 01/08

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Robin Beltramini Position: Council member

Other Employees Included in Request:

Trip Destination: Mackinac Is., MI Date From: Oct. 1, 2008 To: Oct. 5, 2008

Purpose of Trip: MML Annual Convention

Items / Dates:	Sun 10/05/08	Mon	Tues	Wed 10/1/08	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)	267			267				359.72
Enter Current Mileage Rate: $~~0.50~~ 0.58 /mile	$~~133.50~~		154.86	$~~133.50~~				$~~267.00~~
City Car Expense (Details on Bottom)	154.86							
~~Air/Bus/Train~~ Ferry				23.00				23.00
Registration				423.00				423.00
Room (Attach all Receipts)				481.35	481.35 (158.98)	481.35	481.35	1766.42
Meals (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:								
MML Foundation ~~Dinner: dessert~~					25.00			25.00
Other parking Detail, Explain Below				25.00				25.00
Additional Other baggage Detail, Explain Below	0.00			6.50				6.50
TOTAL EXPENSE	154.86 ~~133.50~~		1,113.71	~~1092.35~~	347.37	481.35	481.35	~~$2535.92~~ 3578.64

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	$2202.42
P-Card Purchases	
Balance Due Employee	395.76
(or) Balance Due City	$~~436.48~~ *

Robin E. Beltramini Oct. 14, 2008
Requested By Date

Department Head Date

Approved - Human Resources Director Date

11.7.08
Approved - Financial Services Director Date

Notes and Explanations: See attached *

Charge to: Council Education & Training

Account # 103.7960.110