104835 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: Mary Kerwin

Trip Destination: Lansing, MI Date From: March 3, 2009 To: March 4, 2009

Purpose of Trip: Michigan Municipal League Capital Conference

Items / Dates:	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
Miles (Personal Car)			91	91				
Enter Current Mileage Rate: $ ~~0.50~~ .55 /mile	.55		50.05	50.05				$ 100.10
City Car Expense (Details on Bottom)								
Air/Bus/Train								
Registration			125.00					125.00
Room (Attach all Receipts)								
Meals (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:								
Dinner:								
Other parking Detail, Explain Below				17.00				17.00
Additional Other Detail, Explain Below								
TOTAL EXPENSE			175.05	67.05				$ 242.10

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	125.00
Balance Due Employee	$ 117.10
(or) Balance Due City	

Robin E. Beltramini 03/11/09
Requested By Date

Department Head Date

Approved - Human Resources Director Date

Approved - Financial Services Director Date 3/18/09

Notes and Explanations:

Charge to: Education & Training

Account # 1027960110