

CITY OF TROY
TRAVEL EXPENSE REPORT

Name: Robin Beltramini Position: Council Member

Other Employees Included in Request: -

Trip Destination: Mtn. View CA Date From: Oct. 8, 2009 To: Oct 11, 2009

Purpose of Trip: Meeting of NLC's Finance, Administration & Intergovernmental Relations Steering Cte.

| Items | Sun | Mon | Tues | Wed | Thurs | Fri | Sat | TOTAL |
|--|---------------------|-----|------|-----|----------------------|--------------------|--------------------|-----------------------|
| Dates: | 10/11 | | | | 10/08 | 10/09 | 10/10 | |
| Miles (Personal Car) | | | | | | | | |
| Enter Current Mileage | | | | | | | | |
| Rate: \$ 0.55 /mile | | | | | | | | |
| City Car Expense (Details on Bottom) | | | | | | | | |
| Air/Bus/Train | | | | | \$379. ⁴⁰ | | | \$ 379. ⁴⁰ |
| Registration | | | | | | | | |
| Room (Attach all Receipts) | | | | | 145. ²⁰ | 108. ⁹⁰ | 108. ⁹⁰ | 363. ⁰⁰ |
| Meals (Include tips and taxes. Note meals included with registration) | | | | | | | | |
| Breakfast: | | | | | | | | |
| Lunch: | | | | | 6. ⁹³ | | | 6. ⁹³ |
| Dinner: | 11. ¹¹ | | | | | | | 11. ¹¹ |
| Other TAXI Detail, Explain Below | 65. ⁰⁰ | | | | \$65. ⁰⁰ | | | 130. ⁰⁰ |
| Additional Other Detail, Explain Below | 15. ⁰⁰ | | | | 15. ⁰⁰ | | | 30. ⁰⁰ |
| TOTAL EXPENSE | \$91. ¹¹ | | | | 611. ⁵³ | 108. ⁹⁰ | 108. ⁹⁰ | \$920. ⁴⁴ |

| 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 | \$379. ⁴⁰ |
| P-Card Purchases | |
| Balance Due Employee | \$541. ⁰⁴ |
| (or) Balance Due City | |

Requested By: Robin E. Beltramini Date: Nov 30, 2009
 Department Head: [Signature] Date: 12/9/09
 Approved - Human Resources Director: [Signature] Date: 12-8-09
 Approved - Financial Services Director: [Signature] Date: 12-8-09

Notes and Explanations:
Baggage fee.

Charge to: City Council- Education and Training Account # 1027960110