

CITY OF TROY  
TRAVEL EXPENSE REPORT

Name: Robin Beltramini Position: Council Member

Other Employees Included in Request: None

Trip Destination: New Orleans Date From: April 21, 2005 To: April 23, 2005

Purpose of Trip: NLC's "The Power of Democratic Governance"

Items	Dates:	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
<b>Miles</b> (Personal Car)						41		41	
Enter Current Mileage Rate: \$ 0.40 /mile						16.40		16.40	\$ 32.80
<b>City Car Expense</b> (Details on Bottom)									
<b>Air/Bus/Train</b>						464.90			464.90 - ADV
<b>Registration</b>						345			345.00 - ADV
<b>Room</b> (Attach all Receipts)						114.87	114.87		229.74 - ADV
<b>Meals</b> (Include tips and taxes. Note meals included with registration)									
Breakfast:									
Lunch:						8.25			8.25
Dinner:							11.00		11.00 - ADV
<b>Other</b> Airport Shuttle Detail, Explain Below						13.00			13.00
<b>Additional Other</b> Tips Detail, Explain Below						2.00	6.00		8.00
<b>TOTAL EXPENSE</b>						964.40	125.87	22.40	1112.67

Details of City Car Expense

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

Cash Advanced	1060.64
Balance Due Employee	\$ 52.03
(or) Balance Due City	

Robin E. Beltramini Requested By Date April 25, 2005

[Signature] Department Head Date 4/28/05

Approved - Human Resources Director Date  
[Signature] Approved - Financial Services Director Date 4.27.05

Charge to: Educ & Training

Notes and Explanations:

Dept. Account # 102.7960