

Create Spend Authorization for Worker

09:35 AM

03/30/2026

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SA-1001141

For: Matthew Schoonover

Status: Draft

Cash Advance
Outstanding Balance

Cash Advance
Requested

Spend
Authorization
Total
1,584.00

Spend Authorization Information

Company City Of Olathe
Start Date 05/12/2026
End Date 05/13/2026
Description DC trip
Currency USD

Spend Authorization Details

Reimbursement Payment Type Direct Deposit
Justification
Expense Report(s)
Cash Advance Repayments

Spend Authorization Lines

Expense Item Airfare
Total Amount 500.00
Budget Date 05/12/2026
Memo DC trip
Cash Advance Requested No

Worktags

***Cost Center** Mayor & City Council
***Fund** FD001 General Fund
Additional Worktags Function: General Government
 Location: City Hall

Item Details

Airline
Departure Date 05/12/2026
Arrival Date 05/13/2026
Destination Washington, D.C., District of Columbia, United States of America

Spend Authorization Lines

Expense Item Daily Per Diem
Quantity 2
Per Unit Amount 73.00
Total Amount 146.00
Budget Date 05/12/2026
Memo DC trip
Cash Advance Requested No

Worktags

***Cost Center** Mayor & City Council
***Fund** FD001 General Fund
Additional Worktags Function: General Government
 Location: City Hall

Instructional Text

!! Don't forget to check the "Cash Advance Requested" box on the Spend Authorization!!

ATTENTION! - Is your Direct Deposit Information Current/Correct? Funds will be deposited via Direct Deposit (Expenses are separate from your paycheck!)

Item Details

Destination	Washington, D.C., District of Columbia, United States of America
Number of Breakfasts Provided	0
Number of Lunches Provided	0
Number of Dinners Provided	1

Spend Authorization Lines

Expense Item	Lodging Accomodations
Total Amount	800.00
Budget Date	05/12/2026
Memo	DC trip
Cash Advance Requested	No

Worktags

*Cost Center	Mayor & City Council
*Fund	FD001 General Fund
Additional Worktags	Function: General Government Location: City Hall

Instructional Text

Enter the total of the hotel bill. Please use the itemize if you need to remove any personal expenses charged to the room.

Item Details

Hotel

Spend Authorization Lines

Expense Item	Mileage - Local
Quantity	80
Per Unit Amount	0.725
Total Amount	58.00
Budget Date	05/12/2026
Memo	DC trip
Cash Advance Requested	No

Worktags

*Cost Center	Mayor & City Council
*Fund	FD001 General Fund
Additional Worktags	Function: General Government Location: City Hall

Instructional Text

**** Calculated from your physical location of work and not place of residence ****

If Expense is for Mileage Reimbursement ONLY, you must use the memo box to include details of the travel you are requesting reimbursement for.

Spend Authorization Lines

Expense Item Parking
Total Amount 30.00
Budget Date 05/12/2026
Memo DC trip
Cash Advance Requested No

Worktags

***Cost Center** Mayor & City Council
***Fund** FD001 General Fund
Additional Worktags Function: General Government
Location: City Hall

Spend Authorization Lines

Expense Item Taxi and Ground Travel
Total Amount 50.00
Budget Date 05/12/2026
Memo DC trip
Cash Advance Requested No

Worktags

***Cost Center** Mayor & City Council
***Fund** FD001 General Fund
Additional Worktags Function: General Government
Location: City Hall

Balances

Expense Item	Commitment Amount	Commitment Amount Liquidated	Commitment Amount Remaining	Currency
Airfare	500.00	0.00	0.00	USD
Lodging Accomodations	800.00	0.00	0.00	USD
Daily Per Diem	146.00	0.00	0.00	USD
Taxi and Ground Travel	50.00	0.00	0.00	USD
Parking	30.00	0.00	0.00	USD
Mileage - Local	58.00	0.00	0.00	USD
Total:	1,584.00	0.00	0.00	