

Edit Spend Authorization

SA-1000920

For: Michael Wilkes  
Status: Draft

Cash Advance Outstanding Balance	Cash Advance Requested	Spend Authorization Total 1,086.00
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Spend Authorization Information	
Company	City Of Olathe
Start Date	11/13/2025
End Date	11/14/2025
Description	AFI Conference-McKinney TX
Currency	USD

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

Spend Authorization Lines	
Expense Item	Airfare
Quantity	1
Per Unit Amount	450.00
Total Amount	450.00
Budget Date	11/19/2025
Memo	flight for AFI meeting
Cash Advance Requested	No
Worktags	
*Cost Center	City Manager's Office
*Fund	FD001 General Fund
Additional Worktags	Function: General Government Location: City Hall

Item Details	
Airline	Delta
Departure Date	11/13/2025
Arrival Date	11/14/2025
Destination	Dallas (TX), Texas, United States of America

Spend Authorization Lines	
Expense Item	Daily Per Diem
Quantity	2
Per Unit Amount	80.00
Total Amount	160.00
Budget Date	11/19/2025
Memo	per diem for AFI meeting
Cash Advance Requested	No
Worktags	
*Cost Center	City Manager's Office
*Fund	FD001 General Fund

# Edit Spend Authorization

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09/16/2025

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## 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

<b>Destination</b>	Dallas (TX), Texas, United States of America
<b>Number of Breakfasts Provided</b>	0
<b>Number of Lunches Provided</b>	0
<b>Number of Dinners Provided</b>	0

## Spend Authorization Lines

<b>Expense Item</b>	Lodging Accomodations
<b>Quantity</b>	1
<b>Per Unit Amount</b>	320.00
<b>Total Amount</b>	320.00
<b>Budget Date</b>	11/19/2025
<b>Memo</b>	hotel for NLC City Summit
<b>Cash Advance Requested</b>	No

## Worktags

<b>*Cost Center</b>	City Manager's Office
<b>*Fund</b>	FD001 General Fund
<b>Additional Worktags</b>	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

<b>Expense Item</b>	Mileage - Local
<b>Quantity</b>	80
<b>Per Unit Amount</b>	0.70
<b>Total Amount</b>	56.00
<b>Budget Date</b>	11/19/2025
<b>Memo</b>	roundtrip airport
<b>Cash Advance Requested</b>	No

## Worktags

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**\*Cost Center** City Manager's Office  
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## 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** Taxi and Ground Travel  
**Quantity** 1  
**Per Unit Amount** 100.00  
**Total Amount** 100.00  
**Budget Date** 11/19/2025  
**Memo** taxi/uber  
**Cash Advance Requested** No

## Worktags

**\*Cost Center** City Manager's Office  
**\*Fund** FD001 General Fund  
**Additional Worktags** Function: General Government  
Location: City Hall

## Balances

Expense Item	Commitment Amount	Commitment Amount Liquidated	Commitment Amount Remaining	Currency
Taxi and Ground Travel	100.00	0.00	0.00	USD
Daily Per Diem	160.00	0.00	0.00	USD
Lodging Accomodations	320.00	0.00	0.00	USD
Mileage - Local	56.00	0.00	0.00	USD
Airfare	450.00	0.00	0.00	USD
<b>Total:</b>	<b>1,086.00</b>	<b>0.00</b>	<b>0.00</b>	