

Edit Spend Authorization

04:32 PM

02/27/2026

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SA-1001077

For: Caitlin Clark

Status: Draft

Cash Advance
Outstanding Balance

Cash Advance
Requested

Spend
Authorization
Total
3,573.00

Spend Authorization Information

Company City Of Olathe
Start Date 05/03/2026
End Date 05/06/2026
Description ALGA conference
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 700.00
Budget Date 05/03/2026
Memo alga conference
Cash Advance Requested No

Worktags

***Cost Center** City Auditor
***Fund** FD001 General Fund
Additional Worktags Function: General Government
Location: City Hall

Item Details

Airline
Departure Date
Arrival Date
Destination

Spend Authorization Lines

Expense Item Conference Registration Fee
Total Amount 800.00
Budget Date 05/03/2026
Memo ALGA conference
Cash Advance Requested No

Worktags

***Cost Center** City Auditor
***Fund** FD001 General Fund
Additional Worktags Function: General Government
Location: City Hall

Spend Authorization Lines

Edit Spend Authorization

Expense Item Daily Per Diem
Quantity 4
Per Unit Amount 80.00
Total Amount 320.00
Budget Date 05/03/2026
Memo Alga conference
Cash Advance Requested No

Worktags

***Cost Center** City Auditor
***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 Cleveland, Ohio, United States of America
Number of Breakfasts Provided 0
Number of Lunches Provided 0
Number of Dinners Provided 0

Spend Authorization Lines

Expense Item Lodging Accomodations
Total Amount 1,500.00
Budget Date 05/03/2026
Memo alga conference
Cash Advance Requested No

Worktags

***Cost Center** City Auditor
***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

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Expense Item	Mileage - Local
Quantity	80
Per Unit Amount	0.725
Total Amount	58.00
Budget Date	05/03/2026
Memo	alga conference
Cash Advance Requested	No

Worktags	
*Cost Center	City Auditor
*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	45.00
Budget Date	05/03/2026
Memo	alga conference
Cash Advance Requested	No

Worktags	
*Cost Center	City Auditor
*Fund	FD001 General Fund
Additional Worktags	Function: General Government Location: City Hall

Spend Authorization Lines

Expense Item	Taxi and Ground Travel
Total Amount	150.00
Budget Date	05/03/2026
Memo	alga conference
Cash Advance Requested	No

Worktags	
*Cost Center	City Auditor
*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	150.00	0.00	0.00	USD

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Expense Item	Commitment Amount	Commitment Amount Liquidated	Commitment Amount Remaining	Currency
Lodging Accomodations	1,500.00	0.00	0.00	USD
Mileage - Local	58.00	0.00	0.00	USD
Parking	45.00	0.00	0.00	USD
Daily Per Diem	320.00	0.00	0.00	USD
Conference Registration Fee	800.00	0.00	0.00	USD
Airfare	700.00	0.00	0.00	USD
Total:	3,573.00	0.00	0.00	