

View Spend Authorization

SA-1001083

For: John Bacon
Status: Draft

Cash Advance
Outstanding Balance

Cash Advance
Requested

Spend
Authorization
Total
907.10

Spend Authorization Information

Company City Of Olathe
Start Date 10/08/2026
End Date 10/10/2026
Description LKM Annual Conference
Currency USD

Spend Authorization Details

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

Spend Authorization Lines

Expense Item Daily Per Diem
Quantity 3
Per Unit Amount 53.333333
Total Amount 160.00
Budget Date 10/08/2026
Memo LKM annual meeting
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 Wichita, Kansas, United States of America
Number of Breakfasts Provided 1
Number of Lunches Provided 0
Number of Dinners Provided 1

Spend Authorization Lines

Expense Item Lodging Accomodations
Total Amount 500.00
Budget Date 10/08/2026

Memo	LKM annual meeting
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 with Calculation
Quantity	1
Rates Used	0.7
Per Unit Amount	247.10
Total Amount	247.10
Budget Date	10/08/2026
Memo	LKM annual meeting
Cash Advance Requested	No
Worktags	
*Cost Center	Mayor & City Council
*Fund	FD001 General Fund
Additional Worktags	Function: General Government Location: City Hall
Instructional Text	
This Distance Calculation for Expenses feature uses Google Maps to calculate an estimated driving route distance between the addresses you submit in the address fields below. By submitting information to these address fields, you understand and agree that the following terms of service and privacy policy apply:	
(1) Google Terms of Service	
(2) Google Maps/Google Earth Additional Terms of Service	
(3) Google Privacy Policy	
UX Icon [Singular]	wd-graphic-google-powered-by
Alternative Text	Powered by Google
Use this for Google Maps calculated mileage for a single trip. Enter in the origin as Olathe Workplace and destination address.	
** Calculated from your physical location of work and not place of residence **	
Item Details	
Origin Address	100 East Santa Fe Street, Olathe, KS, USA
Destination Address	Wichita, KS, USA

Unit of Measure for Distance	Miles
Estimated Distance of Driving Route	176.5
Trip Distance Including Diversions	176.5
One-Way Daily Commute Distance	0
Round Trip	Yes
Distance to Expense	353

Balances

Expense Item	Commitment Amount	Commitment Amount Liquidated	Commitment Amount Remaining	Currency
Daily Per Diem	160.00	0.00	0.00	USD
Lodging Accomodations	500.00	0.00	0.00	USD
Mileage with Calculation	247.10	0.00	0.00	USD
Total:	907.10	0.00	0.00	