

Create Spend Authorization for Worker

11:09 AM

10/02/2025

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SA-1000952

For: Marge Vogt

Status: Draft

Cash Advance
Outstanding Balance

Cash Advance
Requested

Spend
Authorization
Total
3,367.00

Spend Authorization Information

Company City Of Olathe
Start Date 11/19/2025
End Date 11/22/2025
Description NLC conference
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 700.00
Total Amount 700.00
Budget Date 11/19/2025
Memo NLC conference
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 11/19/2025
Arrival Date 11/22/2025
Destination Salt Lake City, Utah, United States of America

Spend Authorization Lines

Expense Item Conference Registration Fee
Quantity 1
Per Unit Amount 1,015.00
Total Amount 1,015.00
Budget Date 11/19/2025
Memo NLC conference
Cash Advance Requested No

Worktags

***Cost Center** Mayor & City Council
***Fund** FD001 General Fund

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Additional Worktags

Function: General Government
Location: City Hall

Spend Authorization Lines

Expense Item Daily Per Diem
Quantity 4
Per Unit Amount 74.00
Total Amount 296.00
Budget Date 11/19/2025
Memo NLC conference
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 Salt Lake City, Utah, 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 Accommodations
Quantity 1
Per Unit Amount 1,200.00
Total Amount 1,200.00
Budget Date 11/19/2025
Memo NLC conference
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 0.70
Total Amount 56.00
Budget Date 11/19/2025
Memo NLC Conference
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 Taxi and Ground Travel
Quantity 1
Per Unit Amount 100.00
Total Amount 100.00
Budget Date 11/19/2025
Memo NLC conference
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
Mileage - Local	56.00	0.00	0.00	USD
Conference Registration Fee	1,015.00	0.00	0.00	USD
Airfare	700.00	0.00	0.00	USD
Taxi and Ground Travel	100.00	0.00	0.00	USD
Daily Per Diem	296.00	0.00	0.00	USD
Lodging Accommodations	1,200.00	0.00	0.00	USD
Total:	3,367.00	0.00	0.00	