

Edit Spend Authorization

SA-1001081

For: John Bacon

Status: Draft

Cash Advance
Outstanding Balance

Cash Advance
Requested

Spend
Authorization
Total
491.42

Spend Authorization Information

Company City Of Olathe
Start Date 09/10/2026
End Date 09/11/2026
Description LKM meeting
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 2
Per Unit Amount 14.50
Total Amount 29.00
Budget Date 06/04/2026
Memo
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 Concordia, Kansas, United States of America
Number of Breakfasts Provided 2
Number of Lunches Provided 1
Number of Dinners Provided 2

Spend Authorization Lines

Expense Item Lodging Accomodations
Total Amount 175.00
Budget Date 06/04/2026

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Memo	LKM 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	287.42
Total Amount	287.42
Budget Date	06/04/2026
Memo	LKM
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	Concordia, KS, USA

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Unit of Measure for Distance	Miles
Estimated Distance of Driving Route	205.3
Trip Distance Including Diversions	205.3
One-Way Daily Commute Distance	0
Round Trip	Yes
Distance to Expense	410.6

Balances

Expense Item	Commitment Amount	Commitment Amount Liquidated	Commitment Amount Remaining	Currency
Daily Per Diem	29.00	0.00	0.00	USD
Lodging Accomodations	175.00	0.00	0.00	USD
Mileage with Calculation	287.42	0.00	0.00	USD
Total:	491.42	0.00	0.00	