

# View Spend Authorization

SA-1001140

For: LeEtta Felter

Status: Draft

Cash Advance  
Outstanding Balance

Cash Advance  
Requested

Spend  
Authorization  
Total  
1,584.00

**Spend Authorization Information**

**Company** City Of Olathe  
**Start Date** 05/12/2026  
**End Date** 05/13/2026  
**Description** spring DC trip  
**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** 500.00  
**Budget Date** 05/12/2026  
**Memo** DC trip  
**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** 05/12/2026  
**Arrival Date** 05/13/2026  
**Destination** Washington, D.C., District of Columbia, United States of America

**Spend Authorization Lines**

**Expense Item** Daily Per Diem  
**Quantity** 2  
**Per Unit Amount** 73.00  
**Total Amount** 146.00  
**Budget Date** 05/12/2026  
**Memo** DC trip  
**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

<b>Destination</b>	Washington, D.C., District of Columbia, United States of America
<b>Number of Breakfasts Provided</b>	0
<b>Number of Lunches Provided</b>	0
<b>Number of Dinners Provided</b>	1

## Spend Authorization Lines

<b>Expense Item</b>	Lodging Accomodations
<b>Total Amount</b>	800.00
<b>Budget Date</b>	05/12/2026
<b>Memo</b>	DC trip
<b>Cash Advance Requested</b>	No

## Worktags

<b>*Cost Center</b>	Mayor & City Council
<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>	0.725
<b>Total Amount</b>	58.00
<b>Budget Date</b>	05/12/2026
<b>Memo</b>	DC trip
<b>Cash Advance Requested</b>	No

## Worktags

<b>*Cost Center</b>	Mayor & City Council
<b>*Fund</b>	FD001 General Fund
<b>Additional Worktags</b>	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** 30.00  
**Budget Date** 05/12/2026  
**Memo** DC trip  
**Cash Advance Requested** No

Worktags

**\*Cost Center** Mayor & City Council  
**\*Fund** FD001 General Fund  
**Additional Worktags** Function: General Government  
 Location: City Hall

Spend Authorization Lines

**Expense Item** Taxi and Ground Travel  
**Total Amount** 50.00  
**Budget Date** 05/12/2026  
**Memo** DC trip  
**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
Airfare	500.00	0.00	0.00	USD
Lodging Accomodations	800.00	0.00	0.00	USD
Taxi and Ground Travel	50.00	0.00	0.00	USD
Daily Per Diem	146.00	0.00	0.00	USD
Parking	30.00	0.00	0.00	USD
Mileage - Local	58.00	0.00	0.00	USD
<b>Total:</b>	<b>1,584.00</b>	<b>0.00</b>	<b>0.00</b>	