

Edit Spend Authorization

09:21 AM

03/09/2026

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SA-1001088

For: Susan Sherman

Status: Draft

Cash Advance
Outstanding Balance

Cash Advance
Requested

Spend
Authorization
Total
1,028.00

Spend Authorization Information

Company City Of Olathe
Start Date 04/12/2026
End Date 04/17/2026
Description Athenian 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 04/12/2026
Memo
Cash Advance Requested No

Worktags

***Cost Center** City Manager's Office
***Fund** FD001 General Fund
Additional Worktags Function: General Government
Location: City Hall

Item Details

Airline
Departure Date 04/12/2026
Arrival Date 04/17/2026
Destination Charleston (SC), South Carolina, United States of America

Spend Authorization Lines

Expense Item Mileage - Local
Quantity 80
Per Unit Amount 0.725
Total Amount 58.00
Budget Date 04/12/2026
Memo round trip to the airport
Cash Advance Requested No

Worktags

***Cost Center** City Manager's Office
***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 120.00
Budget Date 04/12/2026
Memo Athenian conference
Cash Advance Requested No

Worktags

***Cost Center** City Manager's Office
***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 04/12/2026
Memo Athenian conference
Cash Advance Requested No

Worktags

***Cost Center** City Manager's Office
***Fund** FD001 General Fund
Additional Worktags Function: General Government
 Location: City Hall

Balances

Expense Item	Commitment Amount	Commitment Amount Liquidated	Commitment Amount Remaining	Currency
Parking	120.00	0.00	0.00	USD
Airfare	700.00	0.00	0.00	USD
Mileage - Local	58.00	0.00	0.00	USD
Taxi and Ground Travel	150.00	0.00	0.00	USD
Total:	1,028.00	0.00	0.00	