SA-1001087

For: John Bacon
Status: Draft

	Cash Advance Outstanding Balance	Cash Advance Requested	Spend Authorization Total
			363.88

Spend Authorization Information

Company	City Of Olathe
Start Date	03/26/2026
End Date	03/27/2026
Description	LKM meeting in Manhattan
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	03/26/2026
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

!! 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	Manhattan, KS
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	03/26/2026

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	159.88
Total Amount	159.88
Budget Date	03/26/2026
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

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	Manhattan, KS, USA

Unit of Measure for Distance	Miles
Estimated Distance of Driving Route	114.2
Trip Distance Including Diversions	114.2
One-Way Daily Commute Distance	0
Round Trip	Yes
Distance to Expense	228.4

Balances

Expense Item	Commitment Amount	Commitment Amount Liquidated	Commitment Amount Remaining	Currency
Lodging Accomodations	175.00	0.00	0.00	USD
Daily Per Diem	29.00	0.00	0.00	USD
Mileage with Calculation	159.88	0.00	0.00	USD
Total:	363.88	0.00	0.00	