

SA-1001002

For: Michael Wilkes
Status: In Progress

Cash Advance Outstanding Balance	Cash Advance Requested	Spend Authorization Total
		372.52

Spend Authorization Information

Company	City Of Olathe
Start Date	01/28/2026
End Date	01/29/2026
Description	LKM board meeting in topeka
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	68.00
Total Amount	136.00
Budget Date	01/28/2026
Memo	LKM board meeting
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

!! 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	Topeka, Kansas, 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 Accomodations
Quantity	1
Per Unit Amount	150.00

Total Amount	150.00
Budget Date	01/28/2026
Memo	LKM may provide this room
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	
<p>Enter the total of the hotel bill. Please use the itemize if you need to remove any personal expenses charged to the room.</p>	
Item Details	
Hotel	
Spend Authorization Lines	
Expense Item	Mileage with Calculation
Quantity	1
Rates Used	0.7
Per Unit Amount	86.52
Total Amount	86.52
Budget Date	01/28/2026
Memo	LKM board meeting
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	
<p>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:</p> <ul style="list-style-type: none"> (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
<p>Use this for Google Maps calculated mileage for a single trip. Enter in the origin as Olathe Workplace and destination address.</p> <p style="color: #c00000;">** Calculated from your physical location of work and not place of residence **</p>	
Item Details	

Origin Address	100 East Santa Fe Street, Olathe, KS, USA
Destination Address	2745 Southwest Fairlawn Road, Topeka, KS, USA
Unit of Measure for Distance	Miles
Estimated Distance of Driving Route	61.8
Trip Distance Including Diversions	61.8
One-Way Daily Commute Distance	0
Round Trip	Yes
Distance to Expense	123.6

Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Spend Authorization	Spend Authorization	Step Completed	12/04/2025 03:48:59 PM	12/11/2025	Cathy Marks	1	
Spend Authorization	Review Spend Authorization	Not Required		12/11/2025		0	
Spend Authorization	Review Spend Authorization	Not Required		12/11/2025		0	
Spend Authorization	Review Spend Authorization	Not Required		12/11/2025		0	
Spend Authorization	Review Spend Authorization	Awaiting Action		12/14/2025	Jamie Robichaud (Top Level Manager's Approver)	1	

Balances

Expense Item	Commitment Amount	Commitment Amount Liquidated	Commitment Amount Remaining	Currency
Mileage with Calculation	86.52	0.00	0.00	USD
Daily Per Diem	136.00	0.00	0.00	USD
Lodging Accomodations	150.00	0.00	0.00	USD
Total:	372.52	0.00	0.00	