



City of Olathe

COUNCIL AGENDA ITEM

MEETING DATE: 1/9/2024

FOCUS AREA: City Manager's Office

STAFF CONTACT: Cathy Marks

SUBJECT: Consideration of Travel Request Authorization for City Manager Michael Wilkes to travel to Washington, DC to attend a League Presidents Conference.

TITLE:

Consideration of Travel Request Authorization for City Manager Michael Wilkes to travel to Washington, DC to attend a League Presidents Conference from January 29 to the 31 of 2024.

SUMMARY:

The City Council is asked to consider travel authorization for the City Manager, Michael Wilkes to travel to Washington, DC conference from January 29 -31,2024. These Travel Requestion Authorization forms are presented for City Council to review and approve in accordance with Administrative Guideline F-01, which requires that all overnight travel and/or registration expenses for City employees and officials be approved in advance.

FINANCIAL IMPACT:

Funding is included in the 2024 budget.

ACTION NEEDED:

Approve the attached travel request and authorization as part of the Consent Agenda.

ATTACHMENT(S):

League President Conference MW
