

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1010862

Vendor Name: Northern Illinois Universi

Invoice Number: EM-YOSB011118

Invoice Date:

PO Number:

Check Number: 0230100

Check Amount: \$ 305.88

Check Date: 01/17/2018

Department ID:

Reviewer Name:

Voucher Number: V0491388

Redaction Type: Other

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

AP- Prepayment - please call when check is ready

College of DuPage
Human Resources

Please refer to the "Concur Professional Development Procedure" in the Forms Library to complete your request/expense.

EMPLOYEE NAME _____
COLLEAGUE ID # _____
PHONE EXT. _____
Admissions & Outreach
DEPARTMENT
1/08/2017
DATE OF REQUEST

Professional/Educational Development
Tuition Reimbursement

Check One: Classified ☒ Managerial ☐ FOP ☐ Union 399 ☐

Board policy has established a maximum amount of reimbursement per fiscal year. Each fiscal year begins July 1 and ends June 30 and is dependent upon course completion date.

Eligible after six months' probation.

This form must be completed and signed by the appropriate supervisor and department authorized budget signatory before enrolling in the class, workshop or other activity.

Please attach copy of completed registration form (circle amount requesting).

College/University/Seminar Sponsor

Northern Illinois University

Date class begins/Date class ends

01/15/2018 / 05/13/2018

Is course job related? ☒ Yes ☐ No

Describe how course is job related:

Improve Research Methods and Policy Analysis Skills.

Name of Course/s

POLS 608 - Legislative Behavior

Is this a wellness course? ☐ Yes ☒ No

(Maximum amount for FY \$240.00)

Is course part of a degree program? ☒ Yes ☐ No

Are You Requesting: (check one)

Enter Amount:

Needed to Complete Process:

☐ Reimbursement for conference/seminar/class \$ _____

Proof of completion and proof of payment

☐ Required Class Materials \$ _____

Proof of payment

☒ Pre-payment for COD credit & non-credit class/conference/seminar/class (>\$50) \$ 305.88

Proof of completion

☐ Travel up to \$600 (classified and managerial only) \$ _____

Proof of completion and proof of payment

☐ COD Health Club* \$ _____

Proof of completion and proof of payment, if applicable

☐ Non-COD Health Club/Non-COD Fitness/Wellness classes* including Weight Watchers \$ _____

*No Pre-Payments #These are taxable to the employee

†When requesting a pre-payment, attach a registration form or invoice to this form. If using Concur, please contact Accounts Payable for payment. If I receive an advance, I understand I must produce evidence of satisfactory completion of the course or seminar within 60 days. Failure to do this will result in the cost of the course or seminar being deducted from my paycheck. BY (Initial here)

REQUIRED ☒ Approved
SUPERVISOR'S SIGNATURE _____ DATE 1/10/18
DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE _____ DATE 1/10/18
COMPENSATION SPECIALIST _____

HUMAN RESOURCES OFFICE USE ONLY

Amount of Payment: \$ 305.88

Account #01-90-00835-52090-17 FY 18

Date request sent to Accounts Payable: 1/11/18

Date request approved: _____

Date expense approved: _____

SEND COMPLETED FORM WITH PROOF OF COMPLETION AND PROOF OF PAYMENT (if applicable) TO HUMAN RESOURCES

1010101 2

HR-16-20274(1/1/16)



go to ... >>

Account Inquiry	Electronic Payments/Purchases	Account Services
summary	charges due	payments
		pending aid

Charges Due

i We have encountered problems calculating your tuition. Your account may not reflect the most recent charges. Please contact the Bursar's Office at 815/753-1885. You may also E-mail us at bursar@niu.edu.

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

This may not reflect recent changes to your tuition and fees.

Summary of Charges by Due Date			Find View All	First 1 of 1 Last
Due Date	Due Amount	Running Total		
02/12/2018	1,488.12	1,488.12		

Currency used is US Dollar.

Details by Due Date

Currency used is US Dollar.

View By go

Details by Charge				Find View All	First 1-3 of 3 Last
Charge	Due Date	Term	Amount		
Grad IL Tuition	02/12/2018	Spring 2018	1,488.12		
Total due for this view			1,488.12		
Total due			1,488.12		

Currency used is US Dollar.

[MAKE A PAYMENT](#)

1010862

01/17/2018

0230100

EM-YOSB011

V0491388

CLASS PRE-PYMT

0190008355209017

305.88

Benjamin P. Yost

305.88

0230100

PAY ONLY THREE HUNDRED FIVE AND 88/100 DOLLARS

01/17/2018

\$*****305.88

Northern Illinois University
Ste 130, Campus Life Bldg.
DeKalb IL 60115