

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0051761

Vendor Name: Mrs Paula M. Cebula

Invoice Number: B0352740/043018

Invoice Date: 04/30/18

PO Number: B0352740

Check Number: E0066274

Check Amount: \$ 3,100.00

Check Date: 04/04/2018

Department ID: 11701

Reviewer Name:

Voucher Number: V0507567

Redaction Type: None

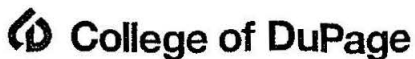
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

EM-RAKE 032318

RECEIVED

V0507844



FEB 14 2018

Human Resources

# Professional Development for CODAA — <sup>HUMAN RESOURCES</sup> Prior Approval Reimbursement Form

This form must be signed and approved *before* enrolling in courses, workshops, seminars or submitting requests for professional dues or periodical subscriptions. *Requests submitted without prior approval are not eligible for reimbursement or course credit.*

Employee Name: Erika Rakas Colleague ID#: 1234535

Department: Speech Extension: \_\_\_\_\_ Date: 11/10/2017

**PROFESSIONAL DEVELOPMENT REIMBURSEMENT REQUEST:** ☒ REIMBURSEMENT ☐ PRE-PAYMENT†

†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. ER (Initial here)

☒ Conference/Class/Seminar ☐ License

☐ Dues/Periodicals/Subscriptions

☐ Chaparral Fitness Center (up to \$100 may be used for reimbursement of annual fees for Employee membership)

Title/Sponsor: CCHA

Date of Event: 11/10/2017

Tuition, Registration, Dues, Subscription Fee: \$ 933.95

License: (1/2 of cost if required for position at COD) \$ \_\_\_\_\_

Is this job related? Yes ☒ No ☐

Provide rationale that includes how this will improve your ability to work with students and/or teach your courses: (attach additional page if necessary)

Reimbursement (\$350 max)\*: 350.00

**Needed to Complete Process:** Proof of payment and proof of satisfactory completion, if applicable.

**Required:** Is employee a current CODAA member? Yes ☒ No ☐

☒ Approved ☐ Not Approved

[Signature]  
Dean/Associate Dean

12/18/17  
Date

Department Authorized Budget Signature (if different)

[Signature]  
VP Academic Affairs (required)

12/18/17  
Date

## HR USE ONLY

Amount of reimbursement: \$ 125.00

Account #01-90-00835-52090-16 FY: 18

[Signature]  
Compensation Specialist




Date request sent to Accounts Payable: 3/23/18

Date request approved: \_\_\_\_\_

Date expense approved: \_\_\_\_\_

\*The College has established a maximum amount of reimbursement per fiscal year per CODAA member. The College will develop a budget for Professional Education Development for CODAA members per fiscal year. Once this budget is exhausted, no more funds will be available. Each fiscal year begins July 1 and ends June 30, and reimbursement is dependent upon course completion date. This form must be completed and signed before enrolling in the class, workshop or other activity, or before purchasing a membership, periodical or subscription.

HR-17-25574(10/17)

 645952029808750562001	Event		
	<b>CCHA 2017 National Conference (Members)</b>		
	Date+Time	Location	Name
	Thursday, November 9, 2017 at 1:00 PM - Saturday, November 11, 2017 at 4:00 PM (EST)	Renaissance Baltimore Harborplace Hotel 202 East Pratt St Baltimore, MD 21202	Erika Rakas  Payment Status PayPal Completed
Order Info			
Order #645952029. Ordered by Erika Rakas on July 5, 2017 2:54 PM  Type One Day ONLY \$125.00			

**Event Information:**

Thanks for registering, and we look forward to seeing you at the conference!

**Registration Information:**

Name to appear on badge?  
Erika G Rakas

Department or Field  
Speech Communication

Vegetarian Meals?  
Yes



645952029808750562001

**Eventbrite**

**Do you organize events?**

Start selling in minutes with Eventbrite!  
[www.eventbrite.com](http://www.eventbrite.com)

 645952029808750561001	Event		
	<b>CCHA 2017 National Conference (Members)</b>		
	Date+Time	Location	
	Thursday, November 9, 2017 at 1:00 PM - Saturday, November 11, 2017 at 4:00 PM (EST)	Renaissance Baltimore Harborplace Hotel 202 East Pratt St Baltimore, MD 21202	
	Name	Erika Rakas	
	Payment Status	PayPal Completed	
Order Info	Order #645952029. Ordered by Erika Rakas on July 5, 2017 2:54 PM		
Type	Vegetarian Meals		
			

**Event Information:**

Thanks for registering, and we look forward to seeing you at the conference!

**Registration Information:**

Name to appear on badge?  
Erika G Rakas

Department or Field  
Speech Communication

Vegetarian Meals?  
Yes



645952029808750561001

**Eventbrite**

**Do you organize events?**

Start selling in minutes with Eventbrite!  
[www.eventbrite.com](http://www.eventbrite.com)



Erika G Rakas ✓

Ms. Erika Rakas

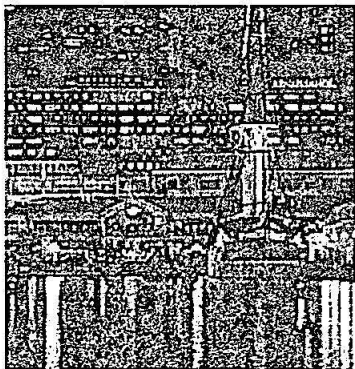
College of DuPage

Speech Communication



Renaissance Baltimore Harborplace Hotel, Marriott Luxury Brand

202 E Pratt Street  
Baltimore, MD 21202 US  
Phone: 410-547-1200 Fax: 410-986-4979



## Reservation for Erika Rakas

**Online Confirmation Number: 32K6HG26**

**Marriott Confirmation Number: 81419076**

**Check-in: Nov 9, 2017 (Check-in time: 4:00 PM)**

**Check-out: Nov 12, 2017 (Check-out time: 11:00 AM)**

[Modify or Cancel Reservation](#)



[View Hotel Website](#)



[Maps & Transportation](#)

# Reservation Confirmation

Dear Erika Rakas,

We are pleased to confirm your reservation with Renaissance Hotels. Your journey with us begins today. Whether you're traveling for business or for pleasure, you can count on us to make sure your trip is full of wonderful new discoveries. Thanks for thinking of Renaissance Hotels and we'll see you soon.

Renaissance Baltimore Harborplace Hotel, Marriott Luxury Brand

## Planning Your Trip

- [Visit Baltimore area](#)

## Reservation Details

**Confirmation number: 32K6HG26**

**Your hotel: Renaissance Baltimore Harborplace Hotel, Marriott Luxury Brand**

**Check-in:** Nov 9, 2017 (Check-in time: 3:00 PM)  
**Check-out:** Nov 12, 2017 (Check-out time: 12:00 PM)  
**Room type:** STANDARD KING BED  
**Number of rooms:** 1  
**Guests per room:** 1  
**Guest name:** Erika Rakas  
**Reservation confirmed:** Aug 29, 2017  
**Guarantee method:** Credit Card

Summary of Room Charges	Cost per night per room (USD)
Nov 9, 2017 - Nov 12, 2017	179.00
Estimated taxes and fees	The tax rate is 15.5% (subject to change).
<b>Total for stay (for all rooms) not including applicable taxes/fees</b>	<b>537.00</b>
Renaissance Baltimore Harborplace Hotel, Marriott Luxury Brand will make every effort to accommodate the below requests, however they are not guaranteed.	

#### Canceling your Reservation

YOU MUST CANCEL 24 HOURS BEFORE ARRIVAL TO AVOID A PENALTY EQUAL TO ONE NIGHTS ROOM AND TAXES.

You may modify or cancel your reservation [here](#) or call 1-877-212-5752 in the US and Canada. Elsewhere, call 1-506-474-2009. Contact us if you have any questions about your reservation.

#### Travel Alerts

Please Note: All Marriott hotels in the USA and Canada, are committed to a smoke-free policy. [Learn More](#)

#### Internet Privacy, Authenticity

Your privacy is important to us. [Please visit our Internet Privacy Statement for full details.](#) This email confirmation is an auto-generated message. Replies to automated messages are not monitored.

This email was sent by Passkey International, Inc.  
 On behalf of:  
 Renaissance Baltimore Harborplace Hotel, Marriott Luxury Brand

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## Ready for takeoff!

Thanks for choosing Southwest® for your trip. You'll find everything you need to know about your reservation below. Happy travels!

### Air Itinerary

**AIR Confirmation: W5C8MI**

Confirmation Date: 06/26/2017

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
RAKAS/ERIKA G	20350767286	5268537180418	Jun 27, 2018	1360

Rapid Rewards points earned are only estimates. Not a member - visit [Southwest.com/rapidrewards](http://Southwest.com/rapidrewards) and sign up today!

Date	Flight	Departure/Arrival
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Thu Nov 9	1711	Depart <b>CHICAGO (MIDWAY), IL (MDW)</b> on Southwest Airlines at <b>10:25 AM</b> Arrive in <b>BALTIMORE/WASHINGTON, MD (BWI)</b> at <b>01:05 PM</b> Travel Time 1 hrs 40 mins <a href="#">Wanna Get Away</a>
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Date	Flight	Departure/Arrival
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Sun Nov 12	2968	Depart <b>BALTIMORE/WASHINGTON, MD (BWI)</b> on Southwest Airlines at <b>03:00 PM</b> Arrive in <b>CHICAGO (MIDWAY), IL (MDW)</b> at <b>04:05 PM</b> Travel Time 2 hrs 5 mins <a href="#">Wanna Get Away</a>
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**Check in for your flight(s):** 24 hours before your trip on [Southwest.com](http://Southwest.com) or your mobile device to secure your boarding position. You'll be assigned a boarding position based on your check-in time. The earlier you check in within 24 hours of your flight, the earlier you get to board.

**Bags fly free®:** First and second checked bags. [Weight and size limits apply](#). One small bag and one personal item are permitted as [carryon items](#), free of charge.

**30 minutes before departure:** We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as we may begin boarding as early as 30 minutes before your flight.



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points. Terms apply

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**10 minutes before departure:** You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.

**If you do not plan to travel on your flight:** In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on your flight. Customers who fail to cancel reservations for a Wanna Get Away fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select and Anytime funds will be converted to reusable travel funds. If you no show your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of reusable travel funds under the name of the traveler(s).

Need to make a change? Keep your confirmation number on record. It will be used to retrieve your reservation and apply funds to future travel.

**New Reservation System:** We're transitioning to a next generation reservation system. During this time Customers who book for certain travel dates will receive multiple flight confirmation numbers and confirmation emails. [Learn More](#) about our exciting journey.

Fare Rule(s): 5268537180418: NONREF/NONTRANSFERABLE STANDBY  
REQ UPGRADE TO Y -BG WN  
5268537180417: NONREF/NONTRANSFERABLE STANDBY REQ  
UPGRADE TO Y -BG WN

Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase. Failure to cancel reservations for a Wanna Get Away fare segment at least 10 minutes prior to travel will result in the forfeiture of all remaining unused funds.

CHI WN BWI77.93WN CHI148.63USD226.56END ZP MDW4.10BWI4.10 XF  
MDW4.5BWI4.5

**Air Cost: 271.95**

[Learn about inflight  
WiFi & entertainment](#)

This is a post-only mailing from Southwest Airlines. Please do not attempt to respond to this message. Your privacy is important to us. Please read our [Privacy Policy](#).

<sup>1</sup> All travel involving funds from this Confirmation Number must be completed by the expiration date.

<sup>2</sup> Security Fee is the government-imposed September 11th Security Fee.

See [Southwest Airlines Co. Notice of Incorporation](#)

See [Southwest Airlines Limit of Liability](#)

Southwest Airlines  
P.O. Box 36647-1CR  
Dallas, TX 75235

[Contact Us](#)

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## Cost and Payment Summary

### AIR - W5C8MI

Base Fare	\$ 226.56
Excise Taxes	\$ 16.99
September 11th Security Fee	\$ 11.20
Segment Fee	\$ 8.20
Passenger Facility Charge	\$ 9.00
<b>Total Air Cost</b>	<b>\$ 271.95</b>

### Payment Information

Payment Type: Visa XXXXXXXXXXXX3631

Date: Jun 26, 2017

Payment Amount: \$271.95

Payment Type: Visa XXXXXXXXXXXX3631

Date: Jun 26, 2017

Payment Amount: \$271.95