

Information:

Drawer: Accounts Payable - Invoices

Number: \*\*\*\* FERPA Redaction \*\*\*\*

Name: \*\*\*\* FERPA Redaction \*\*\*\*

Invoice Number: C088800

Invoice Date:

PO Number:

Check Number: 0235015

Check Amount: \$ 150.00

Check Date: 04/11/2018

Voucher Number: V0508935

AP Type: IM Invoices < \$15,000

Redaction Type: FERPA

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

V0510308

EM - SCHM 042518



## Human Resources

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

EMPLOYEE NAME Melissa Schertz  
 COLLEAGUE ID # 1281056  
 PHONE EXT. 3086  
 DEPARTMENT Career Services  
 DATE OF REQUEST 4/23/2018

## 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  
Illinois Cooperative and Education  
Internship Association  
Conference

Address (if requesting a Pre-Payment)

Name of Course/s

Date class begins/Date class ends  
4/20/2018, 4/20/2018

Is course job related? ☒ Yes ☐ No

Describe how course is job related:

internship/career prep conference

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 all that apply)

Enter Amount:

Needed to Complete Process:

- ☒ Reimbursement for conference/seminar/class \$ 20.00
- ☐ Required Class Materials \$ \_\_\_\_\_
- ☐ †Pre-payment for COD credit & non-credit class/conference/seminar/class (>\$50) \$ \_\_\_\_\_
- ☐ Travel up to \$600 (classified and managerial only) \$ \_\_\_\_\_
- ☐ COD Health Club \$ \_\_\_\_\_
- ☐ #Non-COD Health Club/Non-COD Fitness/Wellness classes\* including Weight Watchers \$ \_\_\_\_\_

Proof of completion and proof of payment

Proof of payment

Proof of completion

Proof of completion and proof of payment

Proof of payment

\*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. \_\_\_\_\_ (Initial here)

REQUIRED <input type="checkbox"/> Approved	
<u>Steve M. Gault</u>	<u>4/23/19</u>
SUPERVISOR'S SIGNATURE	DATE
<u>Steve M. Gault</u>	<u>4/23/19</u>
DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE	DATE
<u>[Signature]</u>	
COMPENSATION SPECIALIST	

HUMAN RESOURCES OFFICE USE ONLY	
Amount of Payment: \$	<u>20.00</u>
Account #01-90-00835-52090-17	FY <u>18</u>
Date request sent to Accounts Payable:	<u>4/25/18</u>
Date request approved:	
Date expense approved:	

HR-18-25532/18

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

**Schertz, Melissa B.**

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**From:** PayPal <service@paypal.com>  
**Sent:** Tuesday, March 13, 2018 8:13 AM  
**To:** Schertz, Melissa B.  
**Subject:** Your receipt for payment to Illinois Cooperative Education and Internship Association



You paid \$20.00 USD to  
Illinois Cooperative Education and Internship  
Association



Thanks for using PayPal, Melissa Schertz

Create a PayPal account in just a few seconds so every checkout is a snap!

[Activate PayPal Now](#)

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Payment details

For your purchase on March 13, 2018

**Details**

Payment to Illinois Cooperative and  
Education Internship Association (ILCEIA)  
for invoice 2016050

\$20.00 USD

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Subtotal

\$20.00 USD

**Amount you'll pay**

**\$20.00 USD**

Paid with

VISA x-3374

The transaction will appear on your statement as PayPal \* PAYPAL \*ILCEIA

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**Ship to**

Melissa Schertz  
425 Fawell Blvd.  
SSC 3258  
Glen Ellyn, IL 60137  
United States

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PayPal: easy to get, easy to use

PayPal isn't just a convenient way to shop online. It's also an easy way to send  
money to anyone, across town or around the world.

**Activate PayPal Now**

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Invoice ID: INV2-FSAD-BCKA-A679-44RT

**Merchant details**

Illinois Cooperative Education and Internship Association



MELISSA SCHERTZ

CAREER SPECIALIST

COLLEGE OF DUPAGE

Illinois Cooperative Education & Internship Association

MEMBERS AND GUESTS  
WELCOME TO THE CONFERENCE!

CONFERENCE AGENDA  
April 20, 2018  
College of DuPage Community College

8:45am-9:15am	Breakfast/Check-in
9:15am-9:55am	Welcome
	Business meeting
10:00am-11:00am	Keynote Address by <b>Rachel Varch, JD</b> <b>Barke, Warren, MacKay &amp; Territella, P.C.</b> <b>Chair, Labor and Employment Law Practice Group</b>
	<ul style="list-style-type: none"> <li>• Current court interpretation of unpaid v. paid internships</li> <li>• Current court interpretation of how course credit v. non-credit applies to internships</li> <li>• Worker's compensation, unemployment insurance and liability to the employer and school</li> </ul>
11:00am-11:15am	Break
11:15am-12 noon	Breakout sessions
	<ul style="list-style-type: none"> <li>a. Legal issues (complementing keynote)</li> <li>b. Supporting international students</li> <li>c. Two year to four year internship connections</li> <li>d. Workforce Innovation Opportunity Act (WIOA)</li> </ul>
12 noon-12:45pm	Lunch
12:45pm-1:45pm	Panel discussion, Managing Expectations: What do employers and students need and expect?
1:45pm-2:00pm	ILCEIA overview then break
2:00pm-3:00pm	Breakout sessions
	<ul style="list-style-type: none"> <li>a. Illinois Cooperative Work Study Program</li> <li>b. Disney College Program</li> <li>c. Unstructured networking</li> </ul>
3:00pm	Conference concludes

ILCEIA IS COMMITTED TO REMAIN AT THE FOREFRONT OF OUR INDUSTRY  
YOUR VOICE HELPS TO ACHIEVE OUR COMMITMENT  
**PLEASE FILL OUT THE EVENT EVALUATION AT**  
**<http://bit.ly/ILCEIAEVAL>**

*ilceia.org*



# INVOICE

**Paid**

## Illinois Cooperative and Education Internship Association (ILCEIA)

Shannon McKenzie, ILCEIA Treasurer

Tax ID: 36-4212078

illinoiscela@gmail.com  
www.illinoiscela.org

Invoice #: 2016050  
Invoice Date: Mar 8, 2018  
Due date: Mar 18, 2018

Amount due:  
**\$0.00**

### Bill To:

College of DuPage  
Melissa Schertz  
425 Fawell Blvd.  
SSC 3258  
Glen Ellyn, IL 60137  
United States

weberm118@cod.edu  
+1 630-942-3086  
Career Specialist, Career Services

Description	Quantity	Price	Amount
ILCEIA Drive-In Conference April 20, 2018, Moraine Valley Community College	1	\$20.00	\$20.00
Subtotal			\$20.00
Total			\$20.00
Amount paid			-\$20.00
Amount due			\$0.00 USD

### Notes

Check payment is available through April 12, 2018. Make checks payable to The Illinois Cooperative Education and Internship Association and mail to:

Kathy Melsinger, ILCEIA President  
Elgin Community College  
1700 Spartan Drive  
Elgin, IL 60123  
847.214.7894

### Terms and Conditions

Refunds are not available and we welcome attendee substitution should it become necessary.