

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087024

Vendor Name: NEMRT

Invoice Number: EM-CIPS062818

Invoice Date:

PO Number:

Check Number: 0237237

Check Amount: \$ 150.00

Check Date: 07/11/2018

Department ID:

Reviewer Name: None

Voucher Number: V0518317

Redaction Type: Other

Document Type: AP Invoice

Document Below

VN1087024

AP - please [redacted]
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.

EMP [redacted]

COLLEAGUE ID # [redacted]

PHONE EXT. [redacted]

Police
DEPARTMENT6/13/18
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.

V 578317

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

College/University/Seminar Sponsor

North east Multi-regional training
(NEMRT)

Address (if requesting a Pre-Payment)

Name of Course/s

Physical Surveillance for
Law Enforcement

Date class begins/Date class ends

5/4/18 , 5/5/18

Is course job related?

☒ Yes ☐ No

Describe how course is job related:

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)

☐Reimbursement for
conference/seminar/class

\$ _____

☐

Required Class Materials

\$ _____

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

\$ 150.00

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

\$ _____

☐

COD Health Club

\$ _____

☐#Non-COD Health Club/
Non-COD Fitness/Wellness classes*
including Weight Watchers

\$ _____

Needed to Complete Process:

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 checked="" type="checkbox"/> Approved	
SUPERVISOR'S SIGNATURE <i>[Signature]</i>	DATE 06/12/2018
DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE <i>[Signature]</i>	DATE 6/14/18
COMPENSATION SPECIALIST	

HUMAN RESOURCES OFFICE USE ONLY	
Amount of Payment: \$	150.00
Account #01-90-00835-52090-17	FY 18
Date request sent to Accounts Payable:	6/28/18
Date request approved:	
Date expense approved:	

HR-18-265932/18

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

Certificate of Achievement

PROUDLY PRESENTED TO

[REDACTED]
of the College Of DuPage Police Department

In recognition of the successful completion of the 16.00 hour course in

Physical Surveillance for Law Enforcement

at Cook County Morgue

from 5/4/18 to 5/5/18

The course complies with the guidelines of the following mandates(s):

Lead Homicide

Thomas M. Emerson

Director



[Signature]

President




N E M R T North East Multi-Regional Training, Inc.

355 Smoke Tree Plaza, North Aurora, Illinois 60542
Office: (630) 896-8860 Fax: (630) 896-4422
Website Address: www.nemrt.com



Teresa Cascarano
College Of DuPage Police Department
425 Fawell Blvd, HEC 1040
Glen Ellyn, IL 60137-6599

Date: 5/10/2018
Invoice #: 236409
Customer #: 487

Description	Amount
Physical Surveillance for Law Enforcement Cook County Morgue 05/04/2018 - 05/05/2018 	\$150.00 \$150.00
TOTAL	\$300.00

Please tear off and return this portion with your payment



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College Of DuPage Police Department
425 Fawell Blvd, HEC 1040
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Make Check payable to:

North East Multi-Regional Training, Inc.
355 Smoke Tree Plaza
North Aurora, IL 60542

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