

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1010667

Vendor Name: Lewis University

Invoice Number: EM-WHIK071618

Invoice Date:

PO Number:

Check Number: 0238016

Check Amount: \$ 1,850.00

Check Date: 08/15/2018

Department ID:

Reviewer Name:

Voucher Number: V0521062

Redaction Type: Other

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

Document Below

**College of DuPage**  
**Human Resources**

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

HUMAN RESOURCES  
8/07/2018  
JUL 09 2018

RECEIVED

Admissions

DEPARTMENT

06/25/2018

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**

Lewis University

1 University Parkway

Romeoville, IL 60446

Address (if requesting a Pre-Payment)

**Name of Course/s**

Leadership: Theories, Practices, & Context

Assessing Leadership Skills

Date class begins/Date class ends

08/27/2018 / 12/15/2018

Is course job related? ☒ Yes ☐ No

Describe how course is job related:

Advance my education in Higher Education.

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 \$ 1850
- ☐ 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 \$

**Enter Amount:**

**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. KW (Initial here)


<b>REQUIRED</b> <input type="checkbox"/> Approved	
	7/5/18
SUPERVISOR'S SIGNATURE	DATE
	7/5/18
DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE	DATE
COMPENSATION SPECIALIST	

<b>HUMAN RESOURCES OFFICE USE ONLY</b>
Amount of Payment: \$ 1850.00
Account #01-90-00835-52090-17 FY 19
Date request sent to Accounts Payable: 7/10/18
Date request approved: _____
Date expense approved: _____

HR-18-26583(2/18)

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

# Concise Student Schedule

 This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

If a course is dropped during the second week at the 50% refund, the course will remain on your schedule but will have a 0 in the credit hours column. This course will not appear on your transcript.

**Name:**

**Classification:**

**Level:**

**College:** School Professional Cont Edu

**Major and Department:** Organizational Leadership, Organizational Leadership

School Professional Cont Edu

**Major Concentration:** Training n Development

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
81239	ORGL 50900 LT1	Leadership: Theories, Practices and Context	Wiley	3.000	GR	Aug 27, 2018	Oct 20, 2018		TBA	TBA	Boysen
81422	ORGL 51200 LT1	Assessing Leadership Skills	Wiley	3.000	GR	Oct 22, 2018	Dec 15, 2018		TBA	TBA	Boysen
				<b>Total Credits:</b>	<b>6.000</b>						

Purchase Books

Student Detail Schedule

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SITE MAP

# Account Summary by Term



Anticipated third party contract payments, financial aid, and memos  
NOT included in this summary.

## Summary

**Account Balance:** \$4,245.00

Fall 2018

Detail Code	Description	Charge	Payment	Balance
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RTEC	Technology Fee	\$75.00		\$75.00
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TLTG	Grad Tuition	\$4,170.00		\$4,170.00
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**Term Charges:** \$4,245.00

**Term Credits and Payments:** \$0.00

**Term Balance:** \$4,245.00

**Account Balance:** \$4,245.00

<a href="#">Overall Financial Aid Status</a>	<a href="#">Financial Aid Award Information Menu</a>	<a href="#">Credit Card Payment</a>
<a href="#">View Installment Plan</a>	<a href="#">Statement and Payment History</a>	

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[SITE MAP](#)

1010667

08/15/2018

0238016

EM-WHIK071

V0521062

CLASS REIMB

0190008355209017

1,850.00

1,850.00

0238016

PAY ONLY ONE THOUSAND EIGHT HUNDRED FIFTY AND 00/100 DOLLARS

08/15/2018

\$\*\*\*\*\*1,850.00

Lewis University  
One University Pky  
Romeoville IL 60446

