

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087024

Vendor Name: NEMRT

Invoice Number: EM-HUFE072518

Invoice Date:

PO Number:

Check Number: 0238067

Check Amount: \$ 50.00

Check Date: 08/15/2018

Department ID:

Reviewer Name:

Voucher Number: V0522082

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.

V522082 AP - Please call [redacted] when check is ready.

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

North East Multi-Regional Training Inc

Date class begins/Date class ends

06-12-2018 / 06-14-2018

Is course job related? ☒ Yes ☐ No

Describe how course is job related:

Update on current laws

Address (if requesting a Pre-Payment)

Name of Course/s

Arrest, Search, and Seizure Update

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
- ☐ Required Class Materials
- ☒ †Pre-payment for COD credit & non-credit class/conference/seminar/class (>\$50)

\$ _____

\$ _____

\$ 50.00

Proof of completion and proof of payment

Proof of payment

Proof of completion

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

\$ _____

Proof of completion and proof of payment

☐ COD Health Club*

\$ _____

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

\$ _____

Proof of completion and proof of payment, if applicable

*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 ☐ Approved

SUPERVISOR'S SIGNATURE

DATE

DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE

DATE

COMPENSATION SPECIALIST

HUMAN RESOURCES OFFICE USE ONLY

Amount of Payment: \$ 50.00

Account #01-90-00835-52090-17 FY 19

Date request sent to Accounts Payable: 7/25/18

Date request approved: _____

Date expense approved: _____

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

INSTRUCTIONS

*For any reimbursement requiring payment for travel expenses, employee **MUST** use Concur. If no travel reimbursement is requested, employee may send the paper form to Human Resources for manual processing.*

1. Complete the information requested on the form and have it signed by your supervisor and department authorized budget signatory.
2. Submit a request in Concur, attaching your approved Professional Development form and allocating the expenses to the appropriate funding source. (For professional development, use department 00835, function 90). *When completing your header in Concur, be sure to choose "Request Type 2" to ensure proper routing.*
3. Once approval process is complete, employee may register for the class/conference/seminar.
4. Upon completion, submit an expense report through Concur, attaching approved Professional Development form, proof of payment and proof of attendance. Allocate expenses to the appropriate funding source. *Again, be sure you choose "Report Type 2" in your header to ensure proper routing.*

For Pre-Payments:

1. Complete the information requested on the form, check the appropriate box indicating you are requesting a pre-payment, and initial the statement that is in italics underneath. Submit the request in Concur, attaching the form and invoice, and allocating the expenses to the appropriate funding source.
2. Once the approval process is complete, contact Accounts Payable to make the payment. **Please note: Concur will NOT automatically make the payment — you must contact A/P to do that.**
3. Within 60 days of completion, put through an expense report in Concur, attaching Professional Development Form, proof of payment (indicating that it was "company paid") and proof of attendance. Human Resources will authorize deductions of pre-payments from payroll if evidence of completion is not submitted within 60 days.
4. Pre-payments for college/university classes cannot be prepaid through Concur. A paper form must be submitted to Human Resources and a check will be made payable to the college/university and will be returned to the employee.

*For pre-payments not using Concur, a check will be made payable to the sponsor/organization and will be returned to the employee.



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

RECEIVED




JUL 24 2018

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

Date: 6/21/2018

Invoice #: 238541

Customer #: 487

Description	Amount
Arrest, Search, & Seizure Update For Sergeants And Lieutenants Waukegan Police Department 06/12/2018 - 06/14/2018  Canceled on 6/8/18 Canceled on 3/22/18	\$50.00
TOTAL	\$50.00

Please tear off and return this portion with your payment



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

Make Check payable to:

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

Date: 06/21/2018

Invoice #: 238541

Customer #: 487



State of Illinois

CERTIFICATE

Awarded to



by the ILLINOIS LAW ENFORCEMENT
TRAINING AND STANDARDS BOARD

In recognition of the successful completion of the 24.00 hour course in

Arrest, Search, & Seizure Update For Sergeants And Lieutenants

at Waukegan Police Department

from 6/12/18 to 6/14/18

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

Law Updates; Civil Rights; Constitutional Proper Use of Law Enforcement Authority; Lead Homicide

Handwritten signature of Thomas M. Reasoner in cursive script.

School Director

Handwritten signature of W. Patrick Hartman in cursive script.

Chairman of the Board

Handwritten signature in cursive script, appearing to be "T. B. Z. J. P.".

Executive Director