

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1010862

Vendor Name: Northern Illinois Universi

Invoice Number: EM-YOSB072618

Invoice Date:

PO Number:

Check Number: 0238075

Check Amount: \$ 1,488.33

Check Date: 08/15/2018

Department ID:

Reviewer Name:

Voucher Number: V0522081

Redaction Type: Other

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

Document Below

V522081 Prepayment / [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.

[redacted]

Admissions & Outreach
DEPARTMENT

07/26/2018
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

Northern Illinois University

Date class begins/Date class ends

08/27/2018 / 12/15/2018

Is course job related? ☒ Yes ☐ No

Describe how course is job related:

Improve data analysis and economic modeling skills.

Is this a wellness course? ☐ Yes ☒ No

(Maximum amount for FY \$240.00)

Is course part of a degree program? ☒ Yes ☐ No

Address (if requesting a Pre-Payment)

Name of Course/s

POLS 684-Political Economy of International Relations

Are You Requesting: (check one)

Enter Amount:

Needed to Complete Process:

☐ Reimbursement for conference/seminar/class \$ _____

Proof of completion and proof of payment

☐ Required Class Materials \$ _____

Proof of payment

☒ Pre-payment for COD credit & non-credit class/conference/seminar/class (>\$50) \$ 1488.33

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. BY _____ (Initial here)

REQUIRED <input checked="" type="checkbox"/> Approved	
<i>Janet McClain</i> SUPERVISOR'S SIGNATURE	7/26/18 DATE
<i>Janet McClain</i> DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE	7/26/18 DATE
COMPENSATION SPECIALIST	

HUMAN RESOURCES OFFICE USE ONLY

Amount of Payment: \$ 1488.33

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

Date request sent to Accounts Payable: 7/26/18

Date request approved: _____

Date expense approved: _____

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

HR-16-23274(1/16)



go to ...

Search	Plan	Enroll	My Academics
my class schedule	add drop	swap	edit term information

My Class Schedule

Select Display Option • List View Weekly Calendar View

Fall 2018 | Graduate | Northern Illinois University

[change term](#)

Class Schedule Filter Options

☒ Show Enrolled Classes ☒ Show Dropped Classes ☒ Show Waitlisted Classes [filter](#)

POLS 684 - Politic Econ Of Intl Relations

Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	grad grade basis				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
6970	<u>0001</u>	Lecture	Mo 12:30PM - 3:10PM	DuSable Hall 464	Colin Kuehl	08/27/2018 - 12/15/2018

[Printer-Friendly Page](#)

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[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

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Term Account Detail

Account Detail for Term

Fall 2018

As of 07/26/2018

Charges

Date Posted	Item Description	Amount	Currency Code
07/25/2018	Graduate Domestic IS Tuition	1,488.33	USD
Total Charges:		1,488.33	USD

Payments Received

Date Posted	Item Description	Amount	Currency Code
		0.00	
Total Payments:		0.00	USD

Financial Aid

Date Posted	Item Description	Amount	Currency Code
		0.00	
Total Financial Aid:		0.00	USD

Pending Financial Aid

Item Description	Pending Aid	Currency Code
	0.00	
Total Pending Financial Aid:		0.00 USD

Refunds

Refund Date and Time	Refund Type	Item Amount	Currency Code
		0.00	
Total Refunds:		0.00	USD

Term Balance:

1,488.33 USD

Return

1010862 2081

08/15/2018

0238075

EM-YOSB072

V0522081

CLASS PRE-PYMT

0190008355209017

1,488.33

1,488.33

0238075

PAY ONLY ONE THOUSAND FOUR HUNDRED EIGHTY EIGHT AND 33/100 DOLLARS

08/15/2018

\$*****1,488.33

Northern Illinois University
Ste 130, Campus Life Bldg.
DeKalb IL 60115

Bernie T. Gust