

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1417381

Vendor Name: Indiana University

Invoice Number: EM-PELE081618

Invoice Date: 08/16/18

PO Number:

Check Number: 0238285

Check Amount: \$ 900.00

Check Date: 08/16/2018

Department ID: 00835

Reviewer Name:

Voucher Number: V0523336

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.

Learning Commons

DEPARTMENT

8/15/18

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.

V523336

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

College/University/Seminar Sponsor

Indiana University

Office of the Bursar Poplars Building

400 E. 7th St. Bloomington, IN. 47408

Address (if requesting a Pre-Payment)

Name of Course/s

STRATEGIES FOR EDUC INQUIRY

Date class begins/Date class ends

8/20/2018 / 12/14/2018

Is course job related? ☒ Yes ☐ No

Describe how course is job related:

Required course for Adult Education Master's Program

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) \$ 900.00

☐ 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. EP (Initial here)

REQUIRED ☐ Approved

Margaret Hernandez 8-14-18

SUPERVISOR'S SIGNATURE

DATE

Debbie Zukowicz 8-14-18

DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE

DATE

COMPENSATION SPECIALIST

HUMAN RESOURCES OFFICE USE ONLY

Amount of Payment: \$ 900.00

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

Date request sent to Accounts Payable: 8/16/18

Date request approved:

Date expense approved:

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

HR-18-26583(2/18)

1417381

Fall 2018 > Graduate > Bloomington

Education Graduate

Adult Education MSED-Online

Begin of Term Graduate

Appointment Start Date/Time

Projected End Graduate

End of Term Graduate

Status	Units	Grading	Grade	Add Date
Enrolled	3.00	Graded		07/13/2018

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
37500	0004	Lecture		Web-based Class (WB) WEB	Pengfei Zhao	08/20/2018 - 12/14/2018

Class Notes A distance education fee may apply; check your campus bursar website for more information
This is a 100% online class taught by IU Bloomington. No on-campus class meetings are required. A distance education fee may apply; check your campus bursar website for more information

Total Units 3.000

[Return to My Class Schedule](#)



Term Summary - Fall 2018

Previous Balance		\$0.00
Charges and Adjustments		
07/23/2018	Dist Ed Learning Ctr Fee/Educ	\$117.00
07/23/2018	Distance Education Course Fee	\$90.00
07/23/2018	Out-of-State Grad Tuition EDUC	\$1,545.51
Total Charges and Adjustments		\$1,752.51
Payments and Financial Aid		
Total Payments and Financial Aid		\$0.00
Ending Balance		\$1,752.51

Humphrey, Vera

From: Cassel, Adrienne
Sent: Wednesday, August 15, 2018 11:27 AM
To: Humphrey, Vera
Cc: [REDACTED]
Subject: [REDACTED]
Attachments: [REDACTED]

Hi Vera,

[REDACTED] is requesting a pre-payment through professional development for a class she will be taking at Indiana University. Unfortunately, she did not get her paperwork to me in time to make the check run on Friday and the next one on Sept. 21 is too late, as the payment needs to be in by Sept. 10. Bethany said that we may be able to get an exception with Brian's approval and have this processed for Friday. Otherwise, she will need to pay for it and then will not be reimbursed until she completes the class in December. As you can imagine, she really would prefer not to have to outlay that kind of money. Can you please check with Brian to see if he would be willing to authorize an exception? I have attached all of her paperwork for his reference.

Thanks for your help!
Adrienne

Adrienne Cassel

Human Resources, Compensation Specialist
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
(630) 942-4233

Manual check

X *Brian W. Caputo*

Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

1417361

08/16/2018

0238285

EM-PELE081

V0523336

COURSE REIMB

0190008355209017

900.00

Elyse Pelyer 8-17-18

900.00

0238285

PAY ONLY NINE HUNDRED AND 00/100 DOLLARS

08/16/2018

\$*****900.00

Indiana University
IUSB Schurz Library
1700 Mishawaka Av PO Box 7111
South Bend IN 46634-7111