

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1271707

Vendor Name: Northwestern University

Invoice Number: EM-MUNJ101118

Invoice Date:

PO Number:

Check Number: 0241688

Check Amount: \$ 525.00

Check Date: 10/17/2018

Department ID:

Reviewer Name:

Voucher Number: V0534272

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.

Police Department

DEPARTMENT

10/04/18

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.

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

College/University/Seminar Sponsor
Northwestern Traffic Institute

Date class begins/Date class ends

11/12/18 / 11/13/18

Is course job related? ☒ Yes ☐ No

Describe how course is job related:

Forensic Photography

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:

Enter Amount:

Needed to Complete Process:

(check all that apply)

☐ Reimbursement for conference/seminar/class \$ _____

☐ Required Class Materials \$ _____

☒ †Pre-payment for COD credit & non-credit class/conference/seminar/class (>\$50) \$ 525.00

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

☐ COD Health Club \$ _____

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

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. JM (Initial here)

REQUIRED ☐ Approved

SUPERVISOR'S SIGNATURE

DATE

DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE

DATE

COMPENSATION SPECIALIST

HUMAN RESOURCES OFFICE USE ONLY

Amount of Payment: \$ 525.00


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

Date request sent to Accounts Payable: 10/11/18

Date request approved: _____

Date expense approved: _____

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

Email Signup [Cart \(1\)](#) | [Cancel Order](#) | [Sign Out](#)[NUCPS Home Page](#)[Course Search](#)[Divisions](#)[Product Sales](#)[Programs](#)[Categories](#)[Calendar](#)[My Account](#)

Payment is expected at the time of registration. When ready, click "Checkout" and provide your billing information and credit card details.

If you require an invoice, please check the "Pay by PO" option, click "Checkout" and provide your billing information. Payment is expected upon receipt of the invoice and before the first day of class.

If you work for an agency outside the United States and wish to pay by wire transfer, please check the "Pay by PO" option and provide your contact information.

YOUR CART

Course ID SectionID	Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
PT-DFPH 111218-NUCPS remove	Digital Forensic Photography At Night 11/12/18 - 11/13/18 8:30 AM - 4:30 PM Days: M Tu	1	\$ 525	\$ 525	
Sub-Total:				\$ 525	\$ 525.00
TOTAL:				\$ 525	\$ 525.00

Recalculation is required to save Quantity, Pay Amount, OnAccount, or Promo Code changes before Checkout.
Quantity and Discount changes may reset all Pay and OnAccount Amounts to default values.

☐ Pay by PO