

Information:

Drawer: Finance

Number: **** FERPA Redaction ****

Name: **** FERPA Redaction ****

Invoice Number: C085767

Invoice Date:

PO Number:

Check Number: 0244721

Check Amount: \$ 200.00

Check Date: 11/14/2018

Voucher Number: V0541107

AP Type: IM Invoices < \$15,000

Redaction Type: FERPA

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

V0542559

RECEIVED

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OCT 23 2018

College of DuPage

SEP 27 2018

Human Resources

HUMAN RESOURCES

Professional Development for CODAA - Prior Approval Reimbursement Form

This form must be signed and approved **before** enrolling in courses, workshops, seminars or submitting requests for professional dues or periodical subscriptions. **Requests submitted without prior approval are not eligible for reimbursement or course credit.**

Employee Name: Suzanne Wielgas Colleague ID#: 1193815Department: Liberal Arts Extension: _____ Date: 9/12/18PROFESSIONAL DEVELOPMENT REIMBURSEMENT REQUEST: ☒ REIMBURSEMENT ☐ PRE-PAYMENT†

†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)

☒ Conference/Class/Seminar ☐ License☐ Dues/Periodicals/Subscriptions☐ Chaparral Fitness Center (up to \$100 may be used for reimbursement of annual fees for Employee membership)Title/Sponsor: COD: WOTE ConferenceDate of Event: 10/20/18Tuition, Registration, Dues, Subscription Fee: \$ 35⁰⁰

License: (1/2 of cost if required for position at COD) \$ _____

Is this job related? Yes ☒ No ☐

Course/Conference/Seminar Name:

WOTE Conference

Date Class/Conference/Seminar Begins & Ends:

10/20/18College or University: COD

Seminar Sponsor: _____

Tuition, Registration, Fee: \$ 35⁰⁰

Provide rationale that includes how this will improve your ability to work with students and/or teach your courses:
(attach additional page if necessary)

Will help adjuncts improve student writing/critical thinkingReimbursement (\$350 max)*: \$35⁰⁰

Needed to Complete Process: Proof of payment and proof of satisfactory completion, if applicable.

Required: Is employee a current CODAA member? Yes ☒ No ☐☒ Approved ☐ Not ApprovedDean/Associate Dean: Gendia Medina

Date

10-5-18

Department Authorized Budget Signature (if different)

VP Academic Affairs (required): Kel Carr

Date

10-5-18

Date

Amount of reimbursement: \$ 35.00Account #01-90-00835-52090-16 FY: 19Compensation Specialist: H. Casey

HR USE ONLY

Date request sent to Accounts Payable: 10/24/18

Date request approved: _____

Date expense approved: _____

HR-17-25574(10/17)

*The College has established a maximum amount of reimbursement per fiscal year per CODAA member. The College will develop a budget for Professional Education Development for CODAA members per fiscal year. Once this budget is exhausted, no more funds will be available. Each fiscal year begins July 1 and ends June 30, and reimbursement is dependent upon course completion date. This form must be completed and signed before enrolling in the class, workshop or other activity, or before purchasing a membership, periodical or subscription.

Registration Confirmation for Writing on the Edge 2018 - Composing Beyond Boundaries

Eventbrite <orders@eventbrite.com>

Thu 10/11/2018 7:38 AM

To: Wielgos, Suzanne <wielgoss@cod.edu>;



Eventbrite

**Suzanne,
you're good to go**



Eventbrite

Writing on the Edge 2018 - Composing Beyond Boundaries



Writing on the Edge 2018 - Composing Beyond Boundaries

1 x Registration

Order total: \$35.00

Saturday, October 20, 2018 from 8:00 AM to 4:00 PM
(CDT)

[Add to Google](#) • [Outlook](#) • [iCal](#) • [Yahoo](#)

College of DuPage
425 Fawell Boulevard
SRC-2000
Glen Ellyn, IL 60137
([View on map](#))



College of DuPage

CERTIFICATE OF PARTICIPATION

Suzanne Wielgos

Attended the Conference

Writing on the Edge: Composing Beyond Boundaries



At College of DuPage

October 20, 2018

Sandra M. Martins

Sandra Martins, Dean, Liberal Arts

From: marekr@cod.edu
Sent: Thu Nov 15 08:41:38 CST 2018
To: invoicing@cod.edu
CC:
Subject: FW: Scanned from a Xerox Multifunction Device

Bobby Marek Accounts Payable Analyst Cash Disbursements/Payroll Department College of DuPage 425
Fawell Blvd 1 SRC 2132 1 Glen Ellyn, IL 60137-6599 phone 630-942-2229 1 marekr@cod.edu -----Original
Message----- From: marekr@cod.edu Sent: Thursday, November 15, 2018 8:38 AM To: Marek, Robert
Subject: Scanned from a Xerox Multifunction Device Please open the attached document. It was scanned and
sent to you using a Xerox Multifunction Device. Attachment File Type: pdf, Multi-Page Multifunction Printer
Location: SRC-3 Device Name: Printer-266

[attachment: Scanned from a Xerox Multifunction Printer.pdf]