

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1512179

Vendor Name: Dr Muhammad A. Chaudhry

Invoice Number: 11/2/2018 CHAUDRY

Invoice Date:

PO Number:

Check Number: 0244291

Check Amount: \$ 100.00

Check Date: 11/09/2018

Department ID: 00789

Reviewer Name:

Voucher Number: V0541974

Redaction Type: None

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

Document Below

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: Wendolyn Tetlow Colleague ID#: 0049204

Department: Liberal Arts Extension: N/A Date: October 18, 2018

PROFESSIONAL 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: Liberal Arts

Date of Event: October 20, 2018

Tuition, Registration, Dues, Subscription Fee: \$ 35.00

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

Course/Conference/Seminar Name:

WOTE

Date Class/Conference/Seminar Begins & Ends:

October 20, 2018

College or University: College of DuPage

Seminar Sponsor: Liberal Arts

Tuition, Registration, Fee: \$ 35.00

Is this job related? Yes ☒ No ☐

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

Reimbursement (\$350 max)*: \$35

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 Approved

Sandra Martins
Dean/Associate Dean

10.19.18

Date

Department Authorized Budget Signature (if different)

[Signature]
VP Academic Affairs (required)

Date

10/18/18

Date

Amount of reimbursement: \$ 35.00

Account #01-90-00835-52090-16 FY: 19

[Signature]
Compensation Specialist


HR USE ONLY

Date request sent to Accounts Payable: 10/31/18

Date request approved: _____

Date expense approved: _____

*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.

 College of DuPage

CERTIFICATE OF PARTICIPATION

Wendolyn Tetlow

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

Hi Wendolyn, this is your registration confirmation for Writing on the Edge 2018 - Composing Beyond Boundaries

Organized by The WOTE Committee at College of DuPage

Message from The WOTE Committee at College of DuPage

The event organizer has provided the following information:

Event Information

Thank you for registering for Writing on the Edge. You do not need to print out a ticket; we will have your name at the door on the morning of the events.

Have a question? [Contact the organizer](#)

Order Summary

September 5, 2018

Order #: 818931899

Name	Type	Quantity	Price
Wendolyn Tetlow	Registration for Writing on the Edge Conference only	1	\$35.00
TOTAL			\$35.00

Charged to: Visa - XXXX-XXXXXX-6998

This charge will appear on your card statement as EB *Writing on the Edg

Refund Policy: Refunds up to **30** days before event

This order is subject to Eventbrite [Terms of Service](#), [Privacy Policy](#), and [Cookie Policy](#)

About this event



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



College of DuPage
425 Fawell Boulevard
SRC-2000
Glen Ellyn, IL 60137

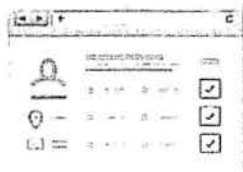


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Bobby Marek Accounts Payable Analyst Cash Disbursements/Payroll Department College of DuPage 425
Fawell Blvd 1 SRC 2132 1 Glen Ellyn, IL 60137-6599 phone 630-942-2229 1 marekr@cod.edu -----Original
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