

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1604475

Vendor Name: University of the Cumberlands

Invoice Number: EM-CUMJ082420

Invoice Date: 08/22/20

PO Number:

Check Number: 0272568

Check Amount: \$ 905.00

Check Date: 09/15/2020

Department ID: 00835

Reviewer Name:

Voucher Number: V0640469

Redaction Type: None

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

Document Below

**Professional Development Request  
for Administrators**

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.** Please refer to the "Concur Professional Development Procedure" in the Forms Library to complete your request/expense.

Employee Name: \_\_\_\_\_ Colleague ID#: \_\_\_\_\_

Department: \_\_\_\_\_ Extension: \_\_\_\_\_ Date: \_\_\_\_\_

☐ REIMBURSEMENT REQUEST or ☒ PRE-PAYMENT REQUEST†

- ☐ Course/ Workshop/Conference    ☐ Dues/Subscriptions    ☐ Work Related Books    ☐ Travel\*
- ☐ COD Health Club    ☐ COD non-credit classes including wellness/fitness classes
- ☐ \*\*Non-COD Health Club    ☐ \*\*Non-COD Fitness/Wellness Classes

\*\*These are taxable to the employee

Title/Sponsor: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Tuition, Registration, Dues, Subscription Fee: \$ \_\_\_\_\_

Is this job related: ☒ Yes ☐ No    Travel: \$ \_\_\_\_\_

☐ Approved ☐ Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
VP Signature

\*Effective August 2012, up to \$600.00 per year (of the \$1850.00) may be used for pre-approved travel related expenses in accordance with College Travel Policies.

†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)

**Return this signed form along with attachments showing proof of payment  
and/or proof of satisfactory completion to Human Resources.**

| HR USE ONLY                               |  |
|---|--|
| Amount of reimbursement: \$ <u>905.00</u> | Date request sent to Accounts Payable: <u>8/22/20</u>  |
| Date request approved: <u>A. Cassel</u>   | Date expense approved: _____   |
| HR Approval: <u>A. Cassel</u>             | <input checked="" type="checkbox"/> Account #01-90-00835-52090-15: Administrator Tuition<br><input type="checkbox"/> Account #01-90-00835-52090-20: Administrator Dues |

Filter activity by Full account activity View Activity

Student Account Balance \$1,990.00

▼ Fall 2020 \$1,990.00

Print Excel PDF

Account Activity

Search:

| Description                           | Code | Date    | Amount     |
|---------------------------------------|------|---------|------------|
| ▼ Tuition                             |      |         | \$1,890.00 |
| GR MBA Tuition                        | T016 | 8/24/20 | \$1,890.00 |
| ► Fees                                |      |         | \$100.00   |
| Term Balance:                         |      |         | \$1,990.00 |
| Term Balance Including Estimated Aid: |      |         | \$1,990.00 |

► Summer 2020 \$0.00

► Spring 2019 \$0.00

## Professional Development and Renewal Fund Request Procedure

For any reimbursement requiring payment for travel expenses, employee **MUST** use Concur. If no travel reimbursement is requested, employee may send the paper form to Human Resources for manual processing.

1. Complete the information requested on the form and have it signed by your supervisor and department authorized budget signatory.
2. Submit a request in Concur, attaching your approved Professional Development form and allocating the expenses to the appropriate funding source. (For professional development, use department 00835, function 90). *When completing your header in Concur, be sure to choose "Request Type 2" to ensure proper routing.*
3. Once approval process is complete, employee may register for the class/conference/seminar.
4. Upon completion, submit an expense report through Concur, attaching approved Professional Development form, proof of payment and proof of attendance. Allocate expenses to the appropriate funding source. *Again, be sure you choose "Report Type 2" in your header to ensure proper routing.*

### For Pre-Payments:

1. Complete the information requested on the form, check the appropriate box indicating you are requesting a pre-payment, and initial the statement that is in italics underneath. Submit the request in Concur, attaching the form and invoice, and allocating the expenses to the appropriate funding source.
2. Once the approval process is complete, contact Accounts Payable to make the payment. **Please note: Concur will NOT automatically make the payment — you must contact A/P to do that.**
3. Within 60 days of completion, put through an expense report in Concur, attaching Professional Development Form, proof of payment (indicating that it was "company paid") and proof of attendance. Human Resources will authorize deductions of pre-payments from payroll if evidence of completion is not submitted within 60 days.

\*For pre-payments not using Concur, a check will be made payable to the sponsor/organization and will be returned to the employee.

**Note:** Professional Development funds allocated for reimbursement will be from the Fiscal Year in which the course/conference/workshop concludes.

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From: barriosi142@cod.edu  
Sent: Mon Aug 24 10:09:48 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: PD form - J. Cumpston  
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**From:** Cassel, Adrienne <cassel@cod.edu>  
**Sent:** Saturday, August 22, 2020 9:14 AM  
**To:** Barrios, Isabel <barriosi142@cod.edu>  
**Cc:** Cumpston, Jennifer <cumpstonj@cod.edu>  
**Subject:** PD form - J. Cumpston

Hi Isabel,

Please process the attached pre-payment for Jen.

Thanks,  
Adrienne

Adrienne Cassel  
Human Resources, Compensation Specialist  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137