

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0800572

Vendor Name: Ms Heidi J. Holan

Invoice Number: ICCTA111920

Invoice Date: 11/19/20

PO Number:

Check Number: 0275719

Check Amount: \$ 347.79

Check Date: 01/12/2021

Department ID: 00813

Reviewer Name:

Voucher Number: V0656733

Redaction Type: FERPA



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

Document Below

From: cruseb199@cod.edu
Sent: Fri Dec 11 14:34:43 CST 2020
To: invoicing@cod.edu
CC:



Erin Carrillo
Office of the President
425 Fawell Blvd.
Glen Ellyn, IL 60137
(630) 942-2203
carrilloe42@cod.edu

Full name of event (no initials): ICCTA Meetings - Springfield, IL Location (City/State): Springfield, IL If applicable, attach a listing of all Guests to include their name, title, company name as well as the meeting agenda.			IMPORTANT: Attach original paid receipts for individual expenses \$15 or greater. The approved Pre-Travel Form is required for any business-related travel; Blue Copy of the Pre-Travel must be attached in those instances. <i>Refer to instructions on reverse side.</i> Attach additional forms if necessary.									
			AUTOMOBILE As of January 1, 2015 the rate for use of a personal vehicle is 57.5¢/mile.		ROOM & TAX (Adjusted to single room rate). Itemize charges by day.		MEALS/INCIDENTALS For more information on meals and incidental expenses, see instructions. Meals/Incidentals must be itemized by day.		OTHER EXPENSES: Includes, but are not limited to, tolls, phone calls, taxi/train/bus fare, registration fees, approved car rental, airfare, etc. Meals/food are not considered "other expense" and are to be itemized under Meals/Incidentals section. Attach original paid receipts for individual expenses totaling \$15.00 or greater.			
DATE	DESCRIPTION/BUSINESS PURPOSE	DAILY MILEAGE	RATE	AMOUNT	LODGING	B'FAST	LUNCH	DINNER	EXPLANATION	AMOUNT	TOTAL	
			\$.575									
9/11/20	Double Tree Hotel				126.99					126.99	\$126.99	
9/11/20	Travel to Springfield	192		110.40							\$110.40	
9/12/20	Travel from Springfield	192		110.40							\$110.40	
TOTAL				220.80	126.99						\$347.79	
<div style="border: 2px solid blue; padding: 10px; display: inline-block; text-align: center;"> AP VERIFIED 12/11/20 - BETHANY CRUSE </div>										Expense Authorized by Department <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		\$347.79
Signature:  Budget Officer Approval: _____						Date: 11/19/2020		Less Pre-Travel Advance Issued by the College <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		0		
Budget Officer Approval: _____						Date: _____		Amount Due Employee <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		\$347.79		
Budget Officer Approval: _____						Date: _____		Amount Due College (Payment is to accompany expense report; if paying by check, Payee is College of DuPage). <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
ACCOUNT NUMBERS FOR REIMBURSABLE EXPENSE						FOR OFFICE USE ONLY:						
FUND	FUNCTION	DEPARTMENT	OBJECT CODE	AMOUNT		Audited By:  11/5/2020 Audited By: _____ Extensions/Footings Checked: _____ Comments: _____						
01	90	00813	5502005	\$ 126.99								
01	90	00813	5502006	\$ 220.80								
				\$								
				\$								
				\$								

Approved by: Mark A. Bradshaw 8/20/2020 Subsequent account to be charged: 01 - 90 - 00813 - 5502005
(Immediate Supervisor) (Date) Fund Function Dept. Obj. Code
(To be filled in by Budget Officer)

Approved by: _____ (Budget Officer) Signature is required if advance is requested. _____ (Date)

Approved by: _____ (Vice President) Signature required if total expenses are \$500 or greater. _____ (Date)

For travel outside the State of Illinois ONLY

Approved by: _____ (Vice President or Designee) _____ (Date)

For travel outside the Continental United States ONLY

Approved by: _____ (President/Board of Trustees) _____ (Date)

FOR FINANCE OFFICE USE ONLY:

90% of \$ _____ = \$ _____ 01-00-00000-1309001 _____
(Amount of Advance) (Finance Office Approval) (Date)

INSTRUCTIONS

- I. Employees requesting to be reimbursed for a College related expense must obtain prior approval by their Supervisor as well as the authorized Budget Officer and their Vice President and President (if applicable) for expenditures of \$100.00 or greater. The Pre-Travel Approval/Advance Form is used for this purpose regardless if the expense is or is not related to travel.
- Complete the form in its entirety. Provide detail in Section A (Professional Meetings or Conferences) OR Section B (other Institutional Business.)
 - If an advance is requested, be sure to mark the appropriate ☐.**
 - Travel advance checks/ACH deposits are processed in accordance with (1) the published Accounts Payable check schedule and (2) the scheduled travel date.
 - Airfare, registration fees and lodging deposits will be reimbursed in advance of actual travel when a completed Pre-Travel form and Reimbursable Expense Form is submitted to Accounts Payable. Supporting documentation including an itemization of the charges and proof of payment detailing payment made by the employee must be included.
 - Airfare, registration fees and lodging deposits can be paid directly in advance by submitting a Requisition via Mercury Commerce for PO issuance to the respective vendor.
 - For conference/meeting registration fees, a copy of the registration form showing the date(s) of the conference and fees paid must be attached to the Pre-Travel Approval/Advance Form.
 - Advances not returned to the college or cleared within 45 days of the date of the event will be deducted from the employee's payroll check. Employee has authorized said deduction as attested to the employee's signature on the Pre-Travel Advance Request form.
 - Vehicle rentals require the approval of the budget officer(s) in advance of travel.
 - Overnight stays in the following Illinois counties require approval in advance of travel by the department Vice President: Cook, DeKalb, DuPage, Grundy, Kane, Kendall, Lake, McHenry and Will.
 - No reimbursement for meals or "incidental expenditures" will be made unless an overnight stay is required. Exceptions may apply (for example Forensics or Athletics off-campus events.)
 - For a full day of travel away from home where an overnight stay is required, employee meals and incidental expenses will continue to be reimbursed based on a two tier approach and in accordance with the following criteria:
 - For overnight travel, meals and incidental expenses for the day of departure and the day of return will be limited to 75% of the daily amount allowed by the Internal Revenue Service and communicated by the Finance Office.
 - Receipts for the first or second tier maximum daily limits are not required and therefore do not have to be submitted with the Reimbursable Expense Form. However, all meals and incidental expenses must be itemized by day on the form.
 - Incidental expenses are included in the per diem daily limit. Incidental expenses are tips for porters, baggage carriers, bellhops, and hotel maids; beverages and snacks outside of meals; transportation between places of lodging or businesses and places where meals are obtained.
 - The first tier rate applies to all continental United States locations that are not currently listed at the highest published daily rate for meals and incidental expenses as provided by the Internal Revenue Service. The second tier rate applies to only those locations having the highest published daily rate for meals and incidental expenses in the continental United States. Published second tier locations can be found on Outlook/Public Folders:Information/Administrative Affairs/Financial Affairs & Controller/Mileage/Per Diem Rates.
 - Employee retains pink copy.
 - Remaining copies are submitted to employee's supervisor.
 - Supervisor will have copies approved by Authorized Budget Officer who must provide subsequent GL account to be charged.
Estimated expenses \$500 or greater must be approved by your respective Vice President or Designee.
All out-of-state travel must be approved by your respective Vice President or Designee.
All travel outside the continental United States must be approved by the President/Board of Trustees.
 - Authorized Signer will distribute copies as follows:
 - White — Finance Office-Manager, Cash Disbursements
 - Yellow — Retain in records of Authorized Signator
 - Blue — Return to employee (to submit with Reimbursable Expense Form)
 - Employees will return the blue copy of form with completed reimbursable expense report within guidelines of institutional policy.
 - Airline reservations are to be made through the College Designated Travel Agency. Exceptions must be approved, in advance, by the Vice President, Administrative Affairs. Airline tickets may be purchased with credit card or personal check.
Airline tickets for group travel may be purchased with a Purchase Order.
- II. Employees away from campus on College business with expenses being paid directly by the College (such as use of college owned vehicle, registration fees, airfare, lodging, etc.) should indicate these costs in the "Estimated cost paid direct by College" section of the form. Request vehicle requisition form or vehicle mileage rates from the Purchasing Department. Submit vehicle requisitions to the Purchasing Department directly to secure a reservation.
- III. Employees not away from campus, with estimated reimbursable expenses in excess of \$100.00 are to complete the form as in item I, but write "None" in the space designated for Date or Dates Off Campus.
- IV. Employees away from campus without reimbursable expenses or when reimbursable expenses are estimated at less than \$100.00.
- Complete and sign the form.
 - Remove the employee pink copy and retain for records.
 - Forward remaining copies to employee's supervisor.
 - Supervisor will have copies signed by authorized signer, if approved.
 - Authorized signer will distribute copies as follows:
 - Yellow — Retain in records of Authorized Signator
 - Blue — Return to employee as confirmation of action



YOUR TRIP TO:

President Abraham Lincoln Springfield - a DoubleTree by Hilton Hotel

3 HR | 192 MI **Est. fuel cost: \$11.20**

Trip time based on traffic conditions as of 2:10 PM on November 5, 2020. Current Traffic: Light



Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501



1. Start out going **north** on N Main St/Main St toward Great Western Ave.
Continue to follow N Main St.

----- Then 0.67 miles ----- 0.67 total miles



2. Turn **right** onto E North Ave/IL-64.
E North Ave is 0.3 miles past 2nd St.

If you are on Glen Ellyn Rd and reach Peterson Ave you've gone about 0.1 miles too far.

----- Then 1.21 miles ----- 1.88 total miles



3. Merge onto I-355 S toward **Joliet** (Portions toll).

----- Then 15.18 miles ----- 17.06 total miles



4. Take the **I-55 S** exit, EXIT 12A, toward **Joliet Road/St Louis**.

----- Then 0.26 miles ----- 17.32 total miles



5. Keep **left** to take the ramp toward **Joliet Rd S**.

----- Then 0.39 miles ----- 17.71 total miles



6. Merge onto I-55 S via the ramp on the **left** toward **St Louis**.

----- Then 111.75 miles ----- 129.45 total miles



7. Merge onto I-55 S via EXIT 134A toward **Springfield/St Louis**.

----- Then 59.48 miles ----- 188.93 total miles



8. Merge onto IL-97 W via EXIT 98B.

----- Then 2.82 miles ----- 191.74 total miles



9. Turn **left** onto N 9th St/I-55 Bus S.
N 9th St is 0.1 miles past N 11th St.

If you reach N 7th St you've gone about 0.1 miles too far.

----- Then 0.15 miles ----- 191.90 total miles



10. Take the 1st **right** onto E Adams St.

E Adams St is just past E Washington St.

If you reach E Monroe St you've gone a little too far.

----- Then 0.11 miles -----

192.00 total miles



11. President Abraham Lincoln Springfield - a DoubleTree by Hilton Hotel, 701 E
ADAMS STREET.

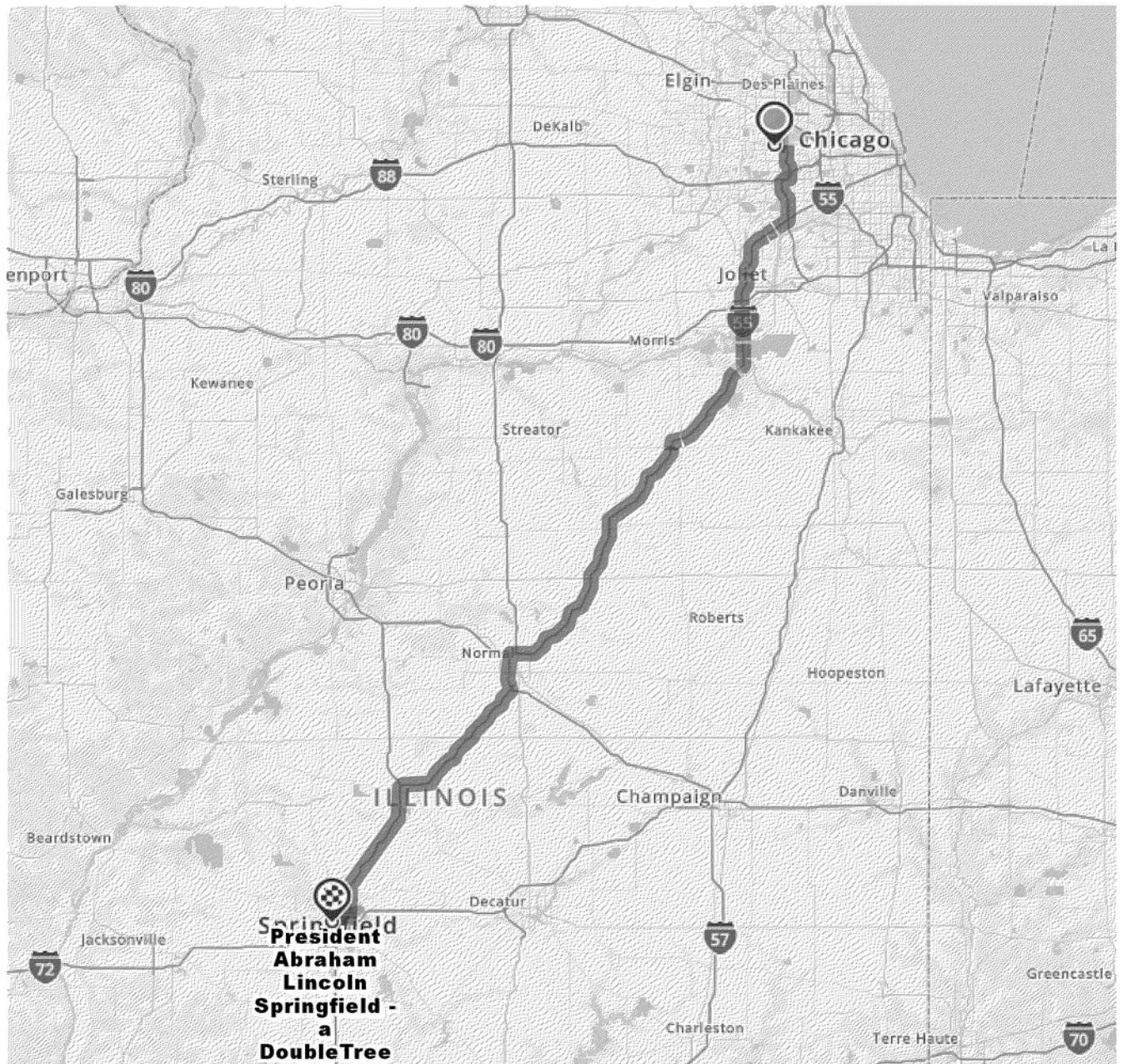
Your destination is just past Convention Center Plz.

If you reach S 7th St you've gone a little too far.



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**COLLEGE of DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. SUBJECT



2. REASON FOR CONSIDERATION

Pursuant to Board Policy No. 5-200, "Trustees may be reimbursed for travel, meal, and lodging expenses incurred in connection with 'official business.'... for the purpose of furthering the College's mission and/or conducting the Board's business in accordance with Board Policy 5-195.

3. BACKGROUND INFORMATION



GL Account	FY2020	Annual Budget	FY2021	Available Balance	FY2021 Request
	YTD Spend		YTD Spend		
01-90-00813-5502005 <i>Board of Trustees: In-State Conference Costs</i>	\$ 1,098	\$ 7,665	\$ 2,045	\$ 5,620	\$ 127
01-90-00813-5502006 <i>Board of Trustees: In-State Travel Costs</i>	223	6,330	-	6,330	221
FY2021 Request				\$ 348	

*YTD Spend equals actuals as of 11/06/20.

4. RECOMMENDATION

That the Board of Trustees authorizes the reimbursement to Trustee Heidi Holan in the following amount for the expense report submitted: \$347.79.

SIGNATURE PAGE

Reimbursable Expenses for Trustee Heidi Holan

ITEM(S) ON REQUEST:

That the Board of Trustees authorizes the reimbursement to Trustee Heidi Holan in the following amount for the expense report submitted: \$347.79.

	November 19, 2020
Chairman Napolitano	Date

	November 19, 2020
Secretary Fenne	Date