

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1009907

Vendor Name: University of North Georgia

Invoice Number: EM-HATC012021

Invoice Date: 01/20/21

PO Number:

Check Number: 0275934

Check Amount: \$ 199.00

Check Date: 01/22/2021

Department ID: 00835

Reviewer Name:

Voucher Number: V0658592

Redaction Type: None

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

Document Below

**College of DuPage**  
**Human Resources**

Pre-payment  
Vendor  
1009907

**Professional/Educational Development  
Tuition Reimbursement**

Check One: Classified ☒ Managerial ☐ FOP ☐ Union 399 ☐

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

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.

PHONE EXT.

DATE OF REQUEST

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

**College/University/Seminar Sponsor**

National Institute for the Study of Transfer Students

**Date class begins/Date class ends**

February 23, 2021 / February 25, 2021

Is course job related?

☒ Yes ☐ No

Describe how course is job related:

Opportunity to obtain information and network regarding transfer best practices.

Address (if requesting a **Pre-Payment**)

**Name of Course/s**

NISTS Annual Conference; conference will be virtual

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:**

(check all that apply)

**Enter Amount:**

☐ Reimbursement for conference/seminar/class \$ \_\_\_\_\_

☐ Required Class Materials \$ \_\_\_\_\_

☒ †Pre-payment for COD credit & non-credit class/conference/seminar/class (>\$50) \$ 199.00

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

☐ COD Health Club \$ \_\_\_\_\_

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

**Needed to Complete Process:**

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. CDH \_\_\_\_\_ (Initial here)

**REQUIRED** ☒ Approved

Cynthia Sims

Digitally signed by Cynthia Sims  
Date: 2020.11.24 12:23:31 -06'00'

SUPERVISOR'S SIGNATURE

DATE

Cynthia Sims

Digitally signed by Cynthia Sims  
Date: 2020.11.24 12:27:07 -06'00'

DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE

DATE

COMPENSATION SPECIALIST

**HUMAN RESOURCES OFFICE USE ONLY**

Amount of Payment: \$ 199.00

Account #01-90-00835-52090-17 FY 21

Date request sent to Accounts Payable: 1/20/21

Date request approved: 1/13/21

Date expense approved: \_\_\_\_\_

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

HR-20-147092(4/20)

-----  
From: Barrios, Isabel <barriosi142@cod.edu>  
Sent: Wed Jan 20 11:26:30 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Professional Development Conference Pre-Payment -C. Hatcher  
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**From:** Cassel, Adrienne <cassel@cod.edu>  
**Sent:** Wednesday, January 20, 2021 11:15 AM  
**To:** Barrios, Isabel <barriosi142@cod.edu>  
**Cc:** Hatcher, Courtney <hatcher@cod.edu>  
**Subject:** Re: Professional Development Conference Pre-Payment -C. Hatcher

Isabel,

Here is the approved form.

I just want to be sure I understand. In the past, if an employee put a request in Concur for a pre-payment, I would approve it and the employee would be responsible to contact A/P and make arrangement for payment. If they send the paperwork to me, I would process it manually and send the paperwork to A/P. Can you just verify that this is still the process?

Thanks,  
Adrienne

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**From:** "Barrios, Isabel" <barriosi142@cod.edu>  
**Date:** Wednesday, January 20, 2021 at 11:00 AM  
**To:** "Cassel, Adrienne" <cassel@cod.edu>  
**Cc:** "Hatcher, Courtney" <hatcher@cod.edu>  
**Subject:** FW: Professional Development Conference Pre-Payment

Good morning Adrienne,  
I hope to put this back and forth email to an end. Looking at all the information given, it looks like Courtney is just looking to have this prepayment to the University of Georgia processed. I know you have approved this in Concur as a request, but in order to process the payment to the vendor, I would need to have a document to process in Perceptive. The attached Professional Development form does not have your digital signature. If you would kindly approve and indicate on the form that prepayment should be made to Vendor #1009907 and return it back to me I can go ahead and issue payment. This is the same procedure we follow with all other PD forms for prepayment.

I apologize for any confusion this may have caused. If you have any question, please let me know.

Thank you.

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**From:** Hatcher, Courtney <hatcher@cod.edu>  
**Sent:** Wednesday, January 20, 2021 10:14 AM  
**To:** Barrios, Isabel <barriosi142@cod.edu>  
**Subject:** FW: Professional Development Conference Pre-Payment

Hi Isabel,

I am hoping to maybe be on the right track with my professional development request. There has been much back and forth

and at this point, I'm lost on what to do. The conference pre-payment request was submitted in Concur and approved by Adrienne last week. The vendor (University of North Georgia) noted payment can be submitted by check.

The last email I received from Marivic said Adrienne should reach out you, but Adrienne had noted in a different email that once approved everything was set on her end. I don't use professional development a lot so perhaps I goofed somewhere. When you have a moment, any insight or guidance on this request is greatly appreciated.

Have a great day!

Be well-  
Courtney

**Courtney D. Hatcher, M.B.A.**  
Coordinator, Articulation and Partnerships  
**College of DuPage**

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**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Wednesday, January 20, 2021 9:43 AM  
**To:** Cassel, Adrienne <cassel@cod.edu>  
**Cc:** Hatcher, Courtney <hatcherc@cod.edu>  
**Subject:** FW: Professional Development Conference Pre-Payment

Hi Adrienne,

Please assist Courtney on her request to pay the vendor directly since this is a PD request. Courtney is not seeking payment via Amex.  
If it is for the University of North Georgia, please reach out to Isabel Barrios.

Thanks

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**From:** Hatcher, Courtney <hatcherc@cod.edu>  
**Sent:** Wednesday, January 20, 2021 9:38 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Professional Development Conference Pre-Payment

Hi Marivic,

I am not seeking payment via the Amex card, I requested check payment to the vendor which needs to be received by February 15<sup>th</sup>. Im re-attaching the screenshot I took that contains the check information. What do I need to do to move a check payment forward?

Be well-  
Courtney

**Courtney D. Hatcher, M.B.A.**  
Coordinator, Articulation and Partnerships  
**College of DuPage**



**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Wednesday, January 20, 2021 9:36 AM  
**To:** Hatcher, Courtney <hatcher@cod.edu>  
**Subject:** FW: Professional Development Conference Pre-Payment

Hi Courtney,

Since we are working remotely, the AP leads do not have access to the Amex card. Only the AP Manager and AP Supervisor has access to the card.

Please send an email to Joyce Sekerka and request Joyce to assist you in registering your conference online.

Also, once you have registered, please proceed with your Concur expense but for the method of payment, choose "Company Paid" and the amount should be \$0.00.

Thanks

**Marivic Zerrudo**  
Accounts Payable Team Leader  
**College of DuPage**  
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599  
phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

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**From:** Hatcher, Courtney <hatcher@cod.edu>  
**Sent:** Wednesday, January 20, 2021 9:30 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Professional Development Conference Pre-Payment

Hi Marivic,

Please find an email attached from Adrienne. It is note that I should work with AP on payment. What else needs to be completed to process this payment?

Be well-  
Courtney

**Courtney D. Hatcher, M.B.A.**  
Coordinator, Articulation and Partnerships  
**College of DuPage**

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**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Wednesday, January 20, 2021 9:05 AM

**To:** Hatcher, Courtney <[hatcherc@cod.edu](mailto:hatcherc@cod.edu)>

**Subject:** RE: Professional Development Conference Pre-Payment

Hi Courtney,

Adrienne is probably not aware that the payment is going directly to the vendor, otherwise she will submit the PD form to AP with a note that the payment is going to the vendor and not to you.

You may want to clear this out with Adrienne.

Thanks

**Marivic Zerrudo**

Accounts Payable Team Leader

**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

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**From:** Hatcher, Courtney <[hatcherc@cod.edu](mailto:hatcherc@cod.edu)>

**Sent:** Wednesday, January 20, 2021 8:58 AM

**To:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Subject:** RE: Professional Development Conference Pre-Payment

Hi Marivic,

I am confused. Adrienne approved the NISTI Virtual Conference for pre-payment to the vendor on Concur. Do I need to seek approval a second time?

Be well-  
Courtney

***Courtney D. Hatcher, M.B.A.***

Coordinator, Articulation and Partnerships

**College of DuPage**

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**From:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Sent:** Wednesday, January 20, 2021 8:53 AM

**To:** Hatcher, Courtney <[hatcherc@cod.edu](mailto:hatcherc@cod.edu)>

**Subject:** RE: Professional Development Conference Pre-Payment

Hi Courtney,

This is for the \$199.00, request ID 4ETC for Virtual Conference correct?

If this is the one and should be paid directly to the vendor, you have to reach out to Adrienne Cassel. Please do not proceed with your Concur Expense.

Please advise.

Thanks

**Marivic Zerrudo**

Accounts Payable Team Leader

**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

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**From:** Hatcher, Courtney <[hatcherc@cod.edu](mailto:hatcherc@cod.edu)>

**Sent:** Tuesday, January 19, 2021 4:28 PM

**To:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Subject:** RE: Professional Development Conference Pre-Payment

Hi Marivic,

On the professional development form, I selected pre-payment for the conference. Outside of my registration conformation, I will have zero expense for this as it should be paid directly to the vendor. To clarify, when I submit and Expense, I'll include the same documents I included already on Concur?

Be well-  
Courtney

***Courtney D. Hatcher, M.B.A.***

Coordinator, Articulation and Partnerships

**College of DuPage**

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**From:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Sent:** Tuesday, January 19, 2021 3:56 PM

**To:** Hatcher, Courtney <[hatcherc@cod.edu](mailto:hatcherc@cod.edu)>

**Subject:** RE: Professional Development Conference Pre-Payment

Hi Courtney,

Welcome.

Yes, your Concur request for \$199.00 is approved.

However, in order to get reimbursed, you need create your Concur Expense.

Please log on to Concur and pull your approved request. Scroll to the right and you will see a hyperlink "Expense" under Action. Click on Expense and start creating your expense. It is the same information as your request. Please attach your receipts and submit for approval. Once submitted, it will again route to your approver and Adrienne for approval. After they approve, it will come to us for review and for payment. The AP lead who will review and approve this is Bethany Cruse.



Thanks

**Marivic Zerrudo**

**Accounts Payable Team Leader**

**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

**From:** Hatcher, Courtney <[hatcherc@cod.edu](mailto:hatcherc@cod.edu)>  
**Sent:** Tuesday, January 19, 2021 3:09 PM  
**To:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>  
**Subject:** RE: Professional Development Conference Pre-Payment

Thank you, Marivic. I'm not sure if this will help, but Adrienne approved my professional development request in Concur on January 13<sup>th</sup>. Although my supervisor approved via the professional development form, it is showing Dr. Sims approved on January 15<sup>th</sup>.

Be well-  
Courtney

**Courtney D. Hatcher, M.B.A.**  
Coordinator, Articulation and Partnerships  
**College of DuPage**

---

**From:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>  
**Sent:** Tuesday, January 19, 2021 2:02 PM  
**To:** Hatcher, Courtney <[hatcherc@cod.edu](mailto:hatcherc@cod.edu)>  
**Subject:** RE: Professional Development Conference Pre-Payment

Hi Courtney,

Since this is a Professional Development request, maybe I will check with Adrienne Cassel first. Adrienne might have already took care of this and sent to the right person in AP.

Thanks

**Marivic Zerrudo**  
Accounts Payable Team Leader  
**College of DuPage**  
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599  
phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

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**From:** Hatcher, Courtney <[hatcherc@cod.edu](mailto:hatcherc@cod.edu)>  
**Sent:** Tuesday, January 19, 2021 1:53 PM  
**To:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>  
**Subject:** RE: Professional Development Conference Pre-Payment

Hi Marivic,

The last time I put through a professional development request, there was much back and forth. It was decided since the professional development was with my last name, even though the vendor was different. Based on this, I have submitted my request to you. Please advise.

Be well-  
Courtney

**Courtney D. Hatcher, M.B.A.**

Coordinator, Articulation and Partnerships

**College of DuPage**

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**From:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Sent:** Tuesday, January 19, 2021 1:50 PM

**To:** Hatcher, Courtney <[hatcherc@cod.edu](mailto:hatcherc@cod.edu)>

**Subject:** FW: Professional Development Conference Pre-Payment

Hi Courtney,

The payment is going to university of North Georgia (vendor# 1009907) ?

If it is, please forward this to Isabel Barrios.

Thanks

**Marivic Zerrudo**

Accounts Payable Team Leader

**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

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**From:** Hatcher, Courtney <[hatcherc@cod.edu](mailto:hatcherc@cod.edu)>

**Sent:** Tuesday, January 19, 2021 12:29 PM

**To:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Subject:** Professional Development Conference Pre-Payment

Good morning Marivic,

I have attached a professional develop request for the NISTI 2021 Virtual Conference for pre-payment. This has been approved by Adrienne Cassel HR via Concur. I've attached my original professional development form, as well as my registration confirmation.

The vendor name for payment, which is listed on the registration confirmation is University of North Georgia. Their COD vendor number is 1009907. The registration system noted that payment via check must be received by February 15, 2021.

Please let me know if anything further is needed.

Be well-  
Courtney

***Courtney D. Hatcher, M.B.A.***

Coordinator, Articulation and Partnerships

College of DuPage

[attachment: PD Hatcher, C..pdf]

Active Requests (2)

Delete Request

Copy Request

Close/Inactivate Request

View

Request Name

Begins With

Go

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
<input type="checkbox"/>	<div>Virtual Articulation Agreement</div> <div>The virtual workshop is focused on articulation agreements and the pandemic. The best practices learned will be useful with future agreements.</div>	43VU	<div>Sent Back to Employee - System, Concur</div> <div>Comment: Approval time expired and was returned to sender.</div>		06/02/2020	\$495.00	\$0.00	\$0.00	
<input type="checkbox"/>	<div>Courtney Hatcher</div> <div>Virtual Conference centered around transfer.</div>	4ETC	<div>Approved</div> <div>Comment: Approval received from supervisor. Requesting pre-payment.</div>		01/12/2021	\$199.00	\$199.00	\$199.00	Expense



# INSTRUCTIONS

*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.
4. Pre-payments for college/university classes cannot be prepaid through Concur. A paper form must be submitted to Human Resources and a check will be made payable to the college/university and will be returned to the employee.

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



## Checkout

Time left 43:12



Credit or debit card



PayPal Pay Now or Pay Later



Pay by check



All checks must be received by February 15, 2021. Should you need an invoice, please email [tonya.brooks@ung.edu](mailto:tonya.brooks@ung.edu). Make checks payable to: University of North Georgia Mail checks to: University of North Georgia Attn: NISTS 82 College Circle Dahlonega, GA 30597 PLEASE NOTE OUR ACH INFORMATION HAS CHANGED. CONTACT TONYA BROOKS AT [TONYA.BROOKS@UNG.EDU](mailto:TONYA.BROOKS@UNG.EDU) FOR NEW INFORMATION.

Registration 1 - Professional

Place Order

VIRTUAL CONFERENCE EXPERIENCE  
FEBRUARY 23-25, 2021

## Order summary

1 x Professional	\$199.00
Delivery	\$0.00
1 x eRegistration	
<b>Total</b>	<b>\$199.00</b>

**From:** [Eventbrite](#)  
**To:** [Hatcher, Courtney](#)  
**Subject:** Registration Confirmation for NISTS 2021 Virtual Conference Experience  
**Date:** Tuesday, January 12, 2021 9:11:38 AM

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Eventbrite



**Courtney,  
you've got tickets!**



Get the app

NISTS 2021 Virtual Conference Experience

## NISTS 2021 Virtual Conference Experience

☐ 1 x Registration  
Order total: \$199.00

[View event details](#)

Nat'l Institute for the Study of Transfer Students

[Follow](#)

[Questions about this event?](#)

[Contact the organizer](#)

## Order Summary

Order #1577363571 - January 12, 2021

Courtney Hatcher	1 x Professional	\$199.00
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\$199.00

(pay by check)

[View and manage your order online](#)

Contact the organizer for any questions related to this purchase.

This order is subject to Eventbrite Terms of Service, Privacy Policy, and Cookie Policy.

## Your registrations

### 1 eRegistration

The organizer will follow up with instructions on how to redeem your registration and access the event.

## Additional Information

The event organizer has provided the following information:

### **Thank you for registering for the NISTS 2021 Virtual Conference Experience!**

Please save this email for future reference. You will receive an invitation to access the virtual conference website and download the mobile app in early-mid February. Please remember that you must use the email address associated with this email confirmation message to login to the virtual conference.

If you selected an offline form of payment, please make your check payable to "University of North Georgia" and send to:

University of North Georgia  
Attn: NISTS  
82 College Circle  
Dahlonega, GA 30597

*We can't wait to see you virtually!* If you have any questions or concerns about your balance due or need to modify your registration, please don't hesitate to let us know by emailing [tonya.brooks@ung.edu](mailto:tonya.brooks@ung.edu).

Sincerely,

The NISTS Conference Team

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***Important Policy Reminders:***

**Payment**

Payments may be made via credit card or check through February 19, 2021. Funds committed by check must be received within 45 days of conference registration or at least 7 days prior to the start of the conference, whichever comes first. Beginning January 11, registrations must be guaranteed with a credit card, unless alternate arrangements have been made with NISTS.

**Refunds**

There will be no refunds for the NISTS 2021 Virtual Conference. If you are unable to attend the virtual live conference, you will have full access to all the content on demand until April 30, 2021. Alternately, you may transfer your registration to another individual.

**Substitutions**

Conference registrations can be re-assigned to other individuals within your institution/organization at no additional charge through February 19, 2021. If you'd like to shift your registration to another person working at your institution, please email [tonya.brooks@ung.edu](mailto:tonya.brooks@ung.edu) for assistance.

**Responsibility for Technology Platforms**

All NISTS 2021 Virtual Conference sessions and materials will be delivered via the conference mobile app/website and Zoom. Detailed instructions for accessing the appropriate software will be emailed approximately 1-2 weeks before the conference. Conference attendees are solely responsible for accessing and using these platforms. There will be no refunds due to an inability to access or connect to these platforms.

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**For your reference:**

Screen grabs/photographs taken during the NISTS 2021 virtual conference may be used for future marketing. By registering for the conference, you are allowing NISTS to use screen grabs/photographs (that may include you) for this purpose.

Eventbrite



This email was sent to [hatcher@cod.edu](mailto:hatcher@cod.edu)

Eventbrite | 155 5th St, 7th Floor | San Francisco, CA 94103

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