

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1009907
Vendor Name: University of North Georgi
Invoice Number: EM-HARJ012521
Invoice Date: 01/25/21
PO Number:
Check Number: 0275963
Check Amount: \$ 199.00
Check Date: 01/26/2021
Department ID: 00835
Reviewer Name:
Voucher Number: V0658867
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

College of DuPage

Human Resources

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

Professional/Educational Development Tuition Reimbursement

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

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.

Check contract/guidebook for further clarification.

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

College/University/Seminar Sponsor

Date class begins/Date class ends

National Institute for the Study of Transfer Students (NISTS)

Virtual Conference

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

Is course job related? ☐ Yes ☐ No

Describe how course is job related:

Name of Course/s

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:

Needed to Complete Process:

☐ Reimbursement for conference/seminar/class \$ _____

☐ Required Class Materials \$ _____

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

☐ Travel (check your contract/guidebook for specifics on allowable travel reimbursements) \$ _____

☐ COD Health Club \$ _____

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

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. JH (Initial here)

REQUIRED ☐ Approved

Nathania Montes Digitally signed by Nathania Montes
Date: 2021.01.11 18:02:48 -06'00'

SUPERVISOR'S SIGNATURE DATE

Nathania Montes Digitally signed by Nathania Montes
Date: 2021.01.11 18:03:07 -06'00'

DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE DATE

COMPENSATION SPECIALIST

HUMAN RESOURCES OFFICE USE ONLY

Amount of Payment: \$ 199.99

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

Date request sent to Accounts Payable: 1/25/21

Date request approved: _____

Date expense approved: _____

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

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Mon Jan 25 10:23:49 CST 2021
To: invoicing@cod.edu
CC:
Subject: FW: PD form - J. Hardee

From: Cassel, Adrienne <cassel@cod.edu>
Sent: Monday, January 25, 2021 10:13 AM
To: Cruse, Bethany <cruseb199@cod.edu>

[REDACTED]

Hi Bethany,

[REDACTED]

Adrienne

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

[attachment: PD Hardee, J..pdf]

From:
Sent:
To:
Subject:

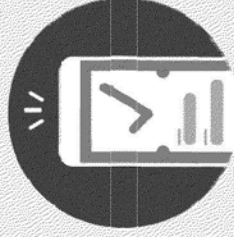
Eventbrite <noreply@order.eventbrite.com>
Tuesday, December 22, 2020 10:36 AM

Registration Confirmation for NIST's 2021 Virtual Conference Experience

eventbrite



you've got tickets!



Get the app

NIST's 2021 Virtual Conference Experience

NISTS 2021

NOT SO SECRET TRANSFER AGENTS

VIRTUAL CONFERENCE EXPERIENCE
FEBRUARY 23-25, 2021

 **1 x Registration**
Order total: \$199.00

[View event details](#)

[Nat'l Institute for the Study of Transfer Students](#)


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[Questions about this event?](#)

[Contact the organizer](#)

Order Summary

Order #1563601535 - December 22, 2020

 1 x Professional

\$199.00

\$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 NIST'S 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.

Sincerely,

The NISTS Conference Team

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 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.

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 hardeej@cod.edu
Eventbrite | 155 5th St, 7th Floor | San Francisco, CA 94103

College of DuPage

Human Resources

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Check contract/guidebook for further clarification.

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

College/University/Seminar Sponsor

Date class begins/Date class ends

National Institute for the Study of Transfer Students (NISTS)

Is course job related? ☐ Yes ☐ No

Virtual Conference

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Name of Course/s

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(Maximum amount for FY \$240.00)

Is course part of a degree program? ☐ Yes ☐ No

Are You Requesting:

Enter Amount:

Needed to Complete Process:

(check all that apply)

☐ **Reimbursement** for conference/seminar/class \$ _____

Proof of completion and proof of payment

☐ **Required Class Materials** \$ _____

Proof of payment

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

Proof of completion

☐ **Travel** (check your contract/guidebook for specifics on allowable travel reimbursements) \$ _____

Proof of completion and proof of payment

☐ **COD Health Club** \$ _____

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

Proof of payment

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REQUIRED ☐ Approved

HUMAN RESOURCES OFFICE USE ONLY

Amount of Payment: \$ _____

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

Date request sent to Accounts Payable: _____

Date request approved: _____

Date expense approved: _____

SUPERVISOR'S SIGNATURE _____

DATE _____

DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE _____

DATE _____

COMPENSATION SPECIALIST _____

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

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.

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