

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1086877

Vendor Name: NASFAA

Invoice Number: EM-COLS063021

Invoice Date: 06/30/21

PO Number:

Check Number: E0085526

Check Amount: \$ 995.00

Check Date: 07/07/2021

Department ID: 00835

Reviewer Name:

Voucher Number: V0689187

Redaction Type: Other

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

National Association of Student Financial Aid Administrators (NASFAA)

1801 Pennsylvania Avenue, NW Suite 850

Washington, DC 20006-3606

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

Name of Course/s

Aspiring Director Group Coaching - October 2021

Date class begins/Date class ends

10/25/2021 / 12/10/2021

Is course job related? ☒ Yes ☐ No

Describe how course is job related:

Training and group discussions on complex FA topics, leadership, and enrollment management.

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) \$ 995

☐ 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. SC _____ (Initial here)

REQUIRED ☒ Approved

Sylvia Ponce De Leon Digitally signed by Sylvia Ponce De Leon Date: 2021.06.29 13:27:51 -05'00' 06/29/21

SUPERVISOR'S SIGNATURE DATE

Nishia Ikezoe Heard Digitally signed by Nishia Ikezoe Heard Date: 2021.06.30 08:31:19 -05'00'

DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE DATE

A. Cassel

COMPENSATION SPECIALIST

HUMAN RESOURCES OFFICE USE ONLY

Amount of Payment: \$ 995.00

Account #01-90-00835-52090-17 FY 22

Date request sent to Accounts Payable: 6/30/21

Date request approved: _____

Date expense approved: _____

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.

* Credit Card Security Code:

* Name on Credit Card:

COMPLETE ORDER

