

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0885589

Vendor Name: Ms Florence Appel

Invoice Number: APPEL-ICCTA CONVEN

Invoice Date: 07/06/21

PO Number:

Check Number: 0283772

Check Amount: \$ 419.75

Check Date: 08/17/2021

Department ID: 00813

Reviewer Name:

Voucher Number: V0692270

Redaction Type: None

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

Document Below

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From: Carrillo, Erin <carrilloe42@cod.edu>  
Sent: Wed Jul 21 21:59:52 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Trustee Florence Appel Reimbursable Expense Form  
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This is an FY21 expense.

Please process.



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

[attachment: Reimbursable Expense Packet\_Redacted.pdf]



**College of DuPage**

Full name of event (no initials): <u>6/3/2021 - 6/5/2021</u> <u>ICCTA Annual Convention</u>				<b>IMPORTANT:</b> 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. Attach additional forms if necessary.</i>							
Location (City/State): <u>Bloomington-Normal, IL</u> If applicable, attach a listing of all guests to include their name, title, company name as well as the meeting agenda.				<b>AUTOMOBILE</b> As of January 1, 2015, the rate for use of a personal vehicle is 57.5¢/mile.		<b>ROOM &amp; TAX</b> Adjusted to include room tax (single/double rate). Itemize charges by day.		<b>MEALS/INCIDENTALS</b> Itemize meal expenses. See instructions. Meals/Incidentals must be itemized by day.		<b>OTHER EXPENSES:</b> 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
6/3/2021	Travel to Bloomington-Normal	123	\$ .575	\$68.88	\$133.28						\$202.16
6/4/2021	Convention				\$133.28	\$15.43					\$148.71
6/5/2021	Travel to Lombard, IL	123		\$68.88							\$ 68.88
<b>TOTAL</b>											\$419.75

  

Florence Appel <i>Name (please print)</i>		<i>Florence Appel</i> <i>Signature</i>		Date		Total Expense Authorized by Department \$419.75	
Board of Trustees <i>Department Name</i>		<i>Maureen Dunne</i> <i>Budget Officer Approval</i>		Date		Less Pre-Travel Advance Issued by the College	
Employee Colleague ID Number		Telephone Extension		Budget Officer Approval		Date	
Amount Due Employee \$419.75		Amount Due College (Payment is to accompany expense report; if paying by check, Payee is College of DuPage).					

  

ACCOUNT NUMBERS FOR REIMBURSABLE EXPENSE					FOR OFFICE USE ONLY:	
FUND	FUNCTION	DEPARTMENT	OBJECT CODE	AMOUNT	Audited By:	
01	90	00813		\$ 281.99	<i>Ann E. Minter 7/6/21</i>	
01	90	00813		\$ 137.76		
				\$	Audited By:	
				\$	Extensions/Footings Checked:	
				\$	Comments:	
				\$		



**JULY 15, 2021**

**COLLEGE OF DuPAGE**  
**REGULAR BOARD MEETING**  
**BOARD APPROVAL**

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**SUBJECT**

Reimbursable Expense Request for Trustee Florence Appel in the amount of \$419.75 for expenses incurred for travel to the Illinois Community College Trustee Association's Annual Convention, June 4, 2021 - June 5, 2021 in Bloomington-Normal, IL.

**REASON FOR CONSIDERATION**

In accordance with provisions of College Policy 1.16, Trustee Education and Attendance at Conferences, Board approval is required.

**BACKGROUND INFORMATION**

The ICCTA appointed Maureen Dunne as the Secretary of the Board, as well as the Vice Chair of the Public Relations Committee. Beginning July 1, 2021 Maureen Dunne will be seated as Vice President.

Public Act 99-0692 requires all community college trustees elected or appointed after January 1, 2017 to complete four hours of training during their first, third and fifth years in office. In order for a community college trustee to obtain credit for training, the program must be offered by the Illinois Community College Trustees Association or a provider approved by the Illinois Community College Board.

In addition, Policy No. 1.16 of the College Policy Manual states "Approval of the Board by a roll call vote at a public meeting is required in advance of attending professional conferences." It also states "No trustee shall be reimbursed for travel, lodging or any other charges relating to such self-education activities without advance approval by the Board at a public meeting."

The request complies with Board Policy.

## RECOMMENDATION

That the Board of Trustees approves the reimbursement of \$419.75 to Trustee Florence Appel for expenses incurred for travel and lodging to the Illinois Community College Trustee Association's Annual Convention.

## STAFF CONTACT

Wendy McCambridge

Director Legislative Affairs & Special Assistant to the President

Reimbursable Expense Packet\_Redacted.pdf

**BOARD APPROVAL**

**SIGNATURE PAGE**

Reimbursable Expense Request for Trustee Florence Appel in the amount of \$419.75 for expenses incurred for travel to the ICCTA Annual Convention, June 3-June 5, 2021 in Bloomington-Normal, IL.

Maureen Dunne  
BOARD CHAIR

7/15/2021  
Date

Heidi Holan  
BOARD SECRETARY

7/15/2021  
Date

**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

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1. **SUBJECT**

Approval for Chair Maureen Dunne, Vice Chair Fenne, Secretary Heidi Holan, Trustee Annette Corrigan, Trustee Florence Appel, Trustee Nick Howard and Trustee Dan Markwell to attend the Illinois Community College Trustees Association, (ICCTA) Annual Convention to be held on June 4-5, 2021 in Bloomington, Normal and for the College of DuPage to reimburse expenses up to \$650.00 each.

2. **REASON FOR CONSIDERATION**

In accordance with provisions of Board Policy 5-195, Trustee Education and Attendance at Conferences, Board approval is required.

3. **BACKGROUND INFORMATION**

The ICCTA appointed Maureen Dunne as the Secretary of the Board, as well as the Vice Chair of the Public Relations Committee. Beginning July 1, 2021 Maureen Dunne will be seated as Vice President.

Public Act 99-0692 requires all community college trustees elected or appointed after January 1, 2017 to complete four hours of training during their first, third and fifth years in office. In order for a community college trustee to obtain credit for training, the program must be offered by the Illinois Community College Trustees Association or a provider approved by the Illinois Community College Board.

In addition, Policy No. 1.16 of the College Policy Manual states "Approval of the Board by a roll call vote at a public meeting is required in advance of attending professional conferences." It also states "No trustee shall be reimbursed for travel, lodging or any other charges relating to such self-education activities without advance approval by the Board at a public meeting."

The requested \$650.00 will cover the registration for the conference. This will also help cover hotel accommodations and mileage reimbursement.

The request complies with Board Policy.

Budget Status

GL Account	FY2020	FY2021			
	Annual Spend	Annual Budget	YTD Spend	Available Balance	Current Request
01-90-00813-5502005	\$ 1,098	\$ 7,665	\$ 4,167	\$ 3,498	\$ 2,200
<i>Board of Trustees: In-State Conference Costs</i>					
01-90-00813-5502006	223	6,330	680	5,650	2,350
<i>Board of Trustees: In-State Travel Costs</i>					
<b>Total Request</b>				<b>\$ 4,550</b>	<b>\$ 4,550</b>

*\*YTD Spend equals commitments as of 05/12/2021.*

4. RECOMMENDATION

That the Board of Trustees Chair Maureen Dunne, Vice Chair Fenne, Secretary Heidi Holan, Trustee Annette Corrigan, Trustee Florence Appel, Trustee Nick Howard and Trustee Dan Markwell to attend the Illinois Community College Trustees Association, (ICCTA) Annual Convention to be held on June 4-5, 2021 in Bloomington, Normal and for the College of DuPage to reimburse expenses up to \$650.00 each.

**BOARD APPROVAL**

**SIGNATURE PAGE**

**Illinois Community College Trustees Association (ICCTA)  
Annual Convention June 4-5, 2021  
Bloomington-Normal, Illinois**

**ITEM(S) ON REQUEST**

That the Board of Trustees Chair Maureen Dunne, Vice Chair Fenne, Secretary Heidi Holan, Trustee Annette Corrigan, Trustee Florence Appel, Trustee Nick Howard and Trustee Dan Markwell to attend the Illinois Community College Trustees Association, (ICCTA) Annual Convention to be held on June 4-5, 2021 in Bloomington, Normal and for the College of DuPage to reimburse expenses up to \$650.00 each.

<u>Maureen Dunne</u>	<u>5/20/21</u>
Board Chair	Date
<u>Heidi Holan</u>	<u>5/20/21</u>
Board Secretary	Date

Employees requesting reimbursement for expenditures of \$100.00 or greater are required to obtain prior approval via the Pre-Travel Approval/Advance Form regardless if the reimbursement is non-travel related. Employees requesting a travel advance are to submit the approved form to the Manager of Cash Disbursements at least three weeks prior to the trip departure date. Advances will be issued at 90% of the total estimated expenses to be reimbursed. The advanced amount must be \$100.00 or greater but not to exceed \$3,000.00. Exceptions will be reviewed on a case-by-case basis. An employee may only have one outstanding advance at a time.

Date: May 20, 2021

Name: Florence Appel Colleague ID#: \_\_\_\_\_ Extension: 2203 Dept. No.: Board of Trustees

A. Name of Professional Meeting or Conference: Illinois Community College Trustees Association (ICCTA) Annual Convention  
Location: Bloomington, Normal, IL Date(s): 6/3/2021 - 6/5/2021

B. Institutional Business: \_\_\_\_\_  
Destination: \_\_\_\_\_ Date(s): \_\_\_\_\_

C. Faculty complete item 1, administrators complete item 2, below.

1. Provisions for classes missed: \_\_\_\_\_
2. Name of person to whom administrative responsibilities have been delegated: \_\_\_\_\_

Estimated expense to be reimbursed  $123 \times 2 = 246$

Private auto (@ \$0.565 per mile)	<u>\$137.76</u>
Vehicle Rental .560	_____
Registration Fee	_____
Lodging (See instruction-d)	<u>\$300.00</u>
Meals (See instruction-f)	<u>\$ 40.00 / per day</u>
Airfare	_____
Other (specify)	_____

TOTAL

Estimated expense paid direct by College

(Submit requisitions via Mercury Commerce for PO issuance)

College vehicle	_____
Registration Fee	<u>\$198.00</u>
Lodging	_____
Airfare	_____
Other (specify)	_____
Other (specify)	_____

TOTAL

\$198.00

## EMPLOYEE STATEMENT

☐ I REQUEST AN ADVANCE OF 90% OF THE ESTIMATED EXPENSES TO BE REIMBURSED AS SHOWN ABOVE.

☒ (Above box must be checked for Advance to be processed.) DATE ADVANCE WILL BE REQUIRED: \_\_\_\_\_

By signing this Pre-Travel Approval/Advance Form, the employee acknowledges that he/she understands the Finance Procedures regarding reimbursements and the employee understands that their reimbursable expense report is to be submitted to the Finance Office within 30 days from either the trip return date or the ending date of an event. If multiple events are scheduled (for example Athletic season), reimbursable expense reports are to be submitted within 30 days following each event.

I understand that if I am requesting a Pre-Travel Advance, it is my responsibility to submit a complete reimbursable expense report with appropriate receipts and approvals to the Accounts Payable Department within 30 days of the trip return date or ending date of the event, but no longer than 45 days of the return date or ending date of the event. I here by authorize a payroll deduction for the amount advanced if my reimbursable expense report is not approved, submitted and received by the Accounts Payable department within the 45-day period as described above.

Florence Appel  
Employee Signature

5/20/2021  
Date

Approved by: Maureen Dunne 5/20/2021 Subsequent account to be charged: 01 - 90 - 00813 - 5505005  
(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 \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(Amount of Advance) 01-00-00000-1309001 (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.
  - a. Complete the form in its entirety. Provide detail in Section A (Professional Meetings or Conferences) OR Section B (other Institutional Business.)
  - b. **If an advance is requested, be sure to mark the appropriate ☐.**
    1. Travel advance checks/ACH deposits are processed in accordance with (1) the published Accounts Payable check schedule and (2) the scheduled travel date.
    2. 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.
    3. 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.
    4. 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.
    5. 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.
  - c. Vehicle rentals require the approval of the budget officer(s) in advance of travel.
  - d. 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.
  - e. 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.)
  - f. 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:
    1. 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.
    2. 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.
    3. 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.
    4. 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.
  - g. Employee retains pink copy.
  - h. Remaining copies are submitted to employee's supervisor.
  - i. 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.**
  - j. Authorized Signer will distribute copies as follows:
    1. *White* — Finance Office-Manager, Cash Disbursements
    2. *Yellow* — Retain in records of Authorized Signator
    3. *Blue* — Return to employee (to submit with Reimbursable Expense Form)
  - k. Employees will return the blue copy of form with completed reimbursable expense report within guidelines of institutional policy.
  - l. 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.
  - a. Complete and sign the form.
  - b. Remove the employee pink copy and retain for records.
  - c. Forward remaining copies to employee's supervisor.
  - d. Supervisor will have copies signed by authorized signer, if approved.
  - e. Authorized signer will distribute copies as follows:
    1. *Yellow* — Retain in records of Authorized Signator
    2. *Blue* — Return to employee as confirmation of action



## YOUR TRIP TO:

Bloomington-Normal Marriott Hotel & Conference ...

Scan this QR code for  
directions on your mobile  
device:



**1 HR 56 MIN | 123 MI**

**Est. fuel cost: \$11.70**

Trip time based on traffic conditions as of 11:02 PM on July 5,  
2021. Current Traffic: Light



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



1. Start out going **west** on E Sunset Ave toward N Garfield St.

Then 0.23 miles 0.23 total miles



2. Turn **right** onto N Main St.

*N Main St is just past N Charlotte St.*

*If you are on W Sunset Ave and reach N Du Page Ave you've gone about 0.1 miles too far.*

Then 0.30 miles 0.53 total miles



3. Turn **left** onto W north Ave/IL-64.

*If you reach E Progress Rd you've gone about 0.1 miles too far.*

Then 1.10 miles 1.63 total miles



4. Turn **left** to take the **I-355 S/TOLLWAY S** ramp toward Joliet.

Then 0.02 miles 1.65 total miles



5. Merge onto I-355 S (Portions toll).

Then 15.17 miles 16.81 total miles



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

Then 0.26 miles 17.07 total miles



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

Then 0.39 miles 17.46 total miles



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

Then 101.01 miles 118.47 total miles



9. Take the **I-55 Bus S/Veterans Parkway** exit, EXIT 167.

Then 0.42 miles 118.88 total miles



10. Turn **left** onto Historic Route 66/Veterans Pkwy/I-55 Bus S/County Hwy-31.

Continue to follow Historic Route 66/Veterans Pkwy/I-55 Bus S.

Then 1.67 miles 120.56 total miles



11. Turn **right** onto Fort Jesse Rd.

Then 1.12 miles

121.67 total miles



12. Fort Jesse Rd becomes E Willow St.

Then 0.51 miles

122.19 total miles



13. Turn **left** onto N Linden St.

*N Linden St is just past N Oak St.*

*If you are on Historic Route 66 and reach Constitution Trl you've gone about 0.1 miles too far.*

Then 0.27 miles

122.46 total miles



14. Turn **slight right** onto E Beaufort St.

*E Beaufort St is just past E College Ave.*

Then 0.10 miles

122.56 total miles



15. Enter next roundabout and take the 2nd exit onto W North St.

Then 0.10 miles

122.66 total miles



16. Turn **left** onto Broadway St.

*If you reach S Fell Ave you've gone a little too far.*

Then 0.03 miles

122.69 total miles



17. Bloomington-Normal Marriott Hotel & Conference Center, 201 BROADWAY AVENUE.

*If you reach W Beaufort St you've gone a little too far.*



Save to My Maps

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.



This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column & entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment, we reserve the right to charge the amount owed to you to your bank account. If you are denied hotel, in the second statement it is made within 72 hours after check-out. Small miscellaneous charges from the standard rates are not included except at the rate of \$ 5.00 per month. (1986)



& & & 404 & & &  
BLOOMINGTON-NORMAL MARRIOTT

\*\*\*\* CAFFIENAS \*\*\*\*

128814 MATT

-----  
CHK 4009

TBL 1/4

GST 1

4 Jun'21 8:02 AM  
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1 CAFE BREAKFAST

10.00

Subtotal:

\$10.00

Tax:

\$1.08

Total:

\$11.08

Change Due

\$0.00

ROOM/ACCT CHG

\$11.08

A050878R00428

----- Check Closed -----

4 Jun'21 8:02 AM