

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1604475

Vendor Name: University of the Cumberlands

Invoice Number: EM-CUMJ081021

Invoice Date: 08/10/21

PO Number:

Check Number: 0283905

Check Amount: \$ 1,800.00

Check Date: 08/17/2021

Department ID: 00835

Reviewer Name:

Voucher Number: V0693790

Redaction Type: Other

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

Document Below

-----  
From: Cassel, Adrienne <cassel@cod.edu>  
Sent: Tue Aug 10 10:45:43 CDT 2021  
To: invoicing@cod.edu  
CC: cumpstonj@cod.edu  
Subject: PD form-[REDACTED]  
-----

Please process the attached pre-payment. The vendor number is at the top of both forms. Also, can you please confirm with Jennifer that you have all you need to process this and when she can expect the check to be sent?

Thanks,  
Adrienne

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

[attachment: PD [REDACTED] Univ of Cumberlands.pdf]

## Professional Development Request for Administrators

This form must be signed and approved **before** enrolling in courses, workshops, seminars or submitting requests for professional dues or periodical subscriptions. **Requests submitted without prior approval are not eligible for reimbursement or course credit.** Please refer to the "Concur Professional Development Procedure" in the Forms Library to complete your request/expense.

Employee Name \_\_\_\_\_

Department: Academic Affairs-STEM

Extension: \_\_\_\_\_

Date: 7/28/21

☐ REIMBURSEMENT REQUEST or ☒ PREPAYMENT REQUEST

- AP VERIFIED  
08/10/21 - MARIA ZERRUDO
- ☒ Course/ Workshop/Conference   
 ☐ Dues/Subscriptions   
 ☐ Work Related Books   
 ☐ Travel\*  
☐ COD Health Club   
☐ COD non-credit classes including wellness/fitness classes  
☐ \*\*Non-COD Health Club   
☐ \*\*Non-COD Fitness/Wellness Classes

\*\*These are taxable to the employee

Title/Sponsor: BADM 582:Business Analytics for Strategy &amp; Organizational Performance/University of the Cumberlands

Date of Event: 8/23-10/15 Tuition, Registration, Dues, Subscription Fee: \$ 945 (855 request)

Is this job related: ☒ Yes ☐ No Travel: \$ \_\_\_\_\_
☒ Approved ☐ Not Approved: Lisa Stock Digitally signed by Lisa Stock  
 Date: 2021.08.01 10:36:53 -05'00' Date: \_\_\_\_\_  
 API/APS Signature

\*Effective August 2012, up to \$600.00 per year (of the \$1850.00) may be used for pre-approved travel related expenses in accordance with College Travel Policies.

†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. JLC (Initial here)

**Return this signed form along with attachments showing proof of payment  
and/or proof of satisfactory completion to Human Resources.**

<b>HR USE ONLY</b>	
Amount of reimbursement: \$ <u>855.00</u>	Date request sent to Accounts Payable: <u>8/10/21</u>
Date request approved: _____	Date expense approved: _____
HR Approval: <u>A. Cassel</u>	<input checked="" type="checkbox"/> Account #01-90-00835-52090-15: Administrator Tuition <input type="checkbox"/> Account #01-90-00835-52090-20: Administrator Dues



## Professional Development and Renewal Fund Request Procedure

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.

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

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## TUITION

### Tuition rates and fees for the Fall 2021/Spring 2022 Semester




Important: Tuition and/or fees are subject to approval/change by the University of the Cumberlands Board of Trustees

UNDERGRADUATE ON-CAMPUS	Full-time Per Year	Part-time Per Credit Hour
Kentucky Resident	\$9,875	\$330
Active Military/Veteran*	\$9,875	\$330
Non-Resident	\$9,875	\$330
International Student	\$9,875	\$330
Room & Board	\$9,300	
<b>DUAL CREDIT</b>		<b>Per Course</b>
On-campus Course		\$49.50
Online Course		\$145.50

1-hour Lab Apply	Request Info	Virtual Campus	\$25	Quick Links ▾
 <b>UNIVERSITY OF THE CUMBERLANDS</b> <b>UCUMBERLANDS ONLINE</b>		Rate per Bi-Term**	Per Credit Hour	 Search  Menu
Undergraduate			\$199	
Technology Fee		\$50		
<b>GRADUATE - MASTERS<sup>1</sup></b>		<b>Rate per Bi-Term</b>	<b>Per Credit Hour</b>	
Online			\$315	
Active Military/Veteran*			\$275	
Technology Fee		\$50		
<b>GRADUATE - COUNSELING PROGRAMS</b> (Clinical Mental Health, Addiction Counseling, CES)		<b>Rate per Bi-Term</b>	<b>Per Credit Hour</b>	
Online			\$400	
Technology Fee		\$50		
<b>GRADUATE - ADVANCED EDUCATION CERTIFICATIONS<sup>2</sup></b>		<b>Rate per Bi-Term</b>	<b>Per Credit Hour</b>	
Online			\$315	
Active Military/Veteran*				

Apply	Request Info	Virtual Campus	Quick Links ▼
 <b>UNIVERSITY OF THE CUMBERLANDS</b> <small>Technological Education</small>		\$275	
		\$50	  Search Menu
<b>GRADUATE - PHYSICIAN ASSISTANT STUDIES</b>		<b>Rate Per Semester</b>	<b>Per Credit Hour</b>
Resident		\$11,333	\$721.01
Lab Fee		\$146	
Technology Fee		\$100	
Malpractice Insurance		\$71	
<b>GRADUATE - NURSING</b> (Family Nurse Practitioner)		<b>Rate per Bi-Term</b>	<b>Per Credit Hour</b>
Online			\$500
Technology Fee		\$50	
<b>GRADUATE - DOCTORAL</b> (Business, Information Technology)		<b>Rate per Bi-Term</b>	<b>Per Credit Hour</b>
Online			\$500
Technology Fee		\$50	
<b>GRADUATE - DOCTORAL</b> (Leadership)		<b>Rate per Bi-Term</b>	<b>Per Credit Hour</b>



Online Apply	Request Info	Virtual Campus	\$375 Quick Links ▼
 UNIVERSITY OF THE CUMBERLANDS <small>Technology Fee</small>		\$50	  Search Menu
<b>EXECUTIVE PROGRAMS</b>		<b>Rate per Bi-Term</b>	<b>Per Credit Hour</b>
Masters Programs			\$500
Technology Fee		\$50	
Doctoral Programs			\$700
Technology Fee		\$50	

*\*Be sure to contact your Educational Service Officer (ESO) or counselor within your military service branch prior to enrolling in courses that you wish to use TA for.*

*\*\*For technology fees, a bi-term is defined as an 8-week academic period.*

*Additional fees and expenses may include:*

- Application Fee for Admissions (excluding Executive Programs): \$30
- Application Fee for Executive Programs: \$250
- Undergraduate Housing Deposit: \$125
- International Undergraduate Deposit: \$1,000
- Graduation Application: \$75
- Transcript Fee: \$10

**GRADUATE - MASTERS<sup>1</sup>** - Business Administration (MBA), Strategic Management, Project Management, Criminal Justice Administration, Education (MAED), Teaching (MAT), Health and Human Performance (MSHHP), Coaching, Nursing (Family Nurse Practitioner), Christian

Studies (MACS), Cyber Engineering, Information Technology, Information Systems Security,  
Digital Forensics, and Global Technology - Blockchain



**GRADUATE - ADVANCED EDUCATION CERTIFICATIONS<sup>2</sup>** - Education Specialist, Rank I,

Administrative Certification, Endorsement, Proficiency Evaluation, Standard Certification



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6178 College Station Drive

Williamsburg, KY 40769

**UC NORTHERN KENTUCKY CAMPUS**

410 Meijer Drive

Florence, KY 41042

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From: Cassel, Adrienne <cassel@cod.edu>  
Sent: Tue Aug 10 10:47:28 CDT 2021  
To: invoicing@cod.edu  
CC: cumpstonj@cod.edu  
Subject: [REDACTED]  
-----

Sorry, I missed this. Here is another document for Jennifer's pre-payment request.  
Thank you.

Adrienne

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

[attachment: Cumpston, J Bill.pdf]





6194 College Station Drive  
Williamsburg, KY 40769

**DATE:** August 10, 2021

**FOR:** *Billing Statement*

**To:**



DESCRIPTION	AMOUNT
<b>Fall 2021 Tuition &amp; Fees Billing</b>	
Graduate MBA Tuition Fees - DUE 08/23/2021	\$1,890.00
Technology Fee Fall 2021 - DUE 08/23/2021	\$100.00
<b>Fall 2021 Fees DUE 08/23/2021</b>	
Prepared by <i>Alaina Gibbs</i> , Student Accounts Specialist	
<b>TOTAL DUE</b>	<b>\$ 1,990.00</b>

Make all checks payable to **University of the Cumberlands**  
For any questions concerning this invoice,  
Please contact the Office of Student Accounts at (606) 539-4472  
Email: [studentaccounts@ucumberlands.edu](mailto:studentaccounts@ucumberlands.edu)



Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1604475

Vendor Name: University of the Cumberlands

Invoice Number: EM-CUMJ081021A

Invoice Date: 08/10/21

PO Number:

Check Number: 0283905

Check Amount: \$ 1,800.00

Check Date: 08/17/2021

Department ID: 00835

Reviewer Name:

Voucher Number: V0693794

Redaction Type: Other

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

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Subject: PD form- [REDACTED]  
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Glen Ellyn, IL 60137

[attachment: PD [REDACTED] Univ of Cumberlands.pdf]

## Professional Development Request for Administrators

This form must be signed and approved before enrolling in courses, workshops, seminars or submitting requests for professional dues or periodical subscriptions. **Please refer to the "Concur" for more information on course credit expense.**

Employee Name: Jennifer Cumpston Colleague ID#: 1390669

Department: Academic Affairs-STEM Extension: [REDACTED] Date: 7/28/21

☐ REIMBURSEMENT REQUEST or ☒ PRE-PAYMENT REQUEST†

- ☒ Course/ Workshop/Conference
 ☐ Dues/Subscriptions
 ☐ Work Related Books
 ☐ Travel\*
- ☐ COD Health Club
 ☐ COD non-credit classes including wellness/fitness classes
- ☐ \*\*Non-COD Health Club
 ☐ \*\*Non-COD Fitness Wellness Classes

\*\*These are taxable to the employee

Title/Sponsor: Advanced Human Resources/University of the Cumberlands

Date of Event: 8/23-10/15 Tuition, Registration, Dues, Subscription Fee: \$ 945

Is this job related: ☒ Yes ☐ No Travel: \$                     

☒ Approved ☐ Not Approved: Lisa Stock

Digitally signed by Lisa Stock  
 Date: 2021.08.01 10:31:39 -05'00' Date:                     

API/APS Signature

\*Effective August 2012, up to \$600.00 per year (of the \$1850.00) may be used for pre-approved travel related expenses in accordance with College Travel Policies.

†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. JLC (Initial here)

**Return this signed form along with attachments showing proof of payment  
and/or proof of satisfactory completion to Human Resources.**

### HR USE ONLY

Amount of reimbursement: \$ 945.00 Date request sent to Accounts Payable: 8/10/21

Date request approved:                      Date expense approved:                     

HR Approval: A. Cassel X Account #01-90-00835-52090-15: Administrator Tuition  
Account #01-90-00835-52090-20: Administrator Dues

## Professional Development and Renewal Fund Request Procedure

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https://ucsb-hp-prod-guest02.banner.elluciancloud.com/0793/crds/baskreg.p.active\_regs

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### Active Registrations

002804861 Jennifer L. Cumpston  
Aug 02, 2021 05:47 pm

Home Student Registration Active Registration

The following classes are not officially considered complete for transcript purposes. Additional information is available by selecting hyperlinked data.

<b>Bus Analy for Strateg &amp; Org Pe - BADM 582 - A02</b>			
Associated Term	Fall 2021	Credits	3.000
CRN	12706	Grade Mode	Standard Letter
Status	**Web Registered** Jul 27, 2021	Course Level	Graduate
Schedule Type	Lecture	Midterm Grade	
Instructional Method	Online	Grade Detail	
Campus	On-line	Associated Instructor	Veronica Paz
		Course URL	
<b>Adv HR Management - BADM 632 - A01</b>			
Associated Term	Fall 2021	Credits	3.000
CRN	10527	Grade Mode	Standard Letter
Status	**Web Registered** Jul 27, 2021	Course Level	Graduate

ellucian 4:43 PM 8/2/2021

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## TUITION

### Tuition rates and fees for the Fall 2021/Spring 2022 Semester




Important: Tuition and/or fees are subject to approval/change by the University of the Cumberlands Board of Trustees

UNDERGRADUATE ON-CAMPUS	Full-time Per Year	Part-time Per Credit Hour
Kentucky Resident	\$9,875	\$330
Active Military/Veteran*	\$9,875	\$330
Non-Resident	\$9,875	\$330
International Student	\$9,875	\$330
Room & Board	\$9,300	
<b>DUAL CREDIT</b>		<b>Per Course</b>
On-campus Course		\$49.50
Online Course		\$145.50

1-hour Lab Apply	Request Info	Virtual Campus	\$25	Quick Links ▾
 <b>UNIVERSITY OF THE CUMBERLANDS</b> <b>UCUMBERLANDS ONLINE</b>		Rate per Bi-Term**	Per Credit Hour	 Search  Menu
Undergraduate			\$199	
Technology Fee		\$50		
<b>GRADUATE - MASTERS<sup>1</sup></b>		<b>Rate per Bi-Term</b>	<b>Per Credit Hour</b>	
Online			\$315	
Active Military/Veteran*			\$275	
Technology Fee		\$50		
<b>GRADUATE - COUNSELING PROGRAMS</b> (Clinical Mental Health, Addiction Counseling, CES)		<b>Rate per Bi-Term</b>	<b>Per Credit Hour</b>	
Online			\$400	
Technology Fee		\$50		
<b>GRADUATE - ADVANCED EDUCATION CERTIFICATIONS<sup>2</sup></b>		<b>Rate per Bi-Term</b>	<b>Per Credit Hour</b>	
Online			\$315	
Active Military/Veteran*				

Apply	Request Info	Virtual Campus	Quick Links ▾
 <b>UNIVERSITY OF THE CUMBERLANDS</b> <small>Technological Education</small>		\$275	
		\$50	  Search Menu
<b>GRADUATE - PHYSICIAN ASSISTANT STUDIES</b>		<b>Rate Per Semester</b>	<b>Per Credit Hour</b>
Resident		\$11,333	\$721.01
Lab Fee		\$146	
Technology Fee		\$100	
Malpractice Insurance		\$71	
<b>GRADUATE - NURSING</b> (Family Nurse Practitioner)		<b>Rate per Bi-Term</b>	<b>Per Credit Hour</b>
Online			\$500
Technology Fee		\$50	
<b>GRADUATE - DOCTORAL</b> (Business, Information Technology)		<b>Rate per Bi-Term</b>	<b>Per Credit Hour</b>
Online			\$500
Technology Fee		\$50	
<b>GRADUATE - DOCTORAL</b> (Leadership)		<b>Rate per Bi-Term</b>	<b>Per Credit Hour</b>



Online Apply	Request Info	Virtual Campus	\$375 Quick Links ▼
 UNIVERSITY OF THE CUMBERLANDS <small>TECHNOLOGY FEE</small>		\$50	  Search Menu
<b>EXECUTIVE PROGRAMS</b>		<b>Rate per Bi-Term</b>	<b>Per Credit Hour</b>
Masters Programs			\$500
Technology Fee		\$50	
Doctoral Programs			\$700
Technology Fee		\$50	

*\*Be sure to contact your Educational Service Officer (ESO) or counselor within your military service branch prior to enrolling in courses that you wish to use TA for.*

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- Transcript Fee: \$10

**GRADUATE - MASTERS<sup>1</sup>** - Business Administration (MBA), Strategic Management, Project Management, Criminal Justice Administration, Education (MAED), Teaching (MAT), Health and Human Performance (MSHHP), Coaching, Nursing (Family Nurse Practitioner), Christian

Studies (MACS), Cyber Engineering, Information Technology, Information Systems Security,  
Digital Forensics, and Global Technology - Blockchain



**GRADUATE - ADVANCED EDUCATION CERTIFICATIONS<sup>2</sup>** - Education Specialist, Rank I,

Administrative Certification, Endorsement, Proficiency Evaluation, Standard Certification

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Williamsburg, KY 40769

**UC NORTHERN KENTUCKY CAMPUS**

410 Meijer Drive

Florence, KY 41042

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Thank you.

Adrienne

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

[attachment: Cumpston, J Bill.pdf]



6194 College Station Drive  
Williamsburg, KY 40769

**DATE:** August 10, 2021

**FOR:** *Billing Statement*

**To:**



DESCRIPTION	AMOUNT
<b>Fall 2021 Tuition &amp; Fees Billing</b>	
Graduate MBA Tuition Fees - DUE 08/23/2021	\$1,890.00
Technology Fee Fall 2021 - DUE 08/23/2021	\$100.00
<b>Fall 2021 Fees DUE 08/23/2021</b>	
Prepared by <i>Alaina Gibbs</i> , Student Accounts Specialist	
<b>TOTAL DUE</b>	<b>\$ 1,990.00</b>

Make all checks payable to **University of the Cumberlands**  
For any questions concerning this invoice,  
Please contact the Office of Student Accounts at (606) 539-4472  
Email: [studentaccounts@ucumberlands.edu](mailto:studentaccounts@ucumberlands.edu)

