

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1010862

Vendor Name: Northern Illinois University

Invoice Number: EM-SOTT081821

Invoice Date: 08/18/21

PO Number:

Check Number: E0086072

Check Amount: \$ 1,490.16

Check Date: 08/25/2021

Department ID: 00835

Reviewer Name:

Voucher Number: V0694360

Redaction Type: Other

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

Document Below

Professional Development Request Full-Time Faculty

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: _____

Date: 08/17/2021

PROFESSIONAL DEVELOPMENT REIMBURSEMENT REQUEST: ☐ REIMBURSEMENT ☒ PRE-PAYMENT†
☐ Workshop/Conference ☐ Dues/Subscriptions☐ Books☐ Travel*

Title/Sponsor: _____

Date of Event: _____

Tuition, Registration, Dues, Subscription Fee: \$ _____

Travel: \$ _____ Books: \$ _____

Course Number: TICI 799 Date: 8/23/21-12/11/21

College or University: Northern Illinois University

Course Name: Doctoral Research and Dissertation

Number of Credits: 3
semester hours quarter hours

Tuition, Registration, Fee: \$ 1490.16

Provide rationale that includes how this will improve your ability to work with students and/or teach your courses:
 (attach additional page if necessary)

This course is part of my EdD program in Curriculum Leadership at Northern Illinois University. Courses in this program enhance my teaching practices and enrich students' experiences within my English curriculum.

☒ Approved ☐ Not Approved

Robyn Schiffman

Digitally signed by Robyn Schiffman
Date: 2021.08.18 07:43:17 -05'00'

Date: _____

Dean/Associate Dean

*Up to \$600.00 per year (of the \$1,850.00) 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.
 (Initial here)

COURSE CREDIT FOR RANGE CHANGE REQUEST:

Course Number: _____ Dates: _____ College or University: _____

Course Name: _____ Number of Credits Earned: _____
semester hours quarter hours

Provide rationale that includes how this will improve your ability to work with students and/or teach your courses:
 (attach additional page if necessary)

☐ Approved ☐ Not Approved

Dean

Date: _____

Return this signed form along with attachments showing proof of payment and proof of satisfactory completion, if applicable, to Human Resources.

HR USE ONLY

HR has recorded _____ semester hours

The cumulative hours recorded are: _____

HR Approval: _____ Date: _____

Account #01-90-00835-52090-14: Faculty Tuition X

Account #01-90-00835-52090-18: Faculty Dues

Amount of reimbursement: \$ 1490.16

Date request sent to Accounts Payable: 8/18/21

Date request approved: _____

Date expense approved: _____

HR Approval: A. Cassel



Professional Development 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.

For Credit Requests, please send form with proof of attendance/completion (grade report or certificate) to Human Resources for processing.

