

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1604475

Vendor Name: University of the Cumberland, DBA Cumbe

Invoice Number: EM-TIJB101321

Invoice Date: 10/10/2021

PO Number:

Check Number: 0288138

Check Amount: \$ 1,850.00

Check Date: 10/14/2021

Voucher Number: V0710844

Document Type: AP Invoice

Document Below

College of DuPage

Human Resources

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

Belinda Tijerina

EMPLOYEE NAME

1384761

COLLEAGUE ID #

3597

PHONE EXT.

STEM Division

DEPARTMENT

Oct. 10, 2021

DATE OF REQUEST

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

University of the Cumberlands

6178 College Station Drive, Williamsburg, KY 40769

Address (if requesting a Pre-Payment)

Name of Course/s

LEAS 732 - Program Planning and Assessment

LEAC 834 - Leadership in Historical Context

Date class begins/Date class ends

Oct. 18, 2021 / Dec. 10, 2021

Is course job related? ☒ Yes ☐ No

Describe how course is job related:

Supporting STEM Division operations and Student Success.

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)

☐ Reimbursement for conference/seminar/class \$ _____

☐ Required Class Materials \$ _____

☒ Pre-payment for COD credit & non-credit class/conference/seminar/class (>\$50) \$ 1,875.00

☐ 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

Needed to Complete Process:

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. B.T. (Initial here)

REQUIRED ☒ Approved

Jennifer Cumpston Digitally signed by Jennifer Cumpston

Date: 2021.10.11 08:45:05 -05'00'

SUPERVISOR'S SIGNATURE

DATE

DEPARTMENT'S AUTHORIZED BUDGET SIGNATURE

DATE

A. Cassel

COMPENSATION SPECIALIST

HUMAN RESOURCES OFFICE USE ONLY

Amount of Payment: \$ 1850.00

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

Date request sent to Accounts Payable: 10/13/21

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.

Belinda Tijerina
Professional Development Request – Fall 2021
University of the Cumberland

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Personal Information

Student

Financial Aid

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Active Registrations

003042975 Belinda Tijerina
Oct 10, 2021 12:47 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

Ldshp in Historcial Context - LEAC 834 - B01

Associated Term	Fall 2021	Credits	3.000
CRN	10213	Grade Mode	Standard Letter
Status	**Web Registered** Oct 10, 2021	Course Level	Graduate
Schedule Type	Lecture	Midterm Grade	
Instructional Method	Online	Grade Detail	
Campus	On-line	Associated Instructor	Mark D. Phillips
		Course URL	

Program Planning & Assessment - LEAS 732 - B02

Associated Term	Fall 2021	Credits	3.000
CRN	10225	Grade Mode	Standard Letter
Status	**Web Registered** Oct 10, 2021	Course Level	Graduate
Schedule Type	Lecture	Midterm Grade	
Instructional Method	Online	Grade Detail	
Campus	On-line	Associated Instructor	Matthew P. Ewers
		Course URL	

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Student Account Balance

\$2,300.00

▼ Fall 2021

\$2,300.00

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Account Activity

Search:

Description	Code	Date	Amount
▼ Tuition			\$2,250.00
PHD Leadership Tuition	T024	10/10/21	\$1,125.00
PHD Leadership Tuition	T024	10/10/21	\$1,125.00
▼ Fees			\$50.00
GR Technology Fee	FC10	10/10/21	\$50.00

Term Balance: \$2,300.00

Term Balance Including Estimated Aid: \$2,300.00

"Cassel, Adrienne" <cassel@cod.edu>

PD form - B. Tijerina

"Cassel, Adrienne" <cassel@cod.edu>

Wed, Oct 13, 2021 at 02:05 PM GMT

CC: Tijerina, Belinda <tijerinab@cod.edu>

BCC:

Please process the attached pre-payment. Thank you.

Adrienne Cassel

Human Resources, Compensation Specialist

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

1 attachment

PD Tijerina, B..pdf