

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1393503
Vendor Name: Illinois Tactical Officers Association
Invoice Number: 01405
Invoice Date: 5/9/2022
PO Number:
Check Number: 0299151
Check Amount: \$ 385.00
Check Date: 05/13/2022
Voucher Number: V0738565
Document Type: AP Invoice

Document Below

Pay to organization

College of DuPage
Human Resources

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

Jeffrey Priest

EMPLOYEE NAME

0175952

COLLEAGUE ID #

2744

PHONE EXT.

Police

DEPARTMENT

04/05/2022

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

Illinois Tactical Officers Association

Date class begins/Date class ends

11/21/2021 / 11/23/2021

Is course job related? ☒ Yes ☐ No

Describe how course is job related:

Continuing education for Active Threat Response Instructor.

Is this a wellness course? ☐ Yes ☒ No

(Maximum amount for FY \$240.00)

Is course part of a degree program? ☐ Yes ☒ No

Address (if requesting a Pre-Payment)

Name of Course/s

2021 Annual Training Conference

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) \$ 385.00
- ☐ 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. *JP* (Initial here)

REQUIRED <input type="checkbox"/> Approved	
	4/7/2022 DATE
	5/12/2022 DATE
A. Cassel COMPENSATION SPECIALIST	

HUMAN RESOURCES OFFICE USE ONLY	
Amount of Payment: \$	385.00
Account #01-90-00835-52090-17	FY 22
Date request sent to Accounts Payable:	5/9/22
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.



ITOA

ILLINOIS TACTICAL OFFICERS ASSOCIATION



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INVOICE #01405

Balance due: \$385.00

PAY ONLINE

INVOICE DETAILS

Balance due \$385.00

Amount \$385.00

Invoice # 01405

Date 29 Oct 2021

Origin Event registration
ATTENDEE REGISTRATION - 2021 ITOA Fall Conference (Oakbrook, IL)Invoiced to Jeffrey Priest
priestj@cod.edu

Item	Amount
Registration for "ATTENDEE REGISTRATION - 2021 ITOA Fall Conference" (21 Nov 2021 - 23 Nov 2021, Oakbrook, IL), Not a current ITOA member_Conference Registration	\$365.00
I would like to pre-purchase a Conference T-Shirt (buy now to guarantee your size!) - Yes - Size XL	\$20.00
Optional Training Add-On: Armorer Class - I do not wish to add on the Armorer Course	\$0.00
Invoice total	\$385.00

ABOUT ITOA

This is an opportunity for tactical officers to gather together to compare ideas and experiences. Through education and networking, it was hoped that high-risk operations requiring the use of a tactical team would be made safer.

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[ITOA Privacy Policy](#)

CONTACT US

ILLINOIS TACTICAL OFFICERS ASSOCIATION



This Certifies That

Jeff Priest

attended the

**33rd Annual
ITOA Training Conference**

Jeffrey Chudwin
President

Nat Freeman
Secretary

November 21 - 23, 2021

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

PD form - J. Priest

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

Mon, May 9, 2022 at 03:07 PM GMT

CC: Priest, Jeffrey <priestj@cod.edu>

BCC:

Please process.

Adrienne Cassel

Human Resources, Compensation Specialist

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

1 attachment

PD Priest, J..pdf