

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1369006
Vendor Name: Distant Journeys Inc.
Invoice Number: DUPAGE 2022 3/30
Invoice Date: 4/6/2022
PO Number:
Check Number: E0089544
Check Amount: \$ 28,750.00
Check Date: 05/06/2022
Voucher Number: V0737367
Document Type: AP Invoice

Document Below

Check Request Form

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: 4/6/22 Vendor ID: 1369006 Vendor Name: Distant Journeys
 Payee Address: PO Box 1211 Camden, ME 04843 Payment Due Date: ASAP

| Invoice Number | GL Account number(s) e.g. 01-80-00757-5401001 | GL Account Name e.g. Office Supplies | Amount |
|------------------|--|---|---------------------|
| DuPage 2022 3/30 | 05-60-00661-5505006 | International Travel Costs | 28,750.00 |
| | | | |
| | | | |
| | | | |
| Total | | | \$ 28,750.00 |

Check the appropriate box below:

- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Description on Check:

Payment for 2022SU France: Provence Inn to Inn course

Other Instructions:

All requests will require the following approvals:

Requester: Maren McKellin Digitally signed by Maren McKellin
Date: 2022.04.06 11:02:29 -05'00' Print Name: Maren McKellin
 Budget Officer: Maren McKellin Digitally signed by Maren McKellin
Date: 2022.04.06 11:02:43 -05'00' Print Name: Maren McKellin

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): Tamara McClain Digitally signed by Tamara McClain
Date: 2022.04.06 13:46:08 -05'00' Print Name: Tamara McClain

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$5,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$10,000 and over): Chavez Mark Curtis
Digitally signed by Mark Curtis
Date: 2022.04.07 12:38:47 -05'00' Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu



March 30, 2022

Invoice – DuPage 2022

College of DuPage
425 Fawell Rd.
Glen Ellyn, IL 60137

College of DuPage Self-Guided Provence Inn to Inn: June 11 – 20, 2022

Provence Inn to Inn Self- Guided June 11 – 20, 2022

Reservations: 14 spaces @ \$2,750

Total: \$38,500

Deposit due on receipt; non-refundable: \$7,000 – received – thank you

Final Payment Due: April 15, 2022 **\$31,500 (if 13 participants amount due is \$28,750)**

Substitutions of trip members are possible until 45 days out; however, we will not be able to change bed or rooming configurations. Any transfer of funds for a change of trip members will take place between the cancelling trip member and the new trip member. Distant Journeys will not be involved in any payments, credits, or refunds etc. due to a last-minute trip member change.

COVID-19 Travel Restriction Cancellation Policy: Should you find it necessary to cancel due to imposed travel restrictions that prevent you from traveling, the following will apply. A cancellation fee will be applied based on the date we receive written notice from you of the cancellation.

- *Over 90 days prior to departure – deposit credit will be good through 2023, to be used toward final payment. A new deposit is **required** to rebook a new self-guided trip, dates and hotel accommodations pending availability. Land cost may change.*
- *90 – 60 days prior to departure – 50% of land cost refunded by check; the other 50% of the land cost will remain with Distant Journeys to be used as credit toward a final payment through 2023.*
- *Less than 60 days prior to departure or failure to show – we retain 75% of the land cost and credit 25% of the land cost.*

There will be no refunds or credits for unused portions or uncompleted trips for any reason.

"McKellin, Maren" <mckellin@cod.edu>

Distant Journeys Payment

"McKellin, Maren" <mckellin@cod.edu>

Tue, Apr 26, 2022 at 03:53 PM GMT

CC:

BCC:

Please see the attached request. (Note the invoice has two amounts based on enrollment but the Check Request has the correct amount -- \$28,750).

Thanks,

Maren

Maren McKellin, M.A.

Manager, Field and Experiential Learning/Study Abroad/Global Education

College of DuPage

425 Fawell Blvd. | Glen Ellyn, IL 60137

phone: (630) 942-3762

web: cod.edu/field

Maximizer|Arranger|Adaptability|Empathy|Positivity

Save a tree. Please consider the environment before printing this email.

6 attachments

Check Request Form Distant Journeys FinalMCC.pdf

image002.jpg

image003.jpg

image001.jpg

image005.jpg

image004.jpg