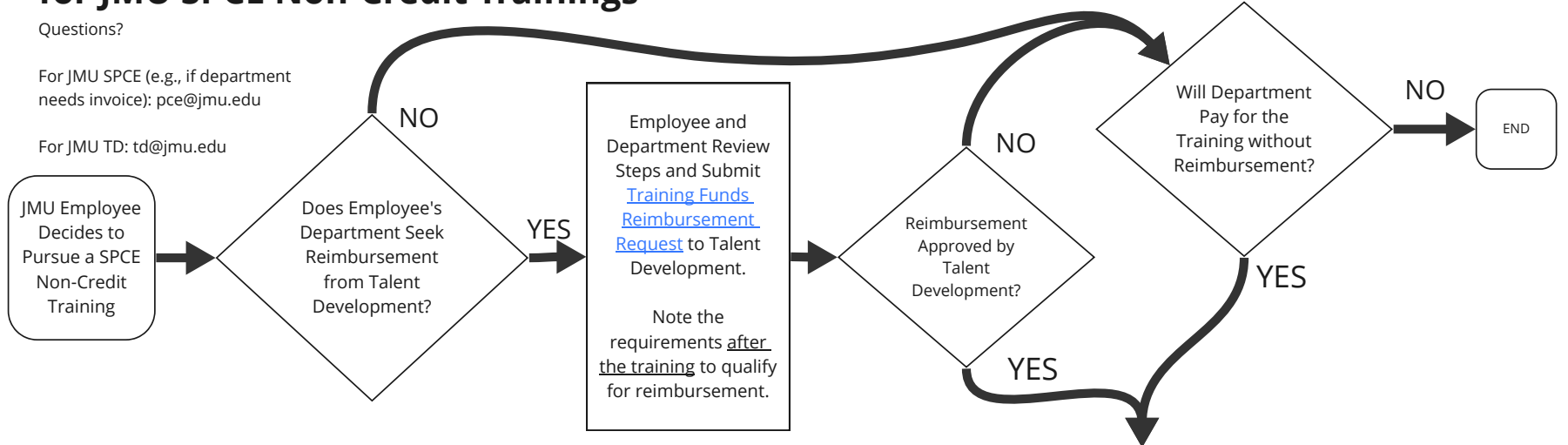



How JMU Employees and Departments Pay Directly And/OR Seek PRE-APPROVAL for Training Funds Reimbursement from JMU Talent Development for JMU SPCE Non-Credit Trainings

Questions?

For JMU SPCE (e.g., if department needs invoice): pce@jmu.edu

For JMU TD: td@jmu.edu



 AGENCY TRANSACTION VOUCHER James Madison University			FOR ACCOUNTING	
			Reference:	
		Source:		
		Transaction Type:		
SpeedType	Debit	Amount	Credit	Description
Organization	Account		Account	
Employee's Department Org	★ 122400	Course Price	A10021	Course Title & Employee Name
100092 (SPCE)	A10021	Course Price	12990 (SPCE)	

★ This is the required account for debit to be reimbursed by Talent Development

Employee's Department sends two forms to pce@jmu.edu:

- 1) an Agency Transfer Voucher (ATV) for payment to SPCE. <-- See this graphic
- 2) [An SPCE Course Registration Form](#)

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