



Facilities Management

FACILITIES MANAGEMENT REQUEST FOR TRAINING, CERTIFICATION/LICENSE & PROFESSIONAL MEMBERSHIPS

Form to be submitted when requesting training, seminars, (internal and external), certifications/licenses (new or renewals), professional memberships, subscriptions, code books, etc. Attach documentation providing information on course content, fees, lodging costs, dates, location, dues, etc. Employee shall submit to Payroll Services Assistant for processing.

Email training requests to fm_payroll@jmu.edu

Name _____ Date _____ PSoft # _____ Pos. # _____ Org. # _____

Title of Course/Seminar _____ Acct # _____

JMU Sponsored Yes No

Justification _____

Requested class for license _____ renewal or _____ new Renewal Fee for Class/License \$ _____

Dates: _____ Location _____ Depart/Return _____

Registration \$ _____ Hotel \$ _____ Meals \$ _____ Other \$ _____ Total \$ _____

Membership/Subscription/Code Books \$ _____ renewal or _____ new

Web Address _____

If flying, name as it appears on driver's license _____ Date of Birth _____

Airport Rental Car Needed? Yes No Uber or taxi? Yes No

Pool Car? Yes No Shop Car? Yes No

DMV Paperwork _____ Added in ChromeRiver _____

If traveling and registration fee is needed, submit a short summary on what will be learned and how it will benefit your position to the Payroll Services Assistant.

Upon approval, the Payroll Services Assistant will notify the employee, prepare/process required forms, register employee for class, make travel arrangements, renew subscriptions/memberships, order books, etc. Paperwork will be submitted to FM Accounting.

Upon return – Submit all receipts to the Payroll Services Assistant for processing a refund and reporting actual hours of training for credit. The Learning summary will need to be filled out upon your return if there was a registration fee for the training and if employed by the University for at least one year.

Hours of training _____; Copy of form/MyMadison instructions to associate on _____