



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

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

Name _____	Date _____	PSoft # _____	Pos. # _____	Org. # _____
Title of Course/Seminar _____				Acct # _____
Justification _____				
Requested class for license _____ renewal or _____ new		Renewal Fee for Class/License \$ _____		
Dates: _____		Location _____		Depart/Return _____
Registration \$ _____	Hotel \$ _____	Meals \$ _____	Other \$ _____	Total \$ _____
Web Address _____				
If flying, name as it appears on driver's license _____				
Do you have a real ID? Yes _____ No _____				
Date of Birth _____		Cell phone Number _____		
Airport Rental Car Needed? Yes _____ No _____ Uber or taxi? Yes _____ No _____				
Chauffeur Yes _____ No _____				
Pool Car? Yes _____ No _____		Shop Car? Yes _____ No _____		
DMV Paperwork _____ Added in ChromeRiver _____				

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 _____