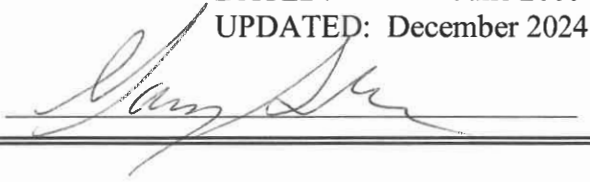

POLICY: I: 03—Training and Travel Request
Policy Review: Annually

DATED: June 2008
UPDATED: December 2024

APPROVED: Executive Director of Facilities and Construction:



I. PURPOSE

To provide a uniform process for Facilities Management (FM) employees to request training, certification/license requirements/renewals, professional memberships, as well as provide information about to travel and per diem.

II. DEFINITIONS

A. Per Diem – Daily allowance for food, lodging, and miscellaneous travel expenses.

III. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction – Responsible for the overall implementation of the procedure.
- B. Directors, Managers and Supervisors – Responsible for ensuring staff members are familiar with the provisions of procedure.
- C. Budget Manager – Responsible for ensuring training requests, travel vouchers, and payment requests for certification/license/membership are properly authorized and payments issued.

IV. PROCEDURE

- A. A FM request form for training, certification/license, and memberships, must be completed and emailed to fm_payroll@jmu.edu prior to attending training, seminars, conferences, new/renewal of memberships, certifications, and new/renewal of licenses. Verification of costs such as, course content, fees, dues, lodging costs, dates, location, agenda of training and duration of the course should be attached to the request.
- B. The requestor may download the request form from the FM website.
- C. Electronic approvals are obtained by the Payroll Services assistant and registrations and/or reservations made.
- D. Non-exempt employees will be paid for travel days as well as the time spent in class/conference if it is outside their regular working hours.
- E. The employee will be responsible for additional costs if the allowable per diem for meals is exceeded. Receipts are not required for meals.

F. Transportation:

1. Employees should use a state vehicle when available. Requests may be placed through an FM Payroll Services assistant. If a shop vehicle is available for travel, then FM employees are expected to use the vehicle for travel.
2. An employee who chooses to use their personal vehicle as a matter of convenience must receive prior approval to do so from the Executive Director of Facilities and Construction. The employee will be reimbursed for mileage at .246 cents per mile for trips exceeding an average of 280 miles per day. To receive the higher mileage reimbursement rate for personal vehicle mileage exceeding an average of 280 miles per day per trip, the employee must request the Transportation Manager to certify one of the following apply:
 - A state-owned vehicle rental is not available or accessible.
 - It is in the interest of the University to use a personal vehicle.
 - The use of a personal vehicle is cost beneficial to the State.

The employee must submit a cost/benefit analysis and a completed Personal Vehicle Use Form to the Transportation Manager for anything above 280 miles per day. In preparing the cost/benefit analysis, the employee should consider all costs associated with reserving, parking, operating and returning a state-owned vehicle to the cost of operating a personal automobile. Refer to FM website <http://jmu.edu/facmgt> for instructions and forms on obtaining necessary certification. A Personal Vehicle Use form, approved by the Transportation Manager, must be attached to the expense report to receive the higher mileage rate.

G. Travel Completion

1. The employee is responsible for providing the FM Payroll Services assistant with receipts for hotels, parking, shuttle service, tolls, etc. within three working days after their return. (hotel receipts must show a zero balance to be processed.)
2. The Payroll Services assistant shall process travel reimbursement through the University system, ChromeRiver. This enables an employee to be reimbursed for the expenses incurred during travel. The employee, their immediate supervisor and the Budget Manager will receive notification to approve the travel expense reimbursement.
3. Reimbursements will be made to the employee's designated account via direct deposit (approximately two weeks after the approval.)

V. RESOURCES

JMU Policy 4401 – University Supported Travel



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

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 _____ | | | 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 _____

James Madison University Learning Summary

Name of Traveler: Click here to enter text.

Conference Name: Click here to enter text.

Employee ID: Click here to enter text.

Conference Dates: Start Date - End Date

Department: Click here to enter text.

Location: Click here to enter text.

What did you learn? Click here to enter text.

How will it benefit you in your position? Click here to enter text.

How will it benefit JMU? Click here to enter text.

Sessions/Workshops Attended:

- Click here to enter text.
- Click here to enter text.
- Click here to enter text.
- Click here to enter text.
- Click here to enter text.
- Click here to enter text.
- Click here to enter text.
- Click here to enter text.
- Click here to enter text.