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

JMU Employee Decides to Pursue a SPCE Non-Credit Training

Does Employee's Department Seek Reimbursement from Talent Development?

NO

YES

Employee and Department Review Steps and Submit Training Funds Reimbursement Request to Talent Development.

Note the requirements after the training to qualify for reimbursement.

Reimbursement Approved by Talent Development?

NO

YES

Will Department Pay for the Training without Reimbursement?

NO

YES

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

1) an Agency Transfer Voucher (ATV) for payment to SPCE.

2) An SPCE Course Registration Form

Employee’s Department Org

Course Price

100092 (SPCE)

12990 (SPCE)

Course Title & Employee Name

Reference:

Source:

Transaction Type:

FOR ACCOUNTING

Agency Transaction Voucher

JMU

James Madison University

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Employee Registers Employee in the course.