**JMU International Cash Pay Out**

**STUDENT AGREEMENT**

I , agree to the following regarding my use of the International Pay Out provided by JMU in relation to my approved university international travel.

1. I will not allow others access to my funds and will ensure that my funds are kept secure at all times.
2. I agree that the funds may only be used for official business and travel expenses.
3. I understand that the purchase of alcoholic beverages with these funds is prohibited.
4. I am aware the Cash Pay Out is limited by the regulations set by the host countries. I understand the university does not have the capability to rescind the disbursement once instructions are confirmed.
5. I acknowledge the requirement to submit a completed JMU International Cash Pay Out Request Form in order to request funding. All international travel also requires a copy of a completed, approved Pre-Approval.
6. I understand all transactions require ID’s to match exactly to the recipient’s name as submitted in the transaction information and some countries require a test question. ***I accept full responsibility for managing these details and acknowledge failure to do so puts university funds at risk.***
7. **I agree to submit a completed and approved Expense Report when applicable, and to include the amount funded through each Cash Pay Out.**
8. **I agree that if I violate the terms of this Agreement and use the International Cash Pay Out inappropriately, I will be required to reimburse James Madison University for all incurred charges and any fees related to the collection of those charges. I further understand these charges and/or fees may be added to my student account.**

Student Name (Print/Type) Department (Print/Type)

Street Address (Print/Type) City, State, Zip (Print/Type)

Date of Birth (DD/MM/YYYY) JMU Email (Print/Type)

Student ID# Phone Number Student Signature & Date

Revised 09/02/2019