

JMU U. S. Bank Corporate Rewards Prepaid Payment Card

Request for Funding – Student Only

Sponsored Programs

CARD MUST BE PICKED UP BY CARDHOLDER BY 11AM, 1 BUSINESS DAY PRIOR TO TRAVEL – NO EXCEPTIONS

Name of Traveler _____ PeopleSoft SA Student ID# _____

International PA# _____

Amount Requested \$ _____ Travel Begin Date _____ Travel End Date _____

Destination _____ Purpose of Travel _____

I am requesting funding of a **Prepaid Payment Card** to cover per diem for a student traveling as a representative of James Madison University. I agree to cover charges up to the amount listed from the Department identified on the attached per diem calculation. My signature below indicates I, or my designee, have reviewed the attached Per Diem Calculations for reasonableness and have ensured the student traveler is aware of the appropriate use and applicable university and state procedures applicable to the use of the requested funds. If this trip includes international travel, I have ensured a copy of an approved International PA is attached.

The approving authority's signature below indicates they or their designee have reviewed the attached Per Diem Calculations for reasonableness and have ensured the traveler is aware of the appropriate use of the requested funds.

Date Signature of Approving Authority* Title

[*Approving Authority: President, Vice President, Assistant Vice President, Dean, Asst/Assoc Dean, Director, or Department Head, who is the Approving Authority for the DeptID]

If travel is to be charged to a sponsored program DeptID# starting with a 5, this form must also be approved by the Sponsored Programs Accounting Office PRIOR to presentation to UBO for funding of card or requesting a temporary, generic card.

Date Signature of SPA Representative Printed Name of SPA Approver

I acknowledge that if the legitimate trip expenses are less than the card total funded, I must reimburse the department within 30 days of the trip return date.

Date Signature of Traveler Department Name and DeptID #

SUBMIT COMPLETED FORM TO CASH & INVESTMENTS AT PREPAIDCARDS@JMU.EDU.

A copy of the completed International PA, if applicable and the GSA Per Diem Calculation (not a printout of the rates) must be attached for processing. Revised 052325