

# UCSB Open Access Publishing Fund Reimbursement and Payment Request Form

To be reimbursed for an article processing charge (APC), authors must first apply for funding online at UCSB **Open Access Publishing Fund** . Reimbursement or payment requests must be submitted within three months of publication. Payment options include:

Check one:

Reimbursement to an eligible author

Interdepartmental transfer via Transfer Of Expense (TOE)

Direct-billing by the publisher (This may require a longer processing time.)

## Author-Employee Information

First and Last Name:

Email Address:

Home Address:

Employee ID Number:

U.S. Citizen:

**Yes**

**No**

Title of Article/Paper:

Publisher/Vendor:

Contact information for the person who prepared this form on your behalf, if applicable.

Name:

Email:

Phone:

## Interdepartmental Transfer

For an interdepartmental transfer (TOE), please provide the contact information for the Department's Business/Financial Officer:

Name:

Email:

Phone:

## Direct-billing by the Publisher

To have the Library pay the publisher, please complete the below section and attach an Invoice:

Publisher or Vendor:

Publisher's Address:

Billing contact at the publisher (if applicable)

Name:

Email:

Phone:

Publisher's invoice or request for payment information is attached.

**Submit this form and ORIGINAL proof of payment (reimbursements only), or an invoice to the Library Director of Business Operations:**

**Vessela Jivkova, UCSB Library, [vessela.jivkova@ucsb.edu](mailto:vessela.jivkova@ucsb.edu)**

For reimbursements, an acceptable proof of payment has the following components:

- Invoice or Receipt/Order Number
- Publisher's Name
- Amount
- Transaction date
- Form of payment
- Description (e.g. Article Processing Charge paid by...)

I have attached a print out of the email notifying me that my Open Access Publishing Fund application has been approved.

Signature

Date