

UCSB Open Access Publishing Fund Reimbursement and Payment Request Form

To be reimbursed for an article processing charge (APC), authors must apply for funding online <https://www.library.ucsb.edu/ucsb-open-access-publishing-fund>. Reimbursement or payment requests must be submitted within three months of publication.

UCSB Affiliation (check one):

Faculty

Graduate Student

Undergraduate Student

Other: postdoc,
employee, etc.

Payment options include (check one):

Reimbursement to an eligible author

Interdepartmental transfer

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

Author-Employee Information

First and Last Name:

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Yes

No

Title of Article/Paper:

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

Name:

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Interdepartmental Transfer of Funds/Expense

For an interdepartmental transfer of funds/expense, please provide the contact information for the Department's Business/Financial Officer:

Name:

Email:

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Direct-billing by the Publisher

To have the Library pay the publisher, please complete the below section:

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Billing contact at the publisher (if applicable)

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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 Business Officer via campus mail or email.

Vessela Jivkova UCSB Library, MC 9010 or vessela.jivkova@ucsb.edu

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

- Invoice or Receipt/Order Number
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- 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