|  |  |  |
| --- | --- | --- |
| A logo with text and symbols  Description automatically generated |  | **Reimbursement Form for Graduate Student**  **Journal Publication Funding** |

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Name of Student | |  |
| Student ID | |  |
| Mode of Study | | |  |  | | --- | --- | | Full Time | Part Time | |
| Registration Date | |  |
| Degree of Study | | |  |  | | --- | --- | | PhD | Masters | |
| Faculty/School | |  |
| Programme | |  |
| Please give the title / provisional title of your thesis | |  |
| Name of Principal Supervisor: | |  |
| **Journal Details** |  | |
| Name of Journal |  | |
| Publisher |  | |
| Authors |  | |
| Title of paper(s)  (Please list.) |  | |
| Invoice no. |  | |
| Journal Paper processing charge / Fee |  | |
| Student Signature: |  | |
| Date: |  | |

**Student Bank Account Details**

|  |  |
| --- | --- |
| Bank |  |
| Account Number |  |

**Note:**

1. This **Form 9B1** must be duly **completed** and submitted to the Finance Office **after paying** the Journal Paper processing charge/Fee, along with the following:

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Checklist** |
| 1 | A copy of the payment receipt from the journal publisher. |  |
| 2 | A copy of the transaction receipt/slip from the credit-card statement or bank transfer. The applicant's name must match the payer's name. |  |
| 3 | A copy of the **full** journal article. |  |