



FACULTY WELFARE OFFICE  
NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA

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**CLAIM FOR REIMBURSEMENT OF JOURNAL OVER-LENGTH CHARGE**

Name of the Faculty	:	
Staff ID	:	
Department	:	
Name of the Publisher and Journal	:	
Title of Published Paper	:	
Volume no. Page no and Published year or DOI	:	
No. of Extra Pages	:	
Total amount paid in Rs. (including tax and conversion charges)	:	
Actual Claim	:	Rs. _____ /- (Rupees _____ _____ ) words

Enclosure: Published paper, Payment receipt, Account Statement (including conversion rates and taxes), proof for Dollar to INR conversion of the date of payment.

Account Number	:	
Bank	:	
IFSC Code	:	

Signature of the Faculty	:	
Head of the Department	:	

The paper is published in a SCI/SCIE journal. Hence, it is recommended to reimburse the eligible amount (as per the guidelines mentioned below).

Dean (Faculty Welfare)

Guidelines (Faculty's claim):

1. The claim of reimbursement of journal over-length charge should be forwarded through respective Head of the department in prescribed format.
2. The journal should be a reputed, non-paid journal (without any basic publication charge)
3. The published paper should have been listed in Science Citation Index (SCI) or Science Citation Index Expanded (SCIE) indexed journals.
4. The journal over-length charge can not be reimbursed if the published work is part of any funded project as it can be claimed in project fund.
5. The claim form should be submitted along with the payment proof including dollar conversion on the date of payment.
6. Academic year means July to June.

**FOR OFFICE USE**

Passed for Payment of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
only)

**Assistant**

**Superintendent**

**Deputy Registrar**

**Registrar**

**Director**

Debit Head: \_\_\_\_\_ A/c. No. : \_\_\_\_\_

Voucher No : \_\_\_\_\_

Cheque No : \_\_\_\_\_ Date: \_\_\_\_\_

**Deputy Registrar (Accounts)**

**Registrar**