

UNIVERSITY OF VAVUNIYA, SRI LANKA**Conference Registration Fee Reimbursement Request Form**

(Only for registration fee of conferences held in Sri Lanka)

1. Name of the Applicant:
2. Designation:
3. Department/Unit of study:
4. E-mail address:
5. Conference Name:
6. Conference Venue (City/Country):
7. Conference Dates:
8. Paper Title:
9. Authors:
10. Mode of Participation (Physical/Online):
11. Registration Fee Amount (in LKR):
12. Payment Method (Bank Transfer / Card / Other):
13. Date of Payment:
14. Receipt Number:
15. i. Whether any reimbursement claimed for a conference attended within the same year? Yes / No
ii. If yes, please provide the details below:
 - a. Conference Name:
 - b. Conference Date:
 - c. Amount Paid:

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Signature of the Applicant.....
Date

16. Recommendations

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URC Chairperson

.....

Date

Eligible amount recommended

17. Certification

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DR/Establishment

.....

Date

18. Approval

Approved / Not Approved

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Vice Chancellor

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Date:

Terms and Conditions:

1. This reimbursement is for registration fees paid for local conferences only.
2. The form must be submitted within two weeks of the conference date.
3. All required documents, including proof of payment (receipt or bank statement), must be attached with this form.
4. A maximum of Rs. 75,000 can be requested as the conference registration reimbursement annually.