



**Child Care Support During Travel
Expense Reimbursement Application Form**

Student/Staff/Faculty Information			
Name:	Last	First	MI
Employee ID/Student ID		Position	
Department	Daytime Phone	Email	
Campus address, including mail code			

Event associated with request	
Description of event:	
Date(s) of activities	Location
Role in activities: (presentation, panel organizer, researcher etc.)	

Dependent Information	
Name	Age
Relationship to applicant	Home address
Name	Age
Relationship to applicant	Home address

Travel Authorization	
Signature Required by: Faculty Advisor/Supervisor/Department Chair	
Authorized Signature	Date

Support for child care expenses related to professional travel is awarded to faculty, staff and students whose travel to professional events results in incremental care-giving costs. Please describe the travel and accommodations for dependents and/or coverage for planned care that you are requesting.

Travel and Accommodations for Dependents/Coverage for Planned Care

Employee Signature	
Signature	Date

Child Care Support During Travel

GENERAL REQUIREMENTS:

1. Reimbursement is available only for child care expenses incurred when traveling to attend professional meetings, conferences, workshops and professional development opportunities.
2. Only expenses incurred for an “eligible dependent” are reimbursable. An eligible dependent follows Internal Revenue Service definitions. In general, an eligible dependent must be under age 13.
3. Reason for travel must be substantiated and authorized by:
 - a. Department Chair for faculty members
 - b. Supervisor for staff employees
 - c. Faculty Advisor for students
4. The anticipated schedule of necessary child care must be identified.
5. An application form must be submitted for each trip that results in incremental child care costs.
6. Child care expenses incurred while traveling may be reimbursed up to \$75 per day. A family is limited to reimbursements totaling \$750 per fiscal year.
7. Assistance is awarded on a first-come, first-served basis. An application may be submitted when the need for child care during professional travel is known.
8. Documentation of child care expenses must be provided. Please note that the documentation must include either the social security number or federal tax identification number of the child care provider.
9. Documentation of the professional travel must also be provided.
10. Application forms and appropriate expense and travel documentation should be submitted via campus mail, fax or by hand delivery to:

Benefits Administration
Department of Human Resources
Crawford Hall, Room 224
Fax (216) 368-3582