

**College of Engineering
Child Care Travel Reimbursement Policy**

Effective 1 September 2016

The College of Engineering's child care travel reimbursement policy provides tenured and tenure track faculty up to \$1,000 per faculty member per fiscal year for approved travel expenses or in-home child care charges for children under the age of six. The purpose of this policy is to provide support to faculty members who incur dependent care or in-home child care expenses while traveling to attend professional meetings, conferences, workshops, and other professional development offerings. Faculty who have dependent children with special needs will be offered up to \$1,500, to address the additional financial burden required in special circumstances. The College strongly supports faculty who are working to balance family and scholarly research obligations.

Expenses covered by this policy may include dependent care at home while the faculty member is traveling, the cost of transporting the dependent and/or the caregiver to a conference/meeting location, and /or on-site dependent care at a conference/meeting. Expenses will be covered for single caretakers and for faculty members whose spouse/partner is not available for child care. Recipients must certify that funds requested for dependent care are due to travel for university business, and are above and beyond normal dependent care expenses (e.g. normal day care).

Requests for funding will be considered through the process detailed below. Payment will be made after travel is completed.

Process:

1. The top portion of the Reimbursement Request for Child Travel Expenses Form should be completed by the requesting faculty member and submitted to the Office of the Associate Dean for Academic Affairs (ADAA) to jmpiper@umich.edu for pre-approval of travel expenses (examples include: child's airfare, car seat rental, crib rental, etc...) for children under the age of six related to the faculty member's travel.
2. Expenses that will not be approved include travel costs or childcare provided by a spouse/partner/other family member accompanying the faculty member on travel.
3. Costs are reviewed and the faculty member is notified of a decision.
4. Upon return from travel, the faculty member should complete the bottom portion of the Reimbursement for Child Travel Expenses Form, attach the appropriate receipts and submit them to the ADAA Office (jmpiper@umich.edu). Reimbursements will be paid to the faculty member through Additional Pay and will be subject to any applicable income taxes (the IRS considers this taxable income).
5. The P-Card should not be used for child travel expenses. If a P-Card is used, the costs should be designated as a "personal expense" and will be deducted from the faculty member's pay via the standard Concur process for personal expense.

Reimbursement Request for Child Travel Expenses

Request for Approval (Complete top portion of form & submit to ADAA office to obtain unit approval in advance of travel.)

I am requesting approval for funding (not to exceed \$1,000 per fiscal year, or \$1500 for children with special needs) for my child, who is under the age of six, described below:

Faculty Member's Name _____

Program/Department _____

Dates of Travel: _____ to _____ Travel Destination _____

Purpose of Travel

Child's name: _____ Child's Birthdate: _____

Child traveled with me: Yes
No

If no, please provide the name of the dependent caregiver: _____

Approval Signature:

Associate Dean for Academic Affairs/Director of Faculty Affairs

Name _____ Signature _____ Date _____
Please print *Date*

Request for Reimbursement (Complete & submit the approved form with proper receipts to ADAA office for reimbursement processing.)

Reimbursement of up to \$1000/fiscal year (\$1500 for children with special needs) may be requested to help defer the added expense of traveling with your child or securing dependent care for your child while traveling to a conference/meeting or for other approved travel as part of your scholarly research activity. Reimbursement is limited to children under the age of six and may be applied to costs in accordance with the College of Engineering Child Care Travel Reimbursement Policy.

Total amount requested \$ _____ (Must attach receipts with itemization as appropriate)

Faculty Certification

I certify that the above expenses were incurred for the usage as described above and understand that this reimbursement is subject to applicable income taxes.

Faculty Signature

Name _____ Signature _____