

# Child Care Support During Travel Expense Reimbursement Application Form

Name \_\_\_\_\_ Empl/Student ID \_\_\_\_\_  
Campus Address \_\_\_\_\_ Campus Phone \_\_\_\_\_  
Department \_\_\_\_\_ Email \_\_\_\_\_  
Position (title) \_\_\_\_\_ Status  Faculty  Staff  Student

## Event associated with request:

Description of Event: \_\_\_\_\_

Dates of Travel for Event  
(begin/end): \_\_\_\_\_

Role in Activity (presentation, panel organizer, researcher, etc.): \_\_\_\_\_

## Dependent information

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship to applicant \_\_\_\_\_  
Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

**Schedule and cost of Child Care and/or Dependent Travel and Accommodation Costs (attach child care schedule if per day cost varies. For airfare/accommodation reimbursement, attach copy of receipt)**

Number of days traveling: \_\_\_\_\_ Child Care Cost per day: \$ \_\_\_\_\_

Total reimbursement amount requested: \$ \_\_\_\_\_

## Travel Authorization: Signature of Faculty Advisor/Supervisor/Department Chair

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Employee/Student Signature:

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Child Care Support During Travel Expense Reimbursement Acknowledgement

I acknowledge that this request is subject to the following conditions:

- Reimbursement payments will be made after the professional travel is complete.
- The amount of annual reimbursement is limited to \$1,000 per person in a fiscal year.
- Reimbursements are a taxable benefit.

**Important program information is summarized on page 2 of this form.**



## Child Care Support During Travel

### General Requirements:

1. Reimbursement is available only for dependent 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. Effective July, 1, 2016, child care expenses incurred while traveling may be reimbursed up to \$100 per day (domestic travel) or \$150 per day (international travel). Each person is limited to reimbursements totaling \$1,000 per fiscal year.
4. The 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
5. The anticipated schedule of necessary child care must be identified.
6. An application form must be submitted for each trip that results in incremental child care costs.
7. Documentation of travel/accommodation costs must be provided or daily schedule and cost of child care must be listed on reimbursement form.
8. Documentation of the professional travel must also be provided.
9. Reimbursement will occur after the application form and appropriate expense and travel documentation are reviewed and approved by Benefits Administration.
10. Form(s) and documentation should be submitted via campus mail, email, fax, or hand delivery to:

HR Customer Service Center  
Department of Human Resources  
Crawford Hall, room 320  
Location code: 7047  
Email: [AskHR@case.edu](mailto:AskHR@case.edu)  
Fax: 216-368-3582