



Applies to: LSA Faculty  
Related Policies: N/A  
Date Issued: January 1, 2013  
Date Revised: March 22, 2016  
Owner: LSA Office of the Dean  
Primary Contact: Associate Dean for Budget and Planning

## **LSA Child Travel Expense Policy**

### **Child Travel Expense Support**

The demands of parenting young children under the age of six present special challenges to faculty who need to participate in academic conferences or other academic events as part of their scholarly research activity. Through its family friendly policies, the College of Literature, Science, and the Arts strongly supports tenure-track faculty in the College who are working to balance family and scholarly research obligations. In an effort to provide resources to those who are caring for young children so that they may attend important conferences or other events requiring travel, the College of LSA will provide financial support up to a maximum dollar amount of \$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 (that is, up to and including age five). Please note that the IRS considers this taxable income.

### **Process**

1. The top section of the Reimbursement Request for Child Travel Expenses Form should be completed by the requesting faculty member and be submitted to the chair's/director's office for approval prior to the planned travel. The signed approval form should then be retained until the trip is complete. Note: Examples of allowable expenses include: child's airfare, car seat rental, crib rental, day-care charges, etc. Alternatively, the parent may choose to travel without the child and arrange for invoiced in-home child care. Expenses must be related to the faculty member's approved travel and should include appropriate documentation of the expense (invoice, receipt, etc...). Expenses for childcare provided by a spouse/partner/other family member should generally not be approved. Questions regarding allowable expenses may be directed to the unit's business analyst.
2. Promptly upon return from the trip, the faculty member should complete the bottom section of the Reimbursement Request for Child Travel Expenses Form bearing the approval signatures, attach the appropriate receipts and submit them to the chair's/director's office for reimbursement processing.
  - a. Reimbursed child travel expenses are considered taxable income by the IRS. Reimbursement to the faculty member should be processed as Additional Pay using the normal online process with the UNS earnings code – Be sure to enter the name of your business analyst in the notify section of the additional pay workflow. In addition, please include the travel purpose and dates within the comment field in the additional pay submission and attach the approved reimbursement request form. All child travel expenses should be paid on general fund chartfields for College reimbursement. This will allow the College transfer of funds to occur smoothly.
  - b. P-Cards should not be used for child-travel expenses. If a P-Card is used, the child-travel costs should be designated as "personal expense" and will be deducted from the faculty member's pay via the standard Concur process for personal expenses.

## Reimbursement Request for Child Travel Expenses

**Request for Approval** *(Complete top portion of form & submit to your chair's/director's office to obtain unit approval in advance of travel.)*

I am requesting approval for funding (not to exceed \$1,000 per fiscal year) for my child, who is under the age of six (that is, up to and including age five), to travel with me on the University business trip described below:

Faculty Member's Name \_\_\_\_\_ Program/Department \_\_\_\_\_

Dates of Travel: \_\_\_\_\_ to \_\_\_\_\_ Travel Destination \_\_\_\_\_

Purpose of Travel \_\_\_\_\_  
\_\_\_\_\_

Child's name: \_\_\_\_\_ Child's Birthdate \_\_\_\_\_

### Approval Signature:

#### Department Chair/ Director

Name \_\_\_\_\_ Signature \_\_\_\_\_

*Please print*

\_\_\_\_\_  
*Date*

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**Request for Reimbursement** *(Complete & submit the approved form with proper receipts to your chair's/director's office for reimbursement processing.)*

Reimbursement of up to \$1000/fiscal year may be requested to help defer the added expense of traveling with your child to a major conference or for other approved travel as part of your scholarly research activity. Reimbursement is limited to children under the age of six (that is, up to and including age five) and may be applied to costs in accordance with the LSA Child Travel Expense Policy.

Total amount requested \$ \_\_\_\_\_ *(May not exceed \$1,000/fiscal year. 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 \_\_\_\_\_

*Please print*

\_\_\_\_\_  
*Date*