



Pilot Dependent Care Reimbursement Program to Facilitate Business-Related Travel for Regular Faculty in Pre-Tenure Status

1. Rationale for a pilot

Today, over half of the workforce has preschool-age children, and even more have school-age children. In the United States, more than 65% of workers are either single parents or members of dual income families with young children. Balancing work and family remains a persistent challenge for our workforce, especially at our nation's leading universities.

The University recognizes and appreciates the efforts of those traveling for university purposes. In order to reduce barriers for attending work related conferences, workshops, professional meetings and professional development events that contribute to the progression of pre-tenure regular faculty in their careers at the University, the College of Arts and Sciences is implementing a two-year pilot reimbursement program to facilitate University business-related travel both domestically and internationally, as needed, for regular faculty that are in pre-tenure status with child care needs.

Research has shown that businesses that help their employees find affordable child care can realize many benefits: increased productivity, recruitment advantage, lower job turnover, fewer absences, and improved employee/employer relations.

The pilot program intends:

- a. Provide guidelines covering University travel and other business related expenses due to child care challenges, as well as the documentation required for substantiation.
- b. Ensure equitable consideration to both the traveler and the university
- c. Ensure compliance with state, federal and university regulations

2. Objectives of Pilot

The objective of this pilot reimbursement program in the College of Arts and Sciences is to reduce business travel barriers for our regular faculty in pre-tenure status with child care needs. The initiative should fulfill the following objectives in a structured and transparent way:



- a. To provide a reimbursement policy for qualified dependent child care expenses incurred when traveling to attend professional meetings, conferences, workshops and professional development opportunities
- b. To provide family friendly resources in support of work-life balance while promoting career success
- c. Remove the barriers inhibiting participation which may impair professional visibility as well as networking opportunities at a critical time Increase attendance at professional related meetings, events, workshops and presentations
- d. Contribute to the career progression of regular faculty in pre-tenure status

3. Coordination of Pilot

- a. Eligibility requirements:
 - 1) Regular faculty in pre-tenure status in the College of Arts and Sciences who have been approved by the Chair to travel on University business
- b. General conditions:
 - 1) This pilot is an enhancement to approved departmental travel and should not be construed as an incremental travel budget.
 - 2) Reimbursement is available only for dependent care expenses incurred when traveling to attend professional meetings, conferences, workshops and professional development opportunities.
 - 3) Only expenses incurred for an “eligible dependent” are reimbursable. An eligible dependent follows Internal Revenue Service definitions for child which in general, is an eligible dependent under age 13.
 - 4) Child care expenses incurred while traveling may be reimbursed up to \$100 per day, in addition to any additional travel costs of the dependent. A family is limited to reimbursements totaling \$1,000 per fiscal year.
 - 5) An application form must be submitted by the Chair to the Sr. Associate Dean for Faculty Affairs. The anticipated schedule of necessary child care must be identified prior to the trip.
 - 6) Documentation of child care expenses must be provided.
 - 7) Documentation of the professional travel must also be provided.
 - 8) Reimbursement for child care performed by any relatives of the faculty member will not be reimbursed.
 - 9) Reimbursement will occur after the application form and appropriate expense and travel documentation are reviewed and approved.



4. Funding and Reimbursement

The College's Office of the Dean, contingent upon availability of funding, may reimburse qualified dependent care expenditures including dependent travel costs for eligible faculty. As stated in the general conditions, an application form must be completed and submitted to the Office of the Dean prior to the trip. The application form will specify how much of the normal travel budget is being allocated by the Departmental Chair for the specific trip.

- a. Reimbursement may be used for:
 - 1) Care at an alternate location while the faculty member is away
 - 2) Reasonable dependent care expenses over and above the costs, if any, that a faculty member would normally incur for care, if the dependent must travel with her/him
 - 3) Duplicate care, i.e., dependent care at a conference or research site
- b. Reimbursement:
 - 1) Upon return from the trip, complete the Dependent Care Travel Reimbursement Form
 - 2) Attach receipts to form for services listed
 - 3) Approved Dependent Care Travel Reimbursement will be included in the UM payroll check (The College of Arts and Sciences will process approved expenses using earnings code 928 - Dependent Care Travel reimbursement)
 - i. Dependent care expenses reimbursed through this pilot program are considered taxable income to the employee. Amounts reimbursed for these expenses will be added to the Payroll System and reported on the employee's W-2 as income subject to federal withholding, Social Security and Medicare taxes.
 - ii. Please allow for more processing time of reimbursement during the early stages of the pilot.

5. Timeline and Implementation for Pilot Program

The Pilot Program will be available for travel beginning January 1, 2015 through December 31, 2017. A review of the program will follow.