Reimbursement for Childcare/Eldercare Services
This shall be completed and submitted with each request for payment of childcare or eldercare services.

This request is for

- Childcare: age(s)
- Adult
- Eldercare

Date(s) expenses were incurred __________________ Location of faculty/post-doc travel __________________

Fill in actual expense amounts only for those items for which you are seeking reimbursement. Amount Requested (receipts required)

**TRAVEL**

- Travel costs of dependent(s)
  - Airfare & Baggage Charges
  - Ground Transportation (e.g., bus, train, shuttle, taxi, subway)
  - Rental Car
  - Gasoline (or mileage @ approved rate)
  - *Meals

- Travel costs of accompanying caregiver
  - Airfare & Baggage Charges
  - Ground Transportation (e.g., bus, train, shuttle, taxi, subway)
  - Rental Car
  - Gasoline (or mileage @ approved rate)
  - *Meals

- Other travel arrangement (e.g., expenses of caregiver to home of faculty/post-doc to take faculty/post-doc’s place)
  - Airfare & Baggage Charges
  - Ground Transportation (e.g., bus, train, shuttle, taxi, subway)
  - Rental Car
  - Gasoline (or mileage @ approved rate)
  - *Meals

**CAREGIVING**

- **Caregiving charge of provider/facility**
  - Location of direct care __________________

  Other (please be specific) __________________

  Other (please be specific) __________________

*Receipts are optional for meals. For adults and children 12 and older, meals will be reimbursed up to the federal per diem. For children 2-11 years old, meals will be reimbursed up to 50% of the per diem rate. For children 1 or younger, meals will be reimbursed up to 25% of the per diem rate.

**Please breakdown the care giving charge (e.g., charge/day or /hour, per dependent).**

Explanation of how travel benefits the University: