

Faculty Childcare Travel Allowance Policy

Arts & Science is committed to supporting the needs of our faculty and their families, especially in the service of promoting faculty scholarship and development. This travel allowance policy recognizes that unique childcare needs may manifest when our faculty travel for academic and professional development purposes. To this end, Arts & Science allows faculty to use research or professional development funds to help defray additional costs of childcare incurred due to professional travel that amplifies their scholarship.

Eligibility

- This policy applies to full-time tenured, tenure-track, and continuing contract faculty members who have dependent children typically under the age of 16, or dependent children with disabilities or special needs under the age of 18.
- Research or professional development funds provided by A&S may be used to pay for travel and/or care of dependent children as the faculty member attends conferences, meetings, seminars, workshops and professional development opportunities, or conducts approved research or scholarship.

Available Funding

- Up to \$1,500 per fiscal year (September 1 – August 31), paid from the faculty member's research account. If a faculty member has insufficient funds to cover these expenses, they may approach their Divisional Dean to see if other funding is available.
- The allowance is disbursed as additional compensation and is subject to income tax withholding. Approval is for the fiscal year requested and does not carry over to the next fiscal year.

Eligible Expenses

- Cost of additional childcare expenses because of faculty travel (at current or alternate care facility or at home). Eligible childcare costs should be the result of additional time needed; costs for typical ongoing care arrangements would not be eligible.
- Expenses for onsite childcare incurred at the travel location if a faculty member brings dependent children to the travel site, and expenses exceed regular expenses at home.
- Travel expenses for dependent children if one must travel with the faculty member.

Ineligible Expenses

- Meals for dependent children.
- Fees for childcare provided by a family member.
- Sightseeing or entertainment costs.
- Childcare services that are already provided and paid for by/at the event.

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Application Process

- Please complete and sign the Faculty Childcare Travel Allowance Request Form within two weeks of return from travel. You will be required to include supporting documentation to your department administrator (see: [Employee Reimbursement, Advances & Reconciliation](#)). Receipts including the name, address, telephone number and signature of the care provider, along with the date(s) and amount(s) paid are required for a reimbursement allowance to be disbursed as additional compensation.
- Once your department administrator receives the Faculty Childcare Travel Allowance Request Form and documentation, they will review it and make sure you have available funding in your research budget. Once this has been confirmed, your department administrator will submit the form and relevant documentation into the [A&S Payroll Google Form](#). After the Google Form is completed, the A&S Office of Faculty Advancement will review/approve the submission request. Finally, payment will be issued to you by A&S Payroll. Please note that payments are subject to taxation and will be issued monthly with your regular scheduled paycheck.
- Guidelines detailed in the University's [Travel and Expense Policy](#) apply to both faculty members and their families.

NYU Subsidized Backup Child and Adult Care, and Childcare Fund

- When possible, find childcare at the travel location through [NYU's Subsidized Backup Child and Adult Care program](#). Through Bright Horizons, subsidized back-up care in a high-quality childcare center or at home is available to help cover care gaps during school breaks, nanny/sitter vacations, or when you're travelling for work. Eligible full-time faculty, administrators, and professional researchers can use the program when planned or unplanned interruptions or changes to your usual care arrangements occur that would prevent you from performing your work responsibilities. Learn more about the enhanced benefit and register with Bright Horizons now for when you need for back-up care arises.
- NYU also offers additional childcare support programs to help eligible faculty offset the cost of care for children age three and under. Please refer to the information about the university's [Childcare Fund for Faculty Subsidy Program and the Childcare Fund for Faculty Assistance Program](#). For more support and resources, please contact the Work Life office at worklife@nyu.edu.

Faculty Childcare Travel Allowance Request Form

Part A: Personal Information

Date:

Faculty Information

Your Name: _____ Department: _____

Email: _____

Purpose of Travel *Attach required evidence of participation (conference registration, etc.)*

Describe purpose of travel:

Travel Start Date: _____ End Date: _____ Location: _____

Your role in activities: (presentation, panel organizer, researcher, etc.)

Dependent Children *Attach additional pages if necessary*

Name: _____ Age: _____

Relationship to you: _____

Name: _____ Age: _____

Relationship to you: _____

Does another parent or caregiver live in your home?

Reason for and description of additional dependent care while traveling

Part B: Provide receipts and signature to department administrator to request the allowance after travel is completed.
Expense Information *Provide list of expenses below and attach receipts. Attach additional pages if necessary.*

Date	Paid to	Services Rendered	Hourly Rate	Total Amount
Research/professional development chartfield to charge:			TOTAL:	

Faculty Childcare Travel Allowance Request Form

I certify that I have attached all applicable documentation for a reimbursement allowance to be disbursed as additional compensation under Arts & Science's Faculty Childcare Travel Allowance Policy. I also affirm that childcare services are not provided and paid for by/at the event I will be attending.

I understand that incomplete or inaccurate information may adversely affect my eligibility under this program including repayment of any funds provided. I further understand these expenses are considered taxable under IRS rules; any payment will be through payroll to ensure the necessary taxes are withheld.

Please work with department administrator to submit request.

Faculty Signature:

Date: