Faculty Child Care Travel Allowance Policy

Arts and 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 child care needs may manifest when our faculty travel for academic and professional development purposes. To this end, Arts and Science will begin a one-year pilot program in the 2021-22 academic year, allowing faculty to use research or professional development funds to help defray additional costs of child care 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 are not on leave from NYU and 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 FAS 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 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.

Expenses eligible for reimbursement include:

- Cost of additional child care expenses because of faculty travel (at current or alternate care facility or at home). Eligible child care costs should be the result of additional time needed at the current or alternate care facility or at home; costs for typical ongoing care arrangements would not be eligible.

- Expenses for onsite care 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.

NOTE:

- Pre-approval by the Department Chair or Program Director is required. Submissions are then adjudicated by the appropriate Divisional Dean.

- 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 reimbursement of all expenses submitted.

- When possible, find care at the travel location through NYU’s Subsidized Backup Child Care.
The guidelines detailed in the University's Travel and Expense Policy would apply to both Faculty members and their families.

Ineligible expenses include:

- Meals for dependent children
- Fees for child care provided by a family member
- Sightseeing or entertainment costs

Application Process

- Between two weeks and three months in advance of travel: Using Part A of the request form, obtain advance approval via email from your Chair or Director. Once the form has been filled out, your Chair must forward it to your Divisional Dean for adjudication.
- Within two weeks of return from travel: Submit completed request form and supporting documentation to department administrator – REIMBURSEMENT PROCESS HERE

NYU Subsidized Backup Child and Adult Care, and Child Care Fund

Through Bright Horizons, subsidized back-up care in a high-quality child care center or at home is available nationwide to help cover care gaps during school breaks, nanny/sitter vacations, or when you’re traveling 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 your need for back-up care arises.

NYU also offers additional child care 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 Child Care Fund for Faculty Subsidy Program and the Child Care Fund for Faculty Assistance Program. For more support and resources, please contact the Work Life office at worklife@nyu.edu.
**Faculty Child Care Allowance Request Form**

**Part A: For pre-approval (required), submit Part A at least two weeks prior to travel.**

**Date:**

**Faculty Information**

<table>
<thead>
<tr>
<th>Your Name:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

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

Describe purpose of travel:

<table>
<thead>
<tr>
<th>Travel Start Date:</th>
<th>End Date:</th>
<th>Location:</th>
</tr>
</thead>
</table>

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

**Dependent Information** *Attach additional pages if necessary*

<table>
<thead>
<tr>
<th>Name:</th>
<th>Age:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship to you:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>Age:</td>
</tr>
<tr>
<td>Relationship to you:</td>
<td></td>
</tr>
</tbody>
</table>

**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 request the allowance after travel is completed.**

**Expense Information** *Provide list of expenses below and attach receipts. Attach additional pages if necessary.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Paid to</th>
<th>Services Rendered</th>
<th>Hourly Rate</th>
<th>Total Amount</th>
</tr>
</thead>
</table>

Research/Professional Development Chartfield to charge:  

TOTAL:

I certify that I have attached all applicable documentation for reimbursement under Arts and Science’s Faculty Child Care 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.

______________________________
Faculty Signature

______________________________
Date

______________________________
Chair or Director Approval

______________________________
Date