

NORTHWESTERN UNIVERSITY
Dependent Care Travel Grant Program
For Tenure Track (Pre-tenure) Faculty

Northwestern University offers tenure track (pre-tenure) faculty a taxable grant for qualified short-term dependent care expenses incurred when traveling to attend professional meetings, conferences, workshops and professional development opportunities. The grant will be funded at a level intended to provide full compensation for reasonable and approved expenses, up to a maximum of \$500 post-tax per academic year.

Awards may be used for either child or adult dependent care, for:

- Extra dependent care at home while the recipient is traveling.
- On-site dependent care at conference or meeting.
- Cost of transporting dependent and/or caregiver to conference or meeting location.

Grant Amount and Method of Payment

Tenure track (pre-tenure) faculty are eligible to receive \$500 (post-tax) in funding per academic year. Grants will be administered as either a reimbursement or a grant in advance, and will be paid as additional compensation, considered taxable income, and included in the monthly paycheck. In order to achieve a post-tax grant of approximately \$500, the grant, regardless of the individual's tax bracket, will be equal to \$675 pre-tax in 2008-09. If expenses are less than \$500 for a single travel event, more than one request may be submitted for the academic year, until the maximum post-tax amount is reached. The formula used to calculate a full grant reimbursement will also be applied to expense amounts less than \$500, (i.e., expense x 1.35 = pre-tax grant amount).

Reimbursement Request

To receive reimbursement:

- Complete the [Dependent Care Travel Grant Reimbursement Form](#).
- Attach receipts for services listed. Please note that required documentation for reimbursement includes either the social security number or federal tax identification number of the child care provider.
- Submit form and receipts within 14 days of return (via campus mail, US mail or by hand delivery) to:

Laura Koepfle-Tenges
Dependent Care Travel Grant Program
Office of the Provost
633 Clark St., Room 2-154
Evanston campus 1119 (or Evanston, IL 60208)

Reimbursements will be paid by no later than the second pay period after submission.

Grant in Advance

To receive a grant in advance for dependent care expenses that will be incurred while traveling, a Grant in Advance Form should be submitted to the Office of the Provost at least 30 days prior to the travel and must include:

- Completed Dependent Care Travel Grant in Advance form, including a detailed list of anticipated expenses associated with the request, to include, as applicable:
 - Description of planned care including the provider's name, relationship to the applicant, location of care.
 - Hourly cost and number of expected hours of use.
 - Other (cost of preserving child care space at home, caregiver transportation, etc.)
- Receipts must be submitted for verification within 14 days of return and, if the costs incurred are less than the grant in advance, repayment will be required. Please note that required documentation for reimbursement includes either the social security number or federal tax identification number of the child care provider.
- Submit form and receipts (via campus mail, US mail or by hand delivery) to:

*Laura Koepele-Tenges
Dependent Care Travel Grant Program
Office of the Provost
633 Clark St., Room 2-154
Evanston campus 1119 (or Evanston, IL 60208)*

Grants in advance will be paid through the regular payroll system and considered taxable income by the Internal Revenue Service (see *Grant Amount and Method of Payment above*).