**Dependent Care Professional Travel Grant (DCPTG) Program**

([http://www.northwestern.edu/provost/faculty-resources/career-development/dependent-care-travel-grant.html](http://www.northwestern.edu/provost/faculty-resources/career-development/dependent-care-travel-grant.html))

**Northwestern University** offers all full-time faculty (permanent status, excluding research 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 approved incremental expenses, up to a maximum of $750 post-tax per academic year.

Grants 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**

All full-time faculty (permanent status, excluding research faculty) are eligible to receive $750 (post-tax) in funding per academic year (defined as September 1-August 31). 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 $750, the grant, regardless of the individual's tax bracket, will be equal to $1012.50 pre-tax. If expenses are less than $750 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 $750, (i.e., expense x 1.35 = pre-tax grant amount).

<table>
<thead>
<tr>
<th>Grant type</th>
<th>Reimbursement Request</th>
<th>Grant in Advance</th>
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<tbody>
<tr>
<td>For</td>
<td>Reimbursement of expenses</td>
<td>Payment of anticipated travel expenses</td>
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</table>
| To apply   | 1) Complete the [Dependent Care Professional Travel Grant Reimbursement Form](http://www.northwestern.edu/provost/faculty-resources/career-development/dependent-care-travel-grant.html)  
2) Attach receipts for services listed. | 1) At least 30 days prior to the intended travel, submit the [Dependent Care Professional Travel Grant in Advance Form](http://www.northwestern.edu/provost/faculty-resources/career-development/dependent-care-travel-grant.html) to the Office of the Provost.  
2) Within 14 days of your travel return, submit your receipts with the completed [Dependent Care Professional Travel Grant in Advance Verification Form](http://www.northwestern.edu/provost/faculty-resources/career-development/dependent-care-travel-grant.html). |
<table>
<thead>
<tr>
<th>Notes</th>
<th>Please note that required documentation for reimbursement includes either the social security number or federal tax identification number of the person who provides care.</th>
<th>Please note that required documentation includes either the social security number or federal tax identification number of the person who provided the care. If the costs incurred are less than the amount you received for the Grant in Advance, repayment will be required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To submit</td>
<td>Submit form and receipts within 14 days of return to the Faculty Records Office <em>(<a href="mailto:facultyrecords@northwestern.edu">facultyrecords@northwestern.edu</a>)</em></td>
<td>Submit form and receipts to the Faculty Records Office <em>(<a href="mailto:facultyrecords@northwestern.edu">facultyrecords@northwestern.edu</a>)</em></td>
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<tr>
<td>Payment</td>
<td>Reimbursements will be paid by no later than the second pay period after submission.</td>
<td>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).</td>
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</table>

**Examples**

Examples of situations in which grant funding could be used to cover incremental dependent care costs are described below. These examples are meant to be illustrative, not exhaustive. If you have questions about whether a particular situation or faculty type is covered under the terms of the policy, please contact the Faculty Records Office *(facultyrecords@northwestern.edu)* for clarification.

**Example 1:** In order to present her work at a conference, the faculty member must travel and stay overnight. No home care for her children is available, so they will travel with her. The faculty member could apply to the DCPTG program to cover the airfare for her children as well as the cost of on-site day-care available at the conference.

**Example 2:** The faculty member will travel overnight to a conference and could arrange with the daytime nanny that she stay overnight with the children at home. The faculty member could apply to the DCPTG program to cover the incremental cost of the nanny staying overnight with his children.

**Example 3:** The faculty member, who ordinarily provides care for her father in her home, plans to attend the annual conference of a professional association in her field. The faculty member could apply to the DCPTG program to hire a care-giver to stay with her father during her planned absence.