

## Faculty Dependent Care Travel

In recognition of Berkeley's commitment to promoting academic excellence by supporting the family needs of our faculty, faculty may request compensation to cover exceptional dependent care expenses necessary for research, scholarship or professional engagement. Dependent care travel compensation is not an entitlement, and **is limited to instances where funds already exist**, such as when the appointee has a grant or other funding to cover *research-related* dependent care expenses. Many state, federal, and private research grants do not cover dependent care expenses, however, some private foundations and unrestricted gift funds may be used. It is the faculty member's responsibility to find out if such an expense is allowable under the terms and conditions of the funding source.

Compensation for travel-related dependent care expenses is intended to cover costs incurred because of travel outside ordinary business hours that are necessary to attend professional meetings or conferences, and/or to engage in approved research or scholarship. Compensation may be for either child or adult dependent care and may cover expenses such as:

- Care at an alternate location such as a hotel or conference site;
- Care expenses over and above the usual costs for after hours or weekend care at home;
- Travel expenses for a care-giver or child.

**Example:** The faculty member travels to an out of town conference, including a weekend, and thus requires childcare beyond the usual work week daycare placement. The faculty member may request approval for compensation to cover the documented additional costs of childcare. After travel, the faculty member will submit documentation of actual expenses and request payment from an appropriate fund source.

**Restrictions:** All dependent care travel payments are **fully taxable as income** to the appointee. However, compensation will be made at 70% more than the amount of the actual expenses to help offset the taxes that will be deducted. Dependent care expenses must be reasonable and supported by appropriate documentation (such as receipts). All dependent care payments must conform to the terms and restrictions of the fund sources.

**Approval Process:** Complete the UC Berkeley Dependent Care Travel Compensation Form. Obtain the appropriate departmental signature certifying that the fund source allows such payment. The signed form, with receipts, is then sent to the Academic Personnel Office (APO) for review and approval. The form is then returned to the department for processing through OPTRS.

**Payment Process:** Since these expenses are considered taxable under IRS rules, any payment must be through payroll to ensure the necessary taxes are deducted. Thus, the reimbursement will be issued in a paycheck or direct deposit separate from the faculty member's regular monthly pay.

**Enter into OPTRS as a one-time payment paid on MA, SM, or XX cycle**

**Title Code:** 3999

**DOS Code:** BYN