

VI. Dependent Care Expenses while Traveling

An employee or an elected person may include in vouchered expense, the cost of dependent care under the following circumstances:

- Employee/elected person is traveling to meet a required, business need
- The dependent is a child under the age 18 or an adult dependent requiring care, and is the responsibility of the employee/elected person
- There is no alternative care available, such as family or friends
- The expense is above and beyond the normal, routine care expense for the dependent

The expense must fall within the following Guidelines:

- Expense is limited to \$50 per day per dependent
- The expense must be documented in writing; an invoice from a commercial provider, or a written note from a personal provider with provider's name, address, social security number, and signature
- The documentation must include the dates covered and rate per day/hour

Reimbursement shall be requested on a travel voucher. The dependent care expense must be listed on an accounting distribution line separately from all other expenses on the travel voucher. The employee/elected person should obtain supervisor approval prior to incurring the expenses.

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