



Junior Faculty Dependent Care Travel Grant Program

Stanford University offers junior faculty a taxable grant for qualified dependent care expenses incurred when traveling to attend professional meetings, conferences, workshops and professional development opportunities, or to conduct approved research or scholarship. 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 year. Untenured assistant and untenured associate professors in the tenure line and Medical Center line, and non-tenure line faculty who do not have continuing appointments are eligible. (Clinician educators and adjunct professors are not eligible for this program.)

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

- Care at an alternate location or at home for additional hours of care because you are away.
- Reasonable dependent care expenses over and above the costs, if any, that you would normally incur for care here, if your dependent must travel with you.
- Duplicate care, i.e., dependent care at a conference or research site if you must continue to pay to preserve dependent care space or coverage here.
- Travel expenses for a caregiver.

Grant Amount and Method of Payment:

Junior Faculty are eligible to receive \$500 (post-tax) in funding per calendar 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 issued as a separate check. If expenses are less than \$500 for a single travel event, more than one request may be submitted for that year until the maximum post-tax amount is reached.

Reimbursement Request

To receive reimbursement:

- Complete the [Dependent Care Travel Grant Reimbursement form](http://worklife.stanford.edu) (print at - <http://worklife.stanford.edu>)
- Include a copy of conference registration, program which indicates your presence at the conference, or other substantiation of business need for travel.
- Attach receipts for services listed.
- Submit form and receipts to the WorkLife Office within 60 days after travel by any of the following:
 - US mail: WorkLife Office
320 Panama St.
Stanford, CA 94305-4160
 - ID Mail: MC: 4160
 - In person at: Human Resources
320 Panama St., Bambi Modular
 - Fax to 650.725.4381

Reimbursements will be paid in the second pay period after submission. For example: reimbursements submitted on the 1st through the 15th of the month will be paid on the 22nd of the following month.

Grant in Advance

To receive a grant in advance for dependent care expenses while traveling, a Grant in Advance Form should be submitted to the WorkLife Office at least 45 days prior to the travel and must include:

- Completed [Dependent Care Travel Grant in Advance form](http://worklife.stanford.edu)(print at: <http://worklife.stanford.edu>)
- Attach a copy of conference registration or program showing your planned attendance, or other substantiation of travel for business purposes
- Include a detailed list of anticipated expenses associated with the request 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.)
- Upon return, receipts must be submitted for verification within 60 days of completion of travel and, if receipts total less than the grant in advance, repayment will be required.
- Submit form and receipts to the WorkLife Office within 60 days after travel by any of the following:
 - US mail: WorkLife Office
320 Panama St.
Stanford, CA 94305-4160
 - ID Mail: MC: 4160
 - In person at: Human Resources
320 Panama St., Bambi Modular
 - Fax to 650.725.4381

Grants in advance will be paid through the regular payroll system and considered taxable income by the Internal Revenue Service.