

The University of Texas at Austin
Faculty Travel Grant Taxable Childcare Expense Reimbursement

FACULTY CONFIRMATION OF EXTRAORDINARY CHILDCARE EXPENSE DURING TRAVEL

Please complete this form and submit to your departmental office for reimbursement of eligible travel related childcare expenses funded by the Faculty Travel Grant Program.

Dates of Additional Childcare Expense: from _____ to _____

Total additional expense \$_____

I certify the amount of this expense was paid by me personally, and

was only the excess amount of additional childcare costs over any amount ordinarily incurred, and was necessary for me to complete travel on the Faculty Travel Grant authorized trip, and was not paid to a parent or legal guardian of the child.

I understand this reimbursement is fully taxable and will result in additional payroll taxes deducted from a subsequent payroll payment.

Signature_____ Date_____

Printed Name_____ UTEID_____

DEPARTMENT

Complete the following and attach this form to the printed VP5 document along with all other Faculty Travel Grant related receipts, and send to the Office of Accounting (K5300) for processing.

Request for Travel Authorization (VE5) # _____

Travel Payment Voucher (VP5) # _____

Note: Use code TFTG in the TYPE field in section 3 of the VP5 document.

TRAVEL SECTION – OFFICE OF ACCOUNTING

Send a copy of this form to Payroll Services upon final approval of the VP5.