Policy on Faculty Travel on Caltech Business

This policy provides for financial reimbursement to professorial faculty for dependent infant child-care expenses associated with travel on Caltech business (infants are defined as the employee’s dependent children ages 0 – 24 months). Professorial faculty are eligible to be reimbursed up to $1,250 per year in direct expenses for reasonable dependent infant child-care expenses they choose to incur while on travel on Caltech business. Such reimbursement will be treated as additional compensation for tax purposes. Division chairs, at their discretion, may allow more than $1,250 in appropriate expenses per year.

Faculty should obtain approval from their division chair to use funds for these expenses. Faculty should use their discretionary funds to cover these expenses. Faculty without discretionay funds may request support from their division chair.

Approved by IACC 12/6/11
Frequently Asked Questions

What types of expenses will be covered under this policy?

Reimbursable expenses under this program may include, but are not limited to, reasonable travel costs for the child to accompany the faculty member, travel costs for the child’s caretaker to accompany the faculty member, costs incurred at home to care for the child in absence of the faculty member. Expenses must be in addition to normal childcare expenses while the faculty member is at home.

Does this policy apply to both male and female professorial faculty?

Yes.

Is proof of age required for dependent children to be eligible for this program?

Proof of age and dependency are not required.

Are receipts required to process the payment?

Receipts will be required to process the payment. The mechanism to process the payment is via a payment request and the appropriate expenditure type to use is Fees.