

Faculty Child Care Travel Support - Pilot Program
December 2019

The Faculty Child Care Travel Support Pilot Program will provide partial funding for additional child care that may be necessary when faculty members travel for academic and professional development purposes.

Starting in January 2020, Columbia Business School will pilot this program to full-time faculty members to help finance costs of child care incurred due to professional travel.

The program is available for full-time faculty members who are the primary caregiver for dependent children under the age of 13. Faculty members attending conferences, meetings, or professional development opportunities, or conducting approved research, are eligible to apply for up to \$1,500 per calendar year.

Note: When possible, faculty seeking child care resources during professional travel are encouraged to use the Bright Horizons Family Solutions Back-Up Care Advantage Program, which provides subsidized short-term child care arrangements. Columbia University has contracted with Bright Horizons to provide access to 150 hours of back-up care per year at home or at a qualified center.

For more information about the Back-Up Care Advantage Program, please see the following link:
<https://worklife.columbia.edu/backupcare>

Eligible Faculty Child Care Travel Support expenses may include costs such as:

- Additional care needed due to faculty member's travel (at current child care facility, alternate care facility, or at home).
- Onsite care at the travel location if the dependent travels with you, and those expenses exceed regular expenses at home.
- Travel for the dependent and/or caregiver if one or both travel with you.

Please note:

- Receipts are required for all expenses submitted.
- Priority will be granted to faculty with children with special needs or children under the age of five.

Application Process:

- Requests should be submitted as soon as possible, but no less than three weeks in advance of travel.
 - Submit Faculty Child Care Travel Support Form via email for approval by Senior Vice Dean Kent Daniel and Vice Dean Gita Johar and cc facultyaffairs@gsb.columbia.edu
- Within two weeks of return from travel:
 - Submit Travel Report Form and supporting documentation
 - Documentation required: Conference registration or other proof of attendance, detailed list of expenses and respective receipts, description of care provided, cost of care.

Faculty Child Care Travel Support Application Form

The Faculty Child Care Travel Support Program is intended to fund additional child care that may be necessary when faculty members travel for academic and professional development purposes.

Please submit the form below to Senior Vice Dean Kent Daniel, Vice Dean Gita Johar, and facultyaffairs@gsb.columbia.edu as soon as possible, but no less than three weeks in advance of travel for approval.

Faculty Member Name:			
Travel Dates:			
Reason for Travel:			
Number of Children to travel with you:		Ages of Child(ren):	
Are you the primary caregiver* for the child?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does another parent or caregiver live in your home?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
What are your normal school and child care arrangements?			
Please explain why you are applying for the Faculty Child Care Travel Support and how you intend to use the funding:			

** For the purpose of this policy, an officer is the “primary parent” if he or she is a single parent or, where there are two parents, if the other is working full-time or is enrolled as a full-time student. Faculty may employ a day-care provider and still qualify as the primary parent. When both parents work at the University, only one may be considered the primary parent at any given time.*

Please e-mail this completed form to facultyaffairs@gsb.columbia.edu with the subject line: Faculty Child Care Travel Support Application Form – Last, First.

Faculty Child Care Travel Support – Post-Travel Report Form

Faculty Member Name:			
Travel Dates:			
Reason for Travel:			
Number of Children traveling with you:		Ages of Child(ren):	
Please describe how you used the Faculty Child Care Travel Support funding:			

Please e-mail this completed form to facultyaffairs@gsb.columbia.edu with the subject line: Faculty Child Care Travel Report Form – Last, First.