Dependent Care Travel Awards Use and Policies

Funds may be used for:

- Additional childcare at home or at the conference or research meeting. Proof of payment to caregiver is required.
- Transportation expenses (airfare, rental car, etc.) for caregiver, either to travel to your home for childcare, or to travel to the conference or research meeting with you to provide childcare.
- Transportation expenses for child to accompany traveler to conference or research meeting.
- Food for child and/or caregiver during conference or research meeting travel.
- Food for caregiver if caregiver must travel to provide at home childcare.
- Lodging expenses for caregiver at conference or research meeting.

Funds may NOT be used for:

- Additional childcare at home or at the conference provided by immediate family members (parents, grandparents, siblings).
- Additional lodging expenses for spouse at conference or research meeting.
- Entertainment activities.
- Alcohol purchases.

Policies:

- Funds must be used in the manner designated in the application. Deviation from the approved activities and budget must be approved by the UCI ADVANCE Office prior to travel. Funds which are not used in the manner approved by the UCI ADVANCE Office will not be disbursed.
- If you are unable to use the award due to non-travel or other circumstance, the UCI ADVANCE office must be notified prior to travel dates in order to release funds to other qualifying faculty. Award recipients are expected to attend the meeting or conference as designated in the approved application. Funds will not be disbursed for expenses related to non-travel and/or non-attendance.
- Funds will be disbursed post-travel, upon receipt of proof of expenses (original, itemized receipts and proof of payment) and a completed Use Report.
- Submission of expenses and Use Report are due within one month of travel. Failure to submit Use Report within 45 days of travel completion may result in the loss of award funding.