Kavli IFN Dependent Care

**Description:**
The Kavli IFN Dependent Care funds may be used for child, elder or dependent care at the site of the conference/event or for additional dependent care at home, while the recipient is traveling to or attending the local, national or international conference/event.

**Amount:** up to $2,000 per person per year based on available funds

**Total allocation for the dependent care program per fiscal (July 2018 to June 2019) year:** $20,000

**Eligibility:**
- Rank: Assistant, Associate or Professor
- Series: All academic series

**Allowable Expenses:**
- The Dependent Care funds may be used for child, elder or dependent care expenses at home or at a conference while the recipient is traveling to or attending the local, national or international conference/event.
- Accommodations for caregiver if s/he stays overnight with the dependent
- On-site/home dependent care expenses

**The Dependent Care funds may NOT be used for:**
- Child care, elder care or dependent care expenses at home that would normally be incurred (i.e., aftercare at school, dependent care that is provided on an on-going basis)
- Meals, groceries for the dependent(s) or the caregiver(s) (i.e., normally occurring provisions)
- Any of the faculty member’s expenses, including travel
- Conference registration for the faculty member
- Other expenses not associated to the care of the dependent(s)
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Criteria:

- The Dependent Care is for faculty members who have childcare, eldercare or other dependent care responsibilities and who plan to attend a regional, national or international professional event/conference.
- Faculty can submit a maximum of (4) four reimbursements requests per year not to exceed $2,000 total per person.

Reimbursement Request Process:

1. Complete the Kavli IFN Dependent Care Reimbursement Form
2. Faculty will need to provide proof of payment (to include social security number or federal identification number of the person who provides the care.)
3. Faculty will need to provide a flyer or invitation of the event or conference
4. All reimbursement requests will be processed through My Expense. Please submit form and receipts within 14 days of the event to kavliadmin@phy.ucsf.edu