Faculty Dependent Care Travel Award Program

Wharton is committed to promoting academic excellence and supporting family needs for faculty in recognition of the demands of intensive research and scholarship. This award program recognizes that additional dependent care may be necessary when eligible faculty are traveling to advance their careers.

Assistant and associate professors in the standing faculty who incur expenses beyond their regular dependent care are eligible for an award of up to a maximum of $1,300 per fiscal year. Award funds are available when travel is required related to professional development. These awards may be used to meet expenses incurred at the location of travel or at home when, as a consequence of the travel, those costs exceed the normal costs for dependent care at home.

Dependent Eligibility:
- Children, aged 12 and younger;
- Adult dependents (e.g., parents), 18 and older.

Approved expenses include incremental expenses incurred for the following reasons:
- Care for additional hours because of faculty travel (at current or alternate care facility or at home);
- Care for onsite expenses incurred while away if the dependent travels with the faculty member and expenses exceed regular expenses here.
- Travel expenses for the caregiver, if the caregiver travels with the faculty member.
- Duplicate care if faculty are required to pay for dependent care at home to maintain space in a facility.

Approved expenses must meet the following requirements:
- Expenses must be reasonable.
- Expenses must meet the requirements of Wharton and Penn T&E policies as well as any other applicable policies. (For example, entertainments such as trips to the zoo, sightseeing, etc. are not eligible.)
- Expenses cover individuals for whom the faculty member is the primary caregiver.
- Meals for dependents or caretakers are not eligible.

Travel eligibility:
- Professional meetings, conferences, workshops, and professional development opportunities directly related to faculty member’s academic career.
- Expenses for travel must qualify for reimbursement to the faculty member.
- Travel for approved research or scholarship.
Reimbursement requests and payments:

- Advance approval must be obtained from the Director of Faculty Administration (Ann Perch) at least 14 days, but no more than 6 months in advance of the request, via email.

- Reimbursement requests must be submitted within 3 weeks following the travel, also to the Director of Faculty Administration (Ann Perch). Reimbursements are requested by completing the reimbursement form and submitting it along with the approval email, all receipts and documentation. Once approved, the form and supporting documents will be forwarded to the departmental BA for processing and initiation of payment.

- Retain a copy of the form and receipts for your records.

Important notes:

- These award funds are paid as additional compensation and are fully taxable as income.
- The maximum yearly amount paid is $1,300 in a fiscal year (July 1 - June 30).
- Award funds may not be carried over from one fiscal year to the next.
- Faculty may submit multiple requests in a fiscal year until they reach the maximum payable amount.
- All receipts for services listed must be included.
- Conference registration or other documents which support the reason for travel must be attached.
- Faculty on unpaid leaves of absence are not eligible for award funds during any period of the leave.

*Questions/Concerns about dependent eligibility should be addressed to the Director of Faculty Administration (Ann Perch).*