

Childminding Expenses Scheme

1. Introduction

This scheme outlines the circumstances in which childminding expenses may be claimed. This scheme does not apply to Associate Lecturer staff.

2. Eligibility

The University will consider meeting limited childminding expenses for a young child or children where additional expenses are incurred for out of hours working where they are required to:

- undertake overtime;
- undertake a University training course;
- stay away from home overnight or at the weekends on University business.

This will include attendance at Residential Schools where this is an obligation under Terms and Conditions of Service.

3. Scheme Conditions

Payment of such childminding expenses will be subject to the following conditions:

- Prior permission for claiming the expenses must be obtained from the Head of Unit. Employees, unless they are single parents, have to demonstrate that it is necessary for them to pay someone other than their spouse/partner to look after their child/children. In all cases additional expenses must have been incurred over and above any normal expenditure;
- Reasonable expenses will be met subject to prior approval by the Head of Unit on the level of expenses;
- A receipted bill detailing the expenses will be required before payment is made;
- Where both parents are employed by the University only one will qualify for support;
- Any expenses reimbursed will be subject to tax.

4. Other Information

The University will consider extending this scheme to meet limited expenses for staff to cover domestic circumstances similar in principle, such as the case of a disabled relative.

5. Useful References

Reimbursable Expenses Policy