

## **Definition and Examples of Incremental Childcare Expense**

Incremental childcare expenses are childcare expenses which are incurred specifically as a result of the professional travel and are beyond the scope of the childcare that is maintained on a regular basis.

Here are some guidelines:

Case I: If the household has 2 working parents, then on the average workday the child is cared-for by a local day-care, summer camp, a nanny / au pair /relative in the home, or is in school. During non-working hours, one or both parents are responsible for childcare activities, unless specifically described in the grant application. When both parents undertake professional travel (when described clearly in their application, for instance to the same conference), then a variety of childcare costs would be considered incremental:

- child travel to the conference or to a care-giving relative's residence  
(the latter must be en-route to or within reasonable distance of the event)
- childcare at the conference itself
- childcare in the Amherst-area home outside of regular day-care or school hours
- caregiver (non-nuclear family) travel to the conference site
- caregiver (non-nuclear family) lodging at the conference site

Case II: In 2-academic parent households where only 1-parent is traveling professionally, specific reasons must be provided as to why the parent remaining behind cannot care for the children. (There may be many valid reasons.) Childcare support provided for the time when the remaining parent would typically be caring for children duplicates the effort of the remaining parent is therefore generally not considered incremental.

Case III: Single-parent households are generally treated the same as 2-parent household that have both parents traveling professionally together.

Case IV: If the household has one working faculty parent and a parent who typically cares for the children during the day, childcare during travel of the faculty parent is not covered because the spouse would be expected to continue regular childcare duties. Exceptions would include long-term illness of the parent primarily responsible for childcare, and other specific hardships described by the applicant.

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### **Here are examples of situations with potentially reimbursable expenses:**

1. Professor A and Professor B, married, both are registered attendants at a Materials Research Meeting in San Francisco. They can
  - receive aid to bring children to San Francisco and be cared for during the conference
  - receive aid to cover an airline ticket and hotel for a relative to meet them in SF and care for children
  - receive aid to drop children at a grandparent's house during meeting, as long as air travel is reasonably close to meeting dates
  - receive aid to cover travel costs for a relative to come to their Amherst home and stay with the children. The relative's travel must be reasonably close to the meeting dates.

They cannot:

- receive aid to pay the cousin or grandmother an hourly wage or overall fee for childcare

2. Professor A and Professor B, married, are both registered attendants at a meeting on cancer in Orlando. The children come along on the trip which has 5 nights in the hotel. The airline tickets indicate 6 travel days. Both

parents attend 3 of the 4 meeting days. They take off from the conference early to spend 2 days vacationing. They can

- receive aid to cover the cost of child care in Orlando during the 3 days when both parents attended the conference.
- receive aid to cover at least a proportion (60%) of the children's airfare to the conference site.
- receive aid to bring a caregiver to Orlando and up to 3 night's lodging for the caregiver

(Note: In principle in this case, the expense report submitted to the university would provide evidence that only 3 or 4 nights of hotel was being reimbursed, and that the travel dates ran long relative to the actual meeting. This guideline would dictate which costs related to the children and caregivers were incremental.)

**These situations fall outside the definition of incremental childcare:**

Professor A and Professor B, married, fly to San Francisco. Professor A is a registered attendant of the Material Research Society meeting in that city. Professor B, also conducting research in the materials area, does not register for the meeting, but comes along because of the nice venue.

No travel expenses or childcare (in Amherst or San Francisco) would be covered in this scenario (unless a special needs situation is explicitly explained in the application) because any need for childcare is being generated, at least in part, by a vacation for Professor B, who would normally be expected to care for the children during regular non-daycare hours if Professor B traveled alone.

Another scenario, Professor A travels to and is a registered attendant at the MRS meeting in San Francisco. Professor B, the spouse, travels to a reunion in Florida during the time of the MRS meeting. Professor A cannot request reimbursement for childcare expenses (or those related to child / caregiver travel) because need for childcare was generated in part due to the spousal vacation.