



Purpose: This form is used by Academic staff and Non-union Employees (NUE) to apply for reimbursement of child care expenses incurred up to the date of termination.

Instructions:

- Download the PDF document and open it using Adobe Acrobat or Reader. Complete all fields as required.
- Submit one form for each child.
- The form must be submitted within 30 days of termination.

[Access the Service Portal](#) and select the [Submit an HR Form](#) option from the Staff Services Catalog. Attach the completed form and any supporting documentation. For assistance with this form, contact the [Staff Service Centre](#).

Section A: Employee Information

Last Name:

First Name:

Employee ID:

Faculty/Department:

Contact Phone Number:

Full Name of Child:

Child's Date of Birth:

If applicable, both spouses/partners are eligible to apply for support for the same child, however a separate application is required for each staff member.

Will another eligible staff member at the University of Alberta also apply for reimbursement of expenses for this child? Yes No

Section B: Child Care Expenses

Provide details of child care expenses incurred for each eligible child. Do not submit receipts, however retain your receipts for audit purposes. Reimbursement is calculated as 50% of actual expenses to a maximum of \$2000 per year per eligible child.

Eligible children include your or your spouse/partner's natural, adopted, or stepchild, or a child for whom you have legal guardianship, up to and including the month in which the child turns 7. Spouse/Partner is defined by the Supplementary Health Care Plan.

Approvals and Authorization

I declare that: The above named child is my spouse/partner's child (natural, adopted, step child, or for who we are legal guardian).
The above claimed expenses are eligible under the Canadian Revenue Agency (CRS) guidelines.

Name:

Date: (yyyy-mm-dd)

Signature: