**Guidelines for the Dependent Travel Expense Fund (Article 22.12.5)**

The 2023 – 2027 Collective Agreement between the U of S and the USFA provides for the reimbursement of expenses incurred by employees who are authorized to travel for university business related to the care of legal dependents.

The applicable article of the Collective Agreement provides as follows:

22.12.5 Dependent Travel Expense Fund. Effective July 1, 2024, the Employer shall make available $30,000 per academic year for reimbursement of expenses related to the care of a legal dependent or dependents incurred by employees authorized to travel for university business. Eligible expenses are those incurred as a fulfillment of the employee’s legal obligation to provide care for the dependent(s) rather than the employee’s preference. Employees may be reimbursed up to a total maximum of $2,000 per academic year. Claims against the fund mut be submitted by July 31 after the academic year (July 1 to June 30) in which the expenses were incurred. Following receipt of all claims, available funds are allocated as a proportion of the total amount eligible for reimbursement. The terms for allocation and guidelines for reimbursement will be determined and agreed to through the Joint Committee for the Management of the Agreement.

**Eligibility**

1. Legal Dependents:
	* Children: Biological, adopted, stepchildren, or foster children who require care.
	* Spouse: Legal spouse who requires care.
	* Parents: Biological or adoptive parents who require care.
	* Other Relatives: Any other individual for whom the employee has legal guardianship or custodial responsibility who requires care.
2. Legal Obligation:
	* The employee must have a legal obligation to provide care for the dependent, as evidenced by legal documents such as birth certificates, adoption papers, marriage certificates, or court orders.
	* These legal documents may be requested by the employer.

1. Care Requirements:
	* The dependent must require care that necessitates supervision or assistance.
	* The care provided must be essential for the dependent's well-being and not merely a matter of convenience or preference.
2. Travel Authorization:
	* The employee must be authorized to travel for university business, with documentation supporting the necessity of the travel.
	* Travel must be directly related to the employee's professional responsibilities and duties at the university.
3. Eligible Expenses:
	* Expenses must be directly related to the care of the dependent during the employee's travel period.
	* Examples of eligible expenses include, but are not limited to:
		+ professional caregiving services,
		+ temporary daycare,
		+ flights, meals, and accommodations for dependent(s) and caregiver, and
		+ schooling or other necessary care arrangements.
4. Ineligible Expenses:
	* Personal preference costs for services that are not essential for the dependent's well-being.
	* Non-dependent expenses not directly related to the care of the dependent.

**Application Process**

* After travel, employees must submit an application form with receipts for reimbursement as directed by the Office of the VPFR.
* [New item | Dependent Travel Expense Fund - Submissions](https://usaskca1.sharepoint.com/sites/dependenttravel/Lists/Dependent%20Travel%20Expense%20Fund%20%20Submissions/NewForm.aspx?Source=https%3A%2F%2Fusaskca1.sharepoint.com%2Fsites%2Fdependenttravel%2FLists%2FDependent%2520Travel%2520Expense%2520Fund%2520%2520Submissions%2FAllItems.aspx&ContentTypeId=0x01008E140DB2875E294BB5091E92CC1E593E0038C6A03FF0850F4BAD28C7A6464A676C&id=%2Fsites%2Fdependenttravel%2FLists%2FDependent%20Travel%20Expense%20Fund%20%20Submissions)
* All claims against the fund must be submitted by July 31 after the academic year (July 1 to June 30) in which the expenses were incurred.

**Fund Limits**

* The Employer shall make available $30,000 per academic year for reimbursement of expenses related to the care of a legal dependent or dependents incurred by employees authorized to travel for university business.
* Following receipt of all claims, available funds will be allocated as a proportion of the total amount eligible for reimbursement.
* Employees may be reimbursed up to a total maximum of $2,000 per academic year.

**Compliance**

* Employees must adhere to these guidelines and provide accurate information.

**Roles & Responsibilities**

1. JCMA is responsible for:
	1. Periodically reviewing the effectiveness of these guidelines in meeting the Dependent Travel Expense Fund’s objectives.
	2. Considering recommendations from stakeholders in improving the Dependent Travel Expense Fund’s effectiveness.
	3. Resolving disputes regarding the Dependent Travel Expense Fund and these guidelines.