



## Temporary Dependent Care Costs

### Add the Expense

1. Click "+ New Expense" and select "Dependent Care" from the list of Expense Types

The screenshot shows the 'New Expense' interface. At the top left, a red box highlights the '+ New Expense' button. Below it, there are navigation options: 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. A table header for 'Expenses' includes columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. A 'New Expense' tab is active, displaying a list of 'All Expense Types'. The list is organized into categories: '01. Travel & Transportation Expenses' (Airfare, Car Rental, Ferry, Ground Transportation, Group Lodging, Lodging, Lodging Advanced Deposit), '...02. Meal Expenses' (Per Diem Reduction), and '03. Other Expenses' (Agenda/Brochure/Invitation, Airline Fees, Booking Fees, **Dependent Care**, Dispute/Fraud). The 'Dependent Care' option is highlighted with a red box.

2. Complete the entry information:
  - a. Fields with a red bar are required and editable
  - b. Total Additional Cost Incurred: Total amount paid that is above and beyond regular dependent care
  - c. Reimbursable Amount: Not to exceed the equivalent of \$75 per business day
  - d. Allocate costs to additional funding if needed
  - e. Check each attestation box

The screenshot shows the 'New Expense' entry form. The 'Expense Type' dropdown is set to 'Dependent Care'. The 'Number of business travel days (exclude personal days)' field has a red bar. The 'Transaction Date' field has a red bar and a calendar icon. The 'Payment Type' dropdown is set to 'Out-of-Pocket'. The 'Total Additional Cost Incurred' field has a red bar. The 'Reimbursable Amount' field has a red bar and a 'USD' dropdown. The 'Comment' field is a large text area. The 'Trip Purpose' dropdown is set to '.Professional Development'. The 'Trip Type' dropdown is set to 'Alaska' and the 'Traveler Type' dropdown is set to 'Staff'. There are four attestation checkboxes:
 

- I attest this amount exceeds my regular dependent care costs
- I attest this is for my dependent(s) as defined by the IRS
- I attest the amount is for business travel days only
- I accept the reimbursable amount is reported as taxable income

 At the bottom right, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'.



## Regulations & Guidance

### Regulation R05.02.060.A.(12)(d)

Temporary dependent care costs, above and beyond regular dependent care, while in travel status are reimbursable only to UA employees as a taxable allowance not to exceed the total trip allowance of the number of business days times \$75. Receipts are not required; however, travelers must attest to the validity of the claim.

### Guidance

The “Dependent Care” expense is for temporary dependent care costs incurred while traveling for UA business:

- Covers costs above and beyond regular dependent care costs
- Covers costs incurred during business travel days only (i.e., excludes personal days)
- Available to UA employees only
- Reported as a taxable allowance
- Reimbursed at a daily allowance rate
  - Attestation statements on the expense are required in lieu of receipts
  - Maximum allowance is the equivalent of \$75/business day

### Allowance Rate Example:

- Regular dependent care costs for standard weekly schedule = \$300 for three days
- “Total Additional Cost Incurred” due to traveling = \$200 for two days (\$150 for the first day and \$50 for the second day)
- “Reimbursement Amount” = \$150 for two days ( $\$75 \times 2 = \$150$ )

### Additional Considerations for Restricted Funds

Take special care when charging travel to restricted funds to ensure the “Dependent Care” expense is allowable. If it is determined that the cost is not allowable on the restricted fund, the costs will charge to unrestricted funds instead.

### Scenarios

Traveler A regularly incurs costs for dependent care Monday-Friday 8:00 AM-5:00 PM for their standard weekly schedule.

**Scenario 1:** Traveler A is away from home for UA-business travel Monday-Friday. During this time, they need dependent care Monday-Friday 8:00 AM-5:00 PM. Is their dependent care considered above and beyond?

No, since that is their regular cost when not traveling for UA business.

**Scenario 2:** Traveler A is away from home for UA-business travel Monday-Friday with concurrent personal travel Saturday-Sunday. During this time, they need dependent care Monday-Sunday 8:00 AM-5:00 PM. Is their dependent care considered above and beyond?

No, since that is their regular cost Monday-Friday when not traveling for UA business. Saturday-Sunday are personal days and not included in their business travel expenses.



Traveler B regularly incurs costs for dependent care Monday, Wednesday, and Friday 8:00 AM-5:00 PM for their standard weekly schedule.

**Scenario 1:** Traveler B is away from home for UA-business travel Monday-Friday. During this time, they need dependent care Monday-Friday 8:00 AM-5:00 PM. Is their dependent care considered above and beyond?

Yes, but only the additional costs for Tuesday and Thursday since those days are not part of their regular costs when not traveling for UA business. The costs are reimbursable up to \$75/day for the two business travel days.

**Scenario 2:** Traveler B is away from home for UA-business travel Monday-Friday with concurrent personal travel Saturday-Sunday. During this time, they need dependent care Monday-Sunday 8:00 AM-5:00 PM. Is their dependent care considered above and beyond?

Yes, but only the additional costs for the business travel days of Tuesday and Thursday since those days are not part of their regular costs when not traveling for UA business. The costs are reimbursable up to \$75/day for the two business travel days. Saturday-Sunday are personal days and not included in their business travel expenses.