Requesting Reimbursement of Dependent Care

Is externally sponsored award funding available for dependent care?

- Yes
  - May use externally sponsored award funding specifically set for dependent care
  - Sponsored Project Administrator must determine eligibility based on requirements of terms and conditions of the funding

- No
  - Sponsored Project Administrator notifies awardee that they will receive a 1099 (non-employee) or it will be added to their W-2 (employee) as this is taxable

Create an expense report in Concur for reimbursement

Done on the PITT General or Guest Policy (depending on employment status)

Expense type to be used: CC-Restricted (subcode 5840) tax reportable

Reimbursement cannot exceed total expense on receipt for dependent care as well as externally sponsored award funding specific for dependent care

Compliance with the terms and requirements of individually externally sponsored awards are the responsibility of post-award administration (i.e. Grant Administrator), which might include:
- proof of sponsored project funding
- receipt of expense
- provider license

Expense report is submitted in Concur to supervisor and/or Cost Object Approver for approval

Approved report goes to Payment Processing for final approval

Reimbursement provided as follows:
- Employees (direct deposit)
- Non-Employees (check)

Sponsored Project Administrator responsibilities include: determining if sponsored project awardee’s funding budget contains a provision for dependent care and the amount available.

Trainees on a fellowship will not receive a W2 or 1099 though the reimbursement is subject to personal income tax.

Payment Processing & Compliance (PPC) will hold the blanket exemption certificate signed by the CFO to be applied to each of the expense reports. Not to be attached as a receipt.