UC SAN DIEGO

POSTDOC CHILDCARE REIMBURSEMENT

REQUEST INSTRUCTIONS

| Collect required documentation | Complete UBEN 255 | Submit request | Receive acknowledgement | UC Path Issues funds | View paycheck |

OVERVIEW

Effective October 1, 2023, Postdoctoral Scholars employed in all titles covered in the Recognition Article of the UC-UAW Postdoctoral Scholars (PX) Collective Bargaining Agreement are eligible to receive Childcare Reimbursement of up to $2,500 per calendar year (January 1 – December 31) for expenses incurred during the Postdoctoral Scholar's appointment period for the following reasons:

    a. Eligible Childcare Provider reimbursement; and

    b. Professional Travel Childcare Expense Program.

Before you begin, review the [Postdoctoral Scholars Childcare Reimbursement Program fact sheet](#) for information on eligibility.

STEPS TO TAKE

☐	**Collect** required information and documentation (eg childcare provider license, receipts, child's birth certificate or passport for age verification, proof of residence, and business travel approval) to include with request.
☐	**Complete** the [Postdoctoral Scholar Childcare Reimbursement Request Form (UBEN 255)](#) and save as PDF to upload with your request.
☐	**Submit** your request via e-mail to OPSA@ucsd.edu In the Subject line, enter **Postdoc Childcare Reimbursement** In the body of the email indicate if the reimbursement request is for Eligible Childcare Provider and/or Professional Travel Childcare Expense Program. Provide any additional description or information that would support the request. Attach the completed UBEN 255 form and receipts/documents.

You will receive a submission receipt acknowledgement email from OPSA.

Approved reimbursement requests will be submitted to UCPath for payment within 30 calendar days. Time needed to issue funds will depend on UCPath.

If you have any questions, please contact the Office of Postdoctoral Scholar Affairs at **OPSA@ucsd.edu** or review the program information at https://postdoc.ucsd.edu/postdocs/childcare-reimbursement.html.