

Child Care Receipt Form



The Alberta Union of Provincial Employees
 10025 - 182 ST NW, Edmonton, AB T5S 0P7
 780-930-3300 or 1-800-232-7284

Member Information - Required

Member Name	Member ID Number	Local	Chapter
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Child Care Provider Information - Required

Name		Address	
City/Town	Postal Code	Phone	

Childrens' Information

Child Name:	Age:
Child Name:	Age:
Child Name:	Age:
Child Name:	Age:

Date & Hours Care Provided

	Date 1	Date 2	Date 3	Date 4
Date:				
Time Starts:				
Time Ends:				
Total hours:				
Total Paid:				

By our signatures we certify that this is a true detailed account of expenses incurred on Union business.

We understand that incomplete, incorrect, unsigned or unauthorized claim forms will result in a delay or repayment of ineligible expense claims.

 Member Signature

 Child Care Provider Signature

 Date

 Date

***Note: If you have union Time Off on the date which you claim child care, please fill out the back of this form.**



Date & Hours of member's Work Schedule

	Date 1	Date 2	Date 3	Date 4
Date:				
Time Starts:				
Time Ends:				
Total hours:				

Reimbursement for Child Care Expenses (Policy 5-20)

The intent of this policy is to assist members with direct childcare expenses incurred as a result of conducting union business.

1. AUPE members may be reimbursed for eligible direct child care expenses when attending union functions.
 - a) For unlicensed care givers: at the rate of up to \$10 per hour to a maximum of \$100 per day for all children.
 - b) For licensed child care providers: at the rate of up to \$15 per hour to a maximum of \$195 per day for the first child and up to \$3 per hour for each additional child to a maximum of \$39 per day, per child.
2. All claims for reimbursement under this policy must be accompanied by a signed AUPE Child Care Receipt Form AND the following documents:
 - a) For licensed child care centre/daycare – official receipt
 - b) For licensed child care provider - early childhood education certificate.
3. Reimbursement will not be made for:
 - a) Child care expenses that are regularly scheduled or pre-determined as a result of a members normal work shift/day (i.e. monthly daycare fee, before/after school care);
 - b) Child care expenses during normal school or daycare hours;
 - c) Child care provided by a family member;
 - d) Child care provided by a person residing in the same household;
 - e) Where union business has concluded and the attending member resides within 150 km of the event;
 - f) Once the child turns 13 years of age;
 - g) Additional expenses not listed in the policy, including but not limited to mileage, meals, and accommodations.
4. Where extenuating circumstances exist, exceptions may be made with the prior approval of the Executive Secretary-Treasurer, when expenses are paid by Headquarters or when expenses are paid by the Local, the Local Treasurer or Local Executive.
5. AUPE accepts no legal responsibility as to the arrangements made or unintended consequences by the parents or guardians.

The Union reserves the right to examine any and all claims with respect to this policy.

PLEASE NOTE:

Claim forms that are incomplete, incorrect, unsigned or unauthorized will be returned for completion. Properly completed claim forms, accepted by Finance, will be processed for payment within 7-10 business days.