



Boston Children's Hospital Office of Faculty Development

Caregiver Travel Award

The **BCH Caregiver Travel Award** is a pilot program for faculty to ease the financial burden associated with additional dependent care expenses while traveling to an academic/society meeting. This initiative is sponsored by the BCH Offices of Faculty Development and Health Affairs and the Medical Staff Organization. Fifteen awards are available, capped at a maximum of \$500, but more may become available. Applicants can apply only once. Questions should be addressed to Maxine Milstein, MBA, OFD Program Director, maxine.milstein@childrens.harvard.edu

Eligibility:

- The Caregiver Travel Award is open to all faculty (MD, PhD or equivalent advanced degree) who receive salary/benefits from BCH or a BCH foundation or are a member of the joint BCH/DFCI Pediatric Hematology-Oncology Program or a faculty member employed by the Boston Children's Network Specialty Physicians Foundation (BCNSP) and holding an academic appointment at Tufts.
- Responsible for care of children/dependents
- Trips for an academic/society meeting which contributes to career advancement. If you have any questions regarding the eligibility of the event you want to attend, please email us at OfficeofFacultyDevelopment.OFD@childrens.harvard.edu

Qualifying trips may include:

- Chairing a session at an academic meeting
- Receiving a specific society prize/honor
- Delivering an oral presentation
- Conducting an educational session or workshop

Permissible uses of Caregiver Travel Award funds:

- Travel costs for children/dependent(s)
- Travel costs for a children/dependent(s)'s caregiving (not family member) who accompanies the faculty for the explicit purpose of caring for the children/dependent(s)
- Cost for additional care expenses at home during the trip, above and beyond the regular expenses
- Costs for child/dependent care at the meeting site.

Non-allowable uses of Caregiver Travel Award funds:

- Conference registrations
- Personal travel expenses for the faculty member
- Payment to family members for child/dependent care expenses
- Other costs unrelated to additional care or travel of the children/dependent(s)

Application Process:

Faculty must apply at least 4 weeks in advance of the trip requiring support and may not receive support for events that have already occurred. Awards are offered on a first come, first serve rolling basis. Requests will be reviewed as they are received.

To apply, please use [this link](#) to submit the following information to the Office Faculty Development:

- Faculty member's name, phone number, email, rank, and department
- Conference name and location
- Date of conference and date(s) of travel
- Conference significance to career advancement
- Description of dependent care arrangement
- Itemized budget of expenses for which this award will be used (extended day care, childcare at the conference, etc.)

Awardee reimbursement process:

Awardees must provide receipts and/or invoices to receive reimbursement, and must confirm that these expenses were used for dependent travel or care. Submission of forms and expense documentation is required within 30 days of the travel return date.

These awards are considered taxable income under Federal Tax Law.