

# Child Care Receipt Form



**The Alberta Union of Provincial Employees**  
 10451 - 170 Street, Edmonton, Alberta T5P 4S7  
 (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

1. AUPE members when attending any union function are to be reimbursed for child care expenses at the rate of up to \$15.00 per hour to a maximum of \$195.00 per day for the first child and up to \$3.00 per hour for each additional child to a maximum of \$39.00 per day, per child.
2. All claims for reimbursement under this policy **must** be accompanied by a signed receipt.
3. Reimbursement will **not** be made for:
  - a) Child care expenses that would have been incurred had that member been performing his/her normal work that day;
  - b) Child care that would normally not have been paid, eg. Spouse;
  - c) For an in-town delegate, after the meeting and/or associated function has concluded.
4. Reimbursement will be made, to a maximum of \$20.00 for babysitter transportation costs, with substantiated receipts where necessary.
5. Normal guideline for payment of childcare includes children 0-12.
6. Where extenuating circumstances exist, exceptions may be made with the prior approval of the Executive Secretary-Treasurer, or when expenses are paid by the Local, the Local Treasurer or Local Executive.
7. AUPE accepts no legal responsibility as to the arrangements made by the parents or guardians.
8. 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.**