

Guideline for financing child-care costs

Please send your request via E-Mail to

richtliniekibeko@gleichstellung.uni-tuebingen.de

Name, Firstname

E-Mail

Employed at the university as
(Please select from list)

Office/ Faculty

Single Parent?

- Yes
 No

Children

Number:

date of birth child 1

date of birth child 2

date of birth child 3 &

additional children

requested fundings:

off-peak care
and substitute
care

Off-peak care during university commitments outside of
regular on-site care.
(Proof for exceeding standard care required)

Emergency care in case of discontinuation or reduction of the
respective regular care
(Proof of discontinuation of standard care required)

Substitute care if there is no regular care
(Proof of denial of application for regular care required)

Timeframe of travels (from-to)

Childcare during a
business- or
research trip

Explanation and Proof

<p>Requested measure. (Please enter the exact description of the requested measure).</p>	
<p>The costs must be incurred due to an official obligation or due to the necessity for the scientific qualification. Please enter the necessity or official obligation.</p>	
<p>Please justify why the childcare cannot be covered by the usual care options (regular care, relatives).</p>	
<p>Requested Costs: Please specify the amount of the costs. Please justify why the costs are a serious burden to you and why care cannot be provided at a lower or no additional cost.</p>	

Beginning of the measurement: _____

Requested costs: _____

Financed through:

Third-Party / Funding, SFB

Please fill in:

Excellenze

Resources

Please fill in:

Equality Program for the Faculties:

Please fill in:

(Important: This form is not an application for funding but a request to verify eligibility under the Child Care Funding Policy. If the Family Office determines your application to be eligible, you will still need to complete their Faculty Equal Opportunity Program Reimbursement Request Form. You can find the corresponding form on the website of your faculty.)

Central support program for the financing of childcare costs
(Only if no other financing options are available)

Proof
(Please attach to the
application)

For applications related to events: Program of the event; for conference participation, proof of active contribution is also required;

written justification by the superior, or in the case of SFBs and collaborative projects by the spokesperson, that the measure for which the funds have been requested is necessary for official purposes or serves the scientific qualification (a business trip permit is not sufficient)

written confirmation from the supervisor, or in the case of SFBs and collaborative projects, from the spokesperson, as to whether third-party or secondary funding is available in principle for a grant and the nature of this funding.

In the case of an application for funding of a measure according to 3 a) 2 proof of discontinuation of regular care,

In case of an application for support of a measure according to 3 a) 3 proof of rejection of an application for regular support.

I agree that my (personal) data may be collected, stored and used for the processing of the Application Financing of Childcare Costs be collected, stored and used. The data will not be passed on to third parties. A right to deletion exists at any time.

Date

Signature*

*With my signature I confirm the accuracy of the information above.

Invoice:

The funded person is responsible for the correct accounting of the costs. They must submit the required documents to the person managing the funds. This person reviews the documents and then sends them to the University Treasurer's Office for disbursement. She files a scan for documentation and also sends it to the Family Office.

Disbursement is made under the following conditions:

1. The applicant has submitted the following documents:
 - pre-filled form of the payment order.
 - original supporting documents,
 - in the case of support measures under 3 a), a written justification for the selection of the service provider, or the proof of the correct reporting of the income by the caregiver in accordance with tax law,
 - in case of support measures according to 3 b), the form "External travel expenses",
2. In the case of support measures under 3 a), a payment is usually made directly to the service provider, i.e. not to the applicant person. If there is proof of the fiscally correct reporting of the income by the caregiver, the payment can also be made to the applicant person, if necessary,
3. In the case of funding measures according to 3 b), a payment is made to the applicant, in this case the guidelines of the State Travel Expenses Act and the University for the settlement of travel expenses apply; in the case of travel by private car, the University's mileage allowance applies.

The Family Office transmits the information about the disbursed funds to the Human Resources Department.

The Personnel Department reports an excess of the annual allowance to the State Office for Salaries and Pensions so that it can arrange for taxation.

1. Further Notes:

1. Approved funds are subject to the provisions of the Internal Revenue Code and must be taxed accordingly:
 - a. Tax-free are:
 1. in accordance to § 3 No. 33 EStG, the regular care of children who are not of school age in daycare centers or with child minders (not part of the support measures of these guidelines)
 2. according to 3 No. 34a EStG up to a maximum of € 600 per year for the short-term care of children who have not yet reached the age of 14 or who are unable to support themselves due to a physical, mental or psychological disability that occurred before they reached the age of 25, if the care is necessary for compelling and work-related reasons.
 - b. The following are taxable as non-cash benefits:
 1. in accordance with Section 3 No. 33 of the German Income Tax Act (EStG), subsidies for regular care provided by caregivers in the parents' household,
 2. in accordance with 3 No. 34a EstG, allowances of more than €600 per year for short-term care of children who have not yet reached the age of 14 -

or who are unable to support themselves due to a physical, mental or psychological disability that occurred before they reached the age of 25 - if the care is necessary for compelling and work-related reasons. If the allowance exceeds €600, the entire amount must be taxed.

3. Accompanying costs of child care during business trips (transportation and accommodation of children and caregivers).
The University reports the disbursed funds to the State Office of Salaries and Compensation, which ensures proper taxation.

2. Liability of the university during care in family rooms or at home or for accompanying children and caregivers is excluded. In the case of a trip abroad, the student must independently ensure that all accompanying persons have sufficient insurance coverage (international health insurance).
3. Support measures according to 3 b) for travel and accommodation costs for the children and caregivers are not travel costs within the meaning of the Travel Costs Act, but a wage component / reimbursement of expenses. Travel expenses are only costs that are billable under the Baden-Württemberg Travel Expenses Act, i.e. travel and accommodation costs for the employees themselves. Accordingly, it is also not possible to use funds to finance travel expenses for family-related additional costs for business trips.

send the documents to*:

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Wilhelmstr. 19, Zi. 29 EG
72074 Tübingen

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Geschwister-Scholl Platz
72074 Tübingen

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familienbuero@uni-tuebingen.de
<http://www.uni-tuebingen.de/familienbuero>

*Please don't forget to sign the documents when sending an Email