

Childcare Reimbursement Form For PTCUMC

Reimbursement Process & Policy:

1. Parents schedule and pay their own babysitter themselves on the day of the event. Parents are reimbursed at a pre-determined rate to help offset the cost of an individual babysitter. Reimbursement will be for up to 2.5 hours. (see reimbursement rates below).
2. Reimbursement forms are available at ptcumc.org/connectgroups.
3. Individual forms are to be filled out after each group meeting by the family requesting reimbursement.
4. Each form must be submitted within 7 days after the group meeting.
5. Checks are issued and mailed within 3 weeks of receipt of request.

Childcare Reimbursement Rates

# of Children	1 Hour Event	2 Hour Event	2.5 Hour Event
Up to 2 Children	\$10	\$20	\$25
3 or more children	\$12	\$24	\$30

Connect Group Leader's Name _____

Date of Event _____

of Children _____

of Hours _____

Amount _____

Reimbursement Payable To:

Name _____

E-mail _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____

Signature _____