1. Introduction

The University is committed to supporting parents and carers to engage equally with career development opportunities through allowing employees to claim for additional costs incurred for caring services associated with attending such events. This is part of a broader commitment to good employment practice ensuring the University offers equal opportunity and access to staff with diverse working patterns and out-of-work responsibilities.

Existing conference funds across the University have been altered to allow employees to claim for such additional care costs.

2. Scope and eligibility for the Conference and Training Care Fund

The Conference and Training Care Fund is offered to all employees (R&T, APM, TS, CCS, and O&F) who have access to conferences, workshops and training as part of their professional development. The employee must be ‘at work’ and therefore not on leave (ie parental, sick etc) except for Keeping In Touch (KIT)/Shared Parental Leave in Touch (SPLIT) days when attending work relating training/conference.

The funding covers additional care costs incurred by carers undertaking external work related training in the UK. This is defined as a training course or other development activity which will impart or reinforce knowledge and skills to be used in an employee’s current work. General business trips are not covered. Managers must agree that such an event will support the employee’s career development needs and must give approval for attending such event prior to the expense authorisation. Internal training courses and other developmental activity are not covered by these guidelines. As an example, where an internal training course takes place outside of normal working hours, the employee and manager may agree to adjust normal working patterns to accommodate the training.

The funding is applied only if there is a payment to a third party in relation to caring costs of a dependent eg payment to a childminder, nursery or care provider. A dependent can be the employee’s spouse or civil partner, child or parent, or someone who lives in the same household, but who is not his/her employee, lodger or boarder. The fund is not able to cover the cost of pet care.

Care service must be supplied by a registered provider (the provider must be approved as a registered carer) and claimants must provide receipt of payment. There may be tax implications if the care service provision is not through a registered provider. Payment will not be made without receipts being submitted for incurred costs and all costs must be incurred outside of normal care provision/arrangements.

3. Requesting use for the Conference and Training Care Fund

3.1 Gaining Authorisation

It is encouraged that an employee and their manager discusses the possible use and benefit of the Conference and Training Care Fund as part of their normal professional development conversations.

Once the requirement for an employee to attend an external conference, training or other career development event is identified and approved by the appropriate manager, the employee will need to obtain authorisation for use of the care fund.

The employee can fill out the Conference and Training Care Fund Authorisation Form by completing section A before submitting to the Authorising Manager for completion of section B.
The employee will need to include details of the conference, training or career development event being attended as well as the additional care provision required. Alternatively, the employee can gain authorisation in the same ways as existing local processes.

The appropriate requirements for authorisation of expense claims must be complied with and are available at:

http://workspace.nottingham.ac.uk/display/TravelandExpenses/Authorisation

Authorisation for Conference and Training Fund expenditure is required before costs are incurred and before a claim is submitted via Concur. A copy of the Authorisation Form should be included within the Expense Receipt envelope and then archived for reference by the local School or Department.

3.2 Obtaining Receipts

Once additional care is organised and the event is attended, the employee will need to obtain a receipt from the registered care provider for the additional hours of care undertaken and associated costs.

3.3 Completing the Expenses Form

Once the care expenses have been incurred and a receipt of these costs obtained then the employee can make a claim via Concur and in line with the University Expense Policy. Concur can be accessed through the University’s workspace at:

http://workspace.nottingham.ac.uk/display/TravelandExpenses/Expenses

The employee must open a new expense claim within Concur and fill out the relevant details before submitting the claim. Original receipts must be placed in an Expenses Receipt envelope, along with the header document which can be printed from Concur. This must then be posted internally to Financial Operations.

The relevant approver will be notified of the claim for review. The employee will be notified when their expense claim has been authorised and will be reimbursed for the necessary costs once the claim has been audited and approved in central Finance.

The Conference and Training Care Fund Authorisation Flow Chart is available at:

4. Monitoring and Review

Use of the Conference and Training Care Fund will be monitored and reviewed on an annual basis.

5. Contacts

- If you have any questions regarding the Conference and Training Care Fund or are interested in accessing this fund please speak to your line manager in the first instance.

- For further queries about the Conference and Training Care Fund please contact the HR Department’s Central Support Services team at: pd@nottingham.ac.uk.

- For queries regarding Concur or claiming expenses please contact expenses@nottingham.ac.uk in Financial Operations.