

Request for Adoption Expense Reimbursement

Complete this form, attach a copy of every invoice and proof of payment, and send it to the Benefits Office at Human.Resources.Benefits@dartmouth.edu or HB 6042. Requests received by November 1 are reimbursed within the current calendar year. Page 2 explains the benefit.

1. About you

Employee name		Dartmouth ID#	
Email		Daytime phone	
Address			

2. Expenses

Each line item must include a copy of the invoice and proof of payment.

Line	Date of service	Description of service	Amount	Invoice	Proof of pay
A				☐	☐
B				☐	☐
C				☐	☐
D				☐	☐
E				☐	☐
F				☐	☐
G				☐	☐
Total requested \$					

3. Confirmation

By typing my name, I confirm that the information on this form is correct and that I have attached copies of all invoices and proof of payment.

Employee name (typed as your signature)		Date	
---	----------------------	------	----------------------

For Benefits Office use only

Total approved \$

Authorized approval Date

Additional comments

Entered by ☐ HRMS ☐ E-mail ☐ Other

About the Adoption Reimbursement Benefit

What the benefit provides

The College provides a reimbursement of up to \$5,000 per calendar year for qualified expenses associated with the cost of adopting a child. For more information, visit dartgo.org/adoption.

Qualified adoption expenses

Qualified adoption expenses are reasonable and necessary expenses directly related to, and for the principal purpose of, the legal adoption of an eligible child.

Qualified expenses include

- Adoption fees
- Attorney fees
- Court costs
- Travel expenses, including meals and lodging while away from home
- Re-adoption expenses relating to the adoption of a foreign child

Qualified expenses do not include expenses

- For which you received funds under any state, local, or federal program
- That violate state or federal law
- For carrying out a surrogate parenting arrangement
- For the adoption of your spouse's child

Eligible child

- Any child under age 18. If the child turned 18 during the year, the child is an eligible child for the part of the year he or she was under age 18.
- Any disabled individual physically or mentally unable to take care of himself or herself.

Instructions

- Submit the completed form and supporting documentation. You must include both the invoices and the corresponding proof of payment.
- All adoption requests, with supporting documentation, must be received no later than November 1 to guarantee reimbursement within the current calendar year allotment. Requests received after November 1 are applied toward the following calendar year allotment.
- Send documents to the Benefits Office by email at Human.Resources.Benefits@dartmouth.edu, or by mail to Human Resources Benefits Office (HB 6042), 7 Lebanon Street, Suite 203, Hanover, NH 03755.
- Keep copies of all documents for your files.
- The Benefits Office will review your materials and send you a confirmation email about the expected reimbursement, the amount, and the timeline.