

Request for Adoption Expense Reimbursement

Employee Name: _____ Dartmouth ID: _____

E-mail: _____ Daytime Phone: _____

Address: _____

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

	Date of Service	Description of Service	Amount of Service	Invoice Attached	Proof of Payment
A					
B					
C					
D					
E					
F					
G					
H					
I					
J					
Total Requested			\$		
Total Approved			\$		

Employee Signature: _____ Date: _____

Attach copies of all receipts and proof of payment to this completed form and send to:

Mail: Human Resources Benefits Office - 7 Lebanon Street, Suite 203 - Hanover, NH 03755, Hinman: HB 6042, or Email: to Human.Resources.Benefits@dartmouth.edu

HUMAN RESOURCES - BENEFITS DEPARTMENT USE ONLY:

Authorized Approval _____ Date _____ Additional Comments/Explanation: _____	<input type="checkbox"/> HRMS <input type="checkbox"/> E-mail
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Information about the Adoption Reimbursement Benefit:

Description of Benefit:

The College provides a reimbursement up to \$5,000 per calendar year for qualified expenses associated with the cost of adopting a child. A list of qualified adoption expenses is listed below:

- The maximum reimbursement per adoption transaction per employee, per calendar year is \$5,000.
- This benefit is pro-rated for employees working less than full time.
 - ✓ Reimbursement requests may include services received within the current calendar year or during the prior calendar year.
 - ✓ If more than one child is adopted during a single adoption transaction, the maximum reimbursement is \$5,000 for the calendar year.
- Employee must request reimbursement using the Request for Adoption Expense Reimbursement form and provide appropriate supplementary documentation (e.g. must include both invoices and corresponding proof of payment).
- Reimbursement is made in the employee's paycheck and can be paid in either a \$5,000 lump sum or in smaller amounts as expenses are incurred.

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 adoption expenses include:

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

Qualified adoption expenses don't 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, or
- For the adoption of your spouse's child,

Please contact the Benefits Office with any questions, including clarification around qualified versus non-qualified adoption expenses, at (603) 646-3588 or by email at Human.Resources.Benefits@dartmouth.edu.

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 a completed Request for Adoption Expense Reimbursement form and appropriate supplementary documentation (e.g. must include both invoices and corresponding proof of payment).
- All Adoption Requests (with supporting documentation) **must be received no later than November 15th** to guarantee reimbursement within the current calendar year allotment. Requests received after November 15th will be applied toward the following calendar year allotment.
- Send documents to the Benefits Office at:
 - ✓ **Email:** Human.Resources.Benefits@Dartmouth.edu
 - ✓ **Mail:** Human Resources- Benefits Office (HB 6042) 7 Lebanon Street, Suite 203 Hanover, NH 03755
- Keep copies of all documents for your files.
- Materials will be reviewed. Provided that all documentation is accurate, once the request has been approved, the Benefits Office will send a confirmation email to the employee about expected reimbursement amount and timeline.
- Incorrect or incomplete requests will cause delay in review and reimbursement.
- Reimbursement will appear in the employee's paycheck under the following line item (*Adopt Reimb.*).