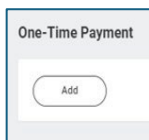
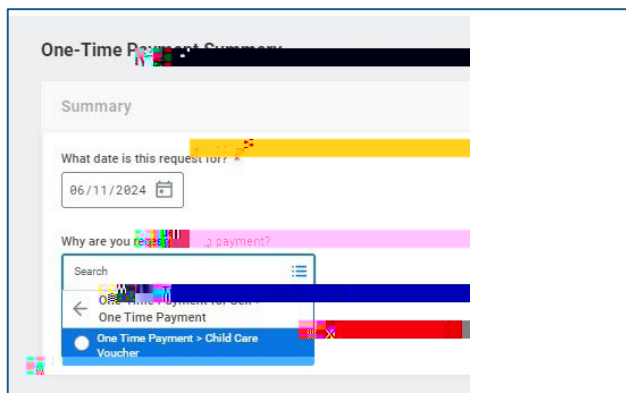


To request a Childcare Voucher Reimbursement in Workday follow these steps. If you have questions or need additional information, please contact the Benefits and Wellness Office at 410 617-1365.

1. Log into [Inside.Loyola](#) and click the **Workday** icon.

2. On your Home page type Request



5. In the One-Time Payment section.
 - a. Your Organization Assignments will auto-populate.
 - b. What type of payment are you requesting? Select Child Care Voucher
 - c. Scheduled Payment Date: This date will auto-populate, review, and edit if needed.
 - d. Amount: Enter Loyola's reimbursement amount, not your actual daycare expense. Reimbursement amounts are (d)JTJ 0

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The screenshot shows a 'One-Time Payment' form with the following fields and values:

- Organizational Assignments:** Activity: ABCDEF, Cost Center: ABCDEF, Fund: FDX ABCDEF, Project: [blurred]
- What type of payment are you requesting? ***: Child Care Voucher
- Scheduled Payment Date ***: 06/30/2024
- Amount:** 0.00 (highlighted with a blue bar and a blue arrow pointing to it from the left)
- Currency ***: USD
- Additional Information:** [empty text box]
- *Cost Center:** [dropdown menu]
- Grant:** [dropdown menu]
- Gift:** [dropdown menu]
- Project:** [dropdown menu]
- *Additional Worktags:** [dropdown menu]

Payment Details

**Loyola University Maryland
Child Care Voucher Program
July 1, 2024 through June 30, 2025**

**MONTHLY REIMBURSEMENT RATES
(For Full-Time Child Care)**

Infant Care (6 weeks – 17 months)	\$ 123.50
Toddler Care (18 months – 23 months)	\$ 122.83
Preschool/Pre-K Aged Care (2 yrs. – 5 yrs.)	\$ 88.39
Before School	\$ 15.03
After School	\$ 24.35
Before and After School Summer	\$ 35.75

**Loyola University Maryland
Child Care Voucher Program
July 1, 2024 through June 30, 2025**

Monthly Cost Verification Form

(Please print or type)

The employee is responsible for the timely completion and submission of this form. Incomplete forms will be returned to the sender for completion.