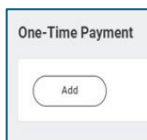
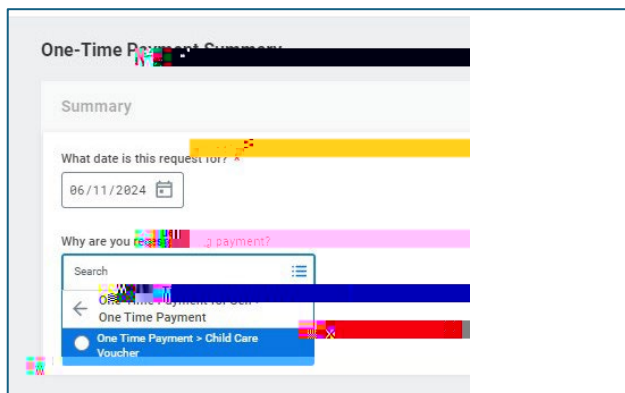


To request a Childcare Voucher Reimbursement in Workday follow these steps. If you have questions or need additional information, please contact the Benefits and Wellness Office at 410 617-1365.

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 image shows a screenshot of a web form titled "One-Time Payment". The form is divided into several sections. At the top, under "Organizational Assignments", there are pre-filled fields: "Activity: ABCDEF", "Cost Center: ABCDEF", "Fund: FDX ABCDEF", and "Project". Below this is a dropdown menu for "What type of payment are you requesting?" with "Child Care Voucher" selected. The "Scheduled Payment Date" is set to "06/30/2024". The "Amount" field contains "0.00". The "Currency" is set to "USD". There is an "Additional Information" text area. Below these are several dropdown menus for "Cost Center", "Grant", "Gift", "Project", and "Additional Worktags". A blue arrow points from the left side of the form to the "Cost Center" dropdown menu. At the bottom of the form, there is a section for "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	

**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.