

# Childcare Subsidy Program Receipt for Childcare Services

## ***To request reimbursement:***

1. Pay your childcare provider first.
2. Get a receipt of payment from your provider or use this receipt template
3. Scan or save the receipt to your Ulowa email account.
4. Log into MyUI and complete the reimbursement request form.
5. Attach your receipt and submit the form.

Name of the Student Parent:\_\_\_\_\_

Name of child(ren) receiving childcare:\_\_\_\_\_

Dates of the paid childcare:\_\_\_\_\_

Amount PAID for care given on above dates:\_\_\_\_\_

Name of the Childcare Provider:\_\_\_\_\_

Email or Telephone Number of the Childcare Provider:\_\_\_\_\_

***The signatures below confirm the named child(ren) received childcare from the provider listed above, for the dates and amount specified, and that payment has been made.***

Signature of Student Parent:\_\_\_\_\_

Date:\_\_\_\_\_

Signature of Childcare Provider:\_\_\_\_\_

Date:\_\_\_\_\_