

CHILDCARE ELIGIBILITY REQUIREMENTS

Childcare expenses are reimbursable if the following criterion are met:

- Childcare expenses **must** have been incurred by the **applicant**
- Must include receipts for incurred childcare expenses
- Expenses cannot exceed \$35/hour for childcare

Please fill out completely and legibly. Reimbursement checks will be payable *only* to the person incurring the expense, as documented by itemized receipts. **Please email one PDF of this form and itemized receipts to 2026BarExamExpenses@wsba.org.**

Signed expense reports must be submitted by October 15, 2026

Make Check Payable to (Please print name):

Post Office Box 1000000 (Mail check to this address):

Signature:

Applicant

Date:

By my handwritten or typed signature below, I certify that: (1) these expenses comply with the [WSBA Expense Policy](#) unless otherwise specified as allowable by the Board of Governors as part of the July 2026 exam reimbursement; (2) I am the person entitled to receive reimbursement for these expenses; (3) these expenses have not been reimbursed by any other source; (4) the information provided within this form is accurate and true. I meet the eligibility requirements for childcare reimbursement as stated on this form. By accepting the childcare reimbursement from the WSBA, the recipient releases and discharges any and all claims against WSBA, its officers, employees, agents, and volunteers arising out of or in connection with the childcare expenses related to the July 2026 bar exam reimbursed by the WSBA.

X: _____ Date: _____

I am requesting reimbursement for the following expense categories (please select all that apply for incurred childcare expenses):

Payment made for child care services to a provider

Amount Requested (itemized receipts required):

If no receipt(s), provide explanation for lack of documentation, description of services, and contact information (name and phone number) of child care services provider:

Other

Amount Requested (itemized receipts required):

Description of "Other" reimbursement requests:

If you are requesting reimbursement of expenses in excess of limits provided, provide an explanation as to why the extra cost(s) is reasonable and necessary: