

Office of Human Resources
TEACHERS COLLEGE
COLUMBIA UNIVERSITY

**Surrogacy Assistance Program
Expense Reimbursement Application**

Name: _____ TCID or UNI: _____
TC Email: _____ Phone: _____
Position Title: _____ Department: _____

Start Date of Full-Time Employment: _____
(Minimum 1 Year of Service Required)

Is your spouse a full-time employee at Teachers College? Yes No

If yes, please provide the name of your spouse: _____

Spouse's TC ID or UNI: _____

Spouse's Position Title: _____

Spouse's Department: _____

Human Resources Office Approval

Eligible Yes No

Spouse eligible (if applicable) Yes No

Amount approved: \$ _____

HR Approval: _____

Date approved: _____

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Request for Reimbursement

| Date of Expense (mm/dd/yyyy) | Description: (include name of person, organization, or entity to which expense was paid. Attach original itemized bills and receipts or canceled checks, along with paperwork that demonstrates a legal surrogacy arrangement has been executed.) | Amount (\$) |
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| | | |
| Total Requested Reimbursement | | |

I, _____, have read and acknowledge the eligibility terms. I understand that I may be subject to federal, state, and local taxes and that such taxes will be withheld from my salary.

Employee Signature: _____ Date: _____

Spouse signature: _____ Date: _____
 (only if employed in a full-time position at Teachers College)

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Eligibility

An “Eligible Employee” is a benefits-eligible Faculty, Lecturer, Instructor or Professional staff who has completed at least one (1) year of continuous service and actively employed by Teachers College on a full-time, regular basis who uses a surrogate to assist to carry a child.

Participation in the Program ends on the earlier of:

- (1) the date the Eligible Employee ceases to be an Eligible Employee for any reason; provided, that Eligible Expenses incurred while an Eligible Employee are covered under the Program, subject to the benefit limitations under the Program, if submitted within 31 days of the employee losing their status as an Eligible Employee or
- (2) the date the Eligible Employee receives the maximum benefit under the Program pursuant to the terms of the Program.

Benefit

The benefit limit is one child or one attempt per lifetime per employee regardless if one or both parents are eligible for this benefit, the benefit limit is one child or one attempt per lifetime per employee at Teachers College.

The Program reimburses the Eligible Employee up to \$30,000 per lifetime for Eligible Expenses. If the Eligible Employee has a spouse who also qualifies as an Eligible Employee, the combined benefit the Eligible Employees may be eligible under the Program is limited to \$30,000.

The benefit provided under the Program is taxable, meaning that it appears in the Eligible Employee’s paycheck and is subject to applicable federal, state and/or city taxes as well as FICA and Medicare taxes.

Eligible Expenses

“Eligible Expenses” are medical expenses that would typically be covered by the infertility provisions of the Teachers College medical plan. This program may cover expenses being incurred by an individual who is not eligible under that Plan, and that are not covered by Teachers College or any other medical plan.

This may include the following:

- Artificial insemination (timed inseminations during a natural or stimulated cycle (clomiphene citrate))

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- Donor sperm
- Donated eggs that have been previously frozen and sold by egg banks
- Fresh eggs from someone already undergoing an IVF cycle who wishes to donate her eggs
- Fresh eggs from a known or anonymous donor
- IVF cycle
- Preparation of the uterus to receive an embryo(s)
- Frozen embryo transfer cycle
- Progesterone therapy
- Estrogen therapy
- Serial ultrasounds and lab work to measure hormone levels
- Embryo transfer
- Post-transfer monitoring with serial hCG and progesterone levels

Ineligible Expenses

Ineligible expenses may include:

- Fees paid to an egg donor or egg donor agency
- Fees paid to the surrogate for her services
- Legal fees associated with the surrogacy process
- Long term (more than 30 days) storage of blood, umbilical cord, reproductive materials or other material (e.g., cryopreservation of tissue, blood and blood products)
- Any expenses that violate state or federal law
- Costs paid using funds received from any federal, state, or local program
- Expenses allowed as a credit or deduction under any other federal income tax rule
- Expenses already paid or reimbursed by another employer or other party