# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Introduction</td>
<td>2</td>
</tr>
<tr>
<td>II. Communication with CWEL</td>
<td>2</td>
</tr>
<tr>
<td>III. Tuition Payments</td>
<td>2</td>
</tr>
<tr>
<td>IV. Course and Internship Requirements</td>
<td>4</td>
</tr>
<tr>
<td>V. Reimbursement for Expenses</td>
<td></td>
</tr>
<tr>
<td>A. Guidelines</td>
<td>6</td>
</tr>
<tr>
<td>B. Procedure</td>
<td>8</td>
</tr>
<tr>
<td>C. Exceptions to Reimbursement</td>
<td>10</td>
</tr>
<tr>
<td>VI. Agency-Related Issues</td>
<td>10</td>
</tr>
<tr>
<td>VII. Commitment and Recoupment of Funds</td>
<td>11</td>
</tr>
<tr>
<td>VIII. Program Evaluation</td>
<td>11</td>
</tr>
<tr>
<td>IX. CWEL Program Personnel</td>
<td>12</td>
</tr>
</tbody>
</table>

## APPENDICES

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Approved Child Welfare Courses by School</td>
<td>13</td>
</tr>
<tr>
<td>B. Procedure for Accessing and Completing the Travel and</td>
<td>17</td>
</tr>
<tr>
<td>Business Expense Reports</td>
<td></td>
</tr>
<tr>
<td>C. Sample Travel and Business Expense Form</td>
<td>22</td>
</tr>
</tbody>
</table>
I. INTRODUCTION

Welcome to the CWEL program!! The following points will be helpful to you during the course of your graduate studies. This handbook clarifies some frequently asked questions and includes requirements that you must take into consideration in planning your academic, field, and work schedules.

CWEL is a graduate-level, child welfare education program governed by the federal Title IV-E regulations contained in 45 CFR, Ch. II, Part 235 and Ch. XIII, Part 1356. The following academic and work requirements are necessary in order to maintain compliance with both state and federal regulations. Certain procedural guidelines are also necessary in order to manage a program of CWEL's magnitude.

Please don't hesitate to call the CWEL faculty at any time. We take a special interest in our students and are committed to supporting your professional growth and development. The principal investigator of the CWEL program is Helen Cahalane, Ph.D. On-going program issues are handled by the Academic Coordinator, Liz Winter, Ph.D., and by the Agency Coordinator, Caroline Donohue, ACSW. (Please refer to page 10 for contact information.)

II. COMMUNICATION WITH CWEL

(i) Email and the web are the primary modes of communication between CWEL and students. Students must ensure that CWEL has a valid email address at all times.

(ii) Students should regularly check their “junk” or “spam” email folder to ensure that CWEL program messages are not being directed there.

(iii) Where possible, add CWEL program staff email addresses (in Section IX) to your “safe sender” list when enrolling in the CWEL program or when adding a new email address.

III. TUITION PAYMENTS

(i) Key personnel at your school are aware that your tuition and fees are
covered by the CWEL program. **You will still receive a bill each semester even though you are obtaining Title IV-E educational funds through CWEL.** Individual invoicing is required for all students, regardless of third party payment. We work closely with each school regarding billing issues.

(ii) **University of Pittsburgh Students:**
Submit a PDF of your bill by email at least one week prior to the due date to Dr. Liz Winter, so that payment can be approved and credited. Student bills are accessed by logging on to PittPAY through www.my.pitt.edu; accounts can be set to automatically notify when bills are posted. CWEL does not send tuition bill reminders and students are responsible for late fees incurred if bills are not submitted on time, i.e. at least one week prior to due date.

(iii) **Students attending Bryn Mawr College, California University, Edinboro University, Kutztown University, Marywood University, the University of Pennsylvania, Temple University, West Chester University, or Widener University:**
Schools invoice CWEL every semester for all CWEL-funded students. Usually this is after the Add/Drop period since many schools charge by the credit and do not generate a final bill until Add/Drop ends. Tuition and fee charges are broken down for each individual student. The CWEL program sends each school one aggregate payment for the group; each student’s account is then credited by their respective university for the amount paid.

(iv) **All CWEL students:**
Please be advised that it is extremely important for you to notify Dr. Liz Winter if you add or drop courses after your initial registration each semester. This has particular ramifications for schools which calculate charges by the credit hour, not by full or part-time status. If, for example, we have paid your bill prior to the addition of several more credits, your account will carry an unpaid balance. **This will affect your ability to register for the next semester and may result in late fees that will be your responsibility.** In cases involving graduating students in their final semester, unpaid balances may lead to inability to officially graduate or receive a diploma and final transcript. Also, if you add, drop or withdraw from a course after a university deadline which results in a late charge OR only a partial refund of payment, you will be responsible for that charge.

(v) Please be aware that we are dealing with large university systems. The payment process is not automatic; it takes an average of one month to process payments and credit accounts after schools generate final invoices.

(vi) It is also helpful to remember that the department crediting your account at school may be a different entity than the department that generates the bill.
to CWEL. What this means, is that sometimes you might receive a notice stating that your tuition is unpaid, that a late charge has been added, or that your registration for a given semester is on hold. Despite the reasons for these administrative matters, we know that it does cause concern when you receive notices from student financial services. Please call Dr. Liz Winter with any questions regarding payment of your tuition.

(vii) CWEL students are not entitled to tuition/fee refunds from their respective school. These funds belong to the CWEL program.

(viii) CWEL funds can not be used for
   a. Dual degree programs or certificate programs (other than child welfare). This includes programs such as the MSW/MPA, MSS/MLSP, MSW/MPH, MSW/JD, etc. Funds also cannot be used for partial payment of dual degree programs.
   b. Costs related to courses with an overseas travel component. If you are uncertain about whether a course falls into this category, please contact Dr. Winter before registering for the course.

IV. COURSE AND INTERNSHIP REQUIREMENTS

(i) All CWEL students must complete a Family Educational Rights and Privacy Act (FERPA) release of information form before any funds can be released on their behalf.

(ii) All CWEL students must enroll in a direct practice (clinical) concentration or specialization unless the position held prior to school enrollment was an administrative or supervisory one. An exception to this may occur where an agency confirms in writing to CWEL that the position to which the student is returning will be administrative or supervisory in nature.

(iii) Certificate programs outside of those in child welfare studies (for example, Home and School Visitor) are not permitted for CWEL students. Deviating from these guidelines places the CWEL program in jeopardy and represents a violation of IV-E educational standards.

(iv) CWEL students may take a maximum of two courses online as part of their degree studies. Policy, research, or theory (Human Behavior in the Social Environment) courses may be taken online. Please note that CWEL students may not take online practice courses, such as Social Work Practice with Children and Adolescents or Family Focused Social Work Practice.
(v) Under the Council on Social Work Education (CSWE) guidelines, students are required to complete graduate social work degrees within four years. This includes both full and part-time students. For full-time CWEL students, completion is expected within two years.

(vi) Students who enrolled in graduate school prior to CWEL funding must provide a student transcript of their grades to date.

(vii) You are required to take a minimum of two child welfare-related courses during your academic program. Several courses have been pre-approved in collaboration with each partnering school, and we will work with you in discussing other course options that may meet the child welfare requirement. We try to be flexible with this requirement so that students are able to take advantage of learning new material and expanding their skill base, while at the same time remaining focused on child and family issues. Please refer to Appendix A for a list of approved courses and specific requirements for each school.

(viii) Students may elect to take course or fieldwork during the summer; this is typical for most part-time students. For full-time students, summer enrollment is in addition to the requirement of returning to their agency for full-time employment during this time. All summer courses must be approved in advance by the CWEL program due to funding implications.

(ix) Graduate social work programs require two field placements, one during the first year and the other in year two. One placement is typically required for students with advanced standing from an accredited baccalaureate social work program. At least one of these must be a child welfare-focused placement in a public or private program serving Title IV-E eligible clientele. In collaboration with your school, we will work with you in determining whether a potential placement meets this requirement. For students with two placements, the child welfare focused placement should be the second placement.

(x) CWEL students may not accept paid field placements.

(xi) Every semester, students are required to submit their Student Information to CWEL online regardless of whether they are taking classes that semester. Information required includes personal data such as a current, valid email address, classes being taken, credit hours, and days of the week attending school. Information is also needed regarding internship site, days of the week in field, one-way mileage to classes, and anticipated graduation date. This information serves several functions, and is necessary for academic tracking as well as auditing purposes. CWEL funds will not be released
unless Current semester information has been provided.

(xii) Sometimes students encounter academic difficulty during their graduate studies.

You are required to inform Dr. Liz Winter (CWEL Academic Coordinator), of any issues related to your academic progress, including any of the following:

a. Any plans to withdraw from a course
b. Failed courses
c. Incomplete grades
d. The need for course repetition
e. Academic review or probation
f. Leave from school for any reason
g. Grade point average below 3.0
h. Changes in fieldwork
i. Any change in your expected graduation date

We maintain active collaboration with your school and are a partner in your educational plans.

V. REIMBURSEMENT FOR EXPENSES

A. GUIDELINES

Please note the following guidelines for reimbursement and follow the protocol for submitting requests.

(i) CWEL students must complete their Student Information online each semester at www.cwerp.pitt.edu. No reimbursement will be approved if the information form for that semester has not been completed. Please be advised that tuition coverage will be suspended if requests for student information are met with repeated non-response.

(ii) Original receipts (not photocopies) are needed for reimbursement. Please make sure to save your receipts and to ask for one if needed. Receipts must show:

a. Vendor name
b. Purchase date
c. Amount paid
d. Itemized description of items purchased
e. If the receipts are not a full sheet of paper, please tape them (do not staple) securely to one side of an 8½" by 11" sheet of paper, so that they can be scanned.
(iii) Students are allocated $100.00 towards books and supplies for each course taken during a term. Fieldwork and pre-requisite classes (i.e., Human Biology or Statistics) do not qualify for a book/supply allotment. Students must purchase their books and supplies directly and then submit a reimbursement request; funds cannot be disbursed ahead of time. Reimbursement requests should be submitted in the term in which the expenses are incurred. Supplies include pens, notebooks, photocopies, paper, printer cartridges, etc.

(iv) Students who travel **26 miles or more (one-way)** to or from class are eligible for travel reimbursement. A distance of less than 26 miles is classified as local commuting and does not qualify for reimbursement. Please be advised that federal regulations do not permit reimbursement for travel from home to work. Mileage is reimbursed in accordance with the current federally established rate, although this is subject to budgetary constraints. CWEL will notify you when there is a change in the rate and a new form will be available for download from the CWEL website.

(v) In order for mileage to be verified and approved, students must submit a **Map Quest print out for each section** of their commute. For full-time students this will typically be from home to campus. Part-time students who travel from their agency to school and then to home must submit a Map Quest report for each component of travel. In some cases, reimbursement may be approved for one-way travel only.

(vi) **Travel reimbursement is available only for travel to classes, and does not include travel to field sites, conferences, or other trips to campus.**

(vii) Parking fees (**up to a maximum of $5 per day**) and turnpike tolls are reimbursable travel expenses, in addition to mileage. This is only for those students who qualify for travel reimbursement.

(viii) In the case of traveling by car pool, only the student driving may submit for travel reimbursement. Reimbursement is for **actual expenses only**!

(ix) The CWEL program can reimburse the application and tuition deposit fees for the school in which you are newly enrolled. In the event of multiple applications, fee reimbursement is **only** for the school entered. **This does not apply to students previously enrolled in school prior to CWEL funding.**

You must provide verification (e.g., canceled check or money order receipt) of the above in order for reimbursement to be processed. If your bank does not return canceled checks, please ask your school to confirm payment(s) in writing on school letterhead and that can serve as an original receipt. In most schools, an initial tuition deposit is subtracted from the cost of a student's first semester charges. As your funder, CWEL is the entity that
must provide this reimbursement to you.

B. PROCEDURE

(i) Reimbursement requests for travel and/or books and supplies must be submitted using University of Pittsburgh Travel and Business Expense (T&B) forms, also referred to as ‘expense reimbursement form’.

(ii) Reimbursement requests must be a minimum of $50 in order to be processed. Requests for less than $50 will be reviewed and will be returned, except when this amount is unavoidable (e.g. the end of your final semester).

(iii) The reimbursement form must be downloaded from the CWEL website. It must then be filled out electronically, printed in hard copy (single side only), signed, and sent to the CWEL program by mail. (Please note, forms completed by hand or on a typewriter will be returned.) Please refer to Appendix B for detailed directions for obtaining and completing the reimbursement form through the CWEL website. Instructions are also available on the CWEL website. Consultations are available to those having technical difficulties.

Notes:
- The T&B form is in MS Excel format; you must have access to a computer with Microsoft Office (not MS Works) installed.
- A Mac version of the reimbursement form is also available.

(iv) If a personal computer is not available, students need to use the computer services available at their university.

(v) Reimbursement requests must be submitted at least monthly. Do not wait for several months or an entire semester to send in your expense reimbursement request. Lengthy submissions must be reconfigured and cost an inordinate amount of time, including other CWEL students awaiting their own reimbursements.

(vi) Late reimbursement requests spanning several months may not be paid. Only the most current month will be approved if submissions are repeatedly late and a student has received prior notice regarding this issue.

(vii) Late submissions for reimbursement have particular ramifications when crossing over a fiscal year. CWEL funds run from July 1st to June 30th each year. Submissions for expenses from a previous fiscal year cannot be honored once a new fiscal year has begun and the prior year’s funds have
been closed out. Don’t miss claiming expenses that could have been covered if submissions had been made on time!

(viii) When submitting expense requests, only record expenses for which you have accompanying receipts (i.e. not tolls or parking unless you have original receipts or E-Z pass receipts to include with your report). We can not reimburse monies spent in parking meters for which there is no receipt.

(ix) Toll fees and parking fees are entered into the ‘Taxi, Car, Rental, Parking’ column, and expenses for books/supplies are noted in the ‘Other’ column on page 2 of the reimbursement form. On the lower part of the reimbursement form, headed ‘Business Meals/Other Expense Explanation’, enter the breakdown of expenses for books and supplies individually and note an explanation for each. Do not enter details for Tolls and Parking. Round trip mileage to school and miscellaneous expenses that occur on the same day are categorized on one line. **If you have multiple expenses on the same day, enter the total amount you spent on these items in one cell, on one line.** An example of a completed reimbursement form is included in Appendix C.

(x) Book and educational supply funds are allotted in aggregate form. **It is not necessary to break down expenditures by class on your expense reimbursement submission.** Keep in mind that anything over your total book/supply amount available cannot be reimbursed. Also, track your book allowance so that you know your claimed expenditures and account balance.

(xi) Students are responsible for accurate preparation of reimbursement paperwork. Incorrectly completed expense reports are returned for correction and resubmission.

(xii) Submissions that span more than one month must be configured as one, continuous report. Please do not send in several separate reports or try to “beat the system” by sending them in separate mailings.

(xiii) **Please be sure to sign your submissions under ‘Payee Signature’ on page one.** Unsigned reimbursement requests will be returned for signature.

(xiv) You must send the signed original expense reimbursement form in the mail. Reimbursement requests sent by fax or email can not be processed.

(xv) **Please include your CWEP ID on each submission.** This number is the primary identification that CWEL uses; it will be used throughout your participation in CWEL and following your graduation. This number is sent to you in the information packet provided by Dr. Winter after your acceptance into the CWEL program.
Remember to keep a copy of your expense reimbursement submissions and your receipts for your own records and send the original submissions to Dr. Winter.

Keep in mind that it takes several weeks to completely process reimbursements, from the time we authorize your reimbursement request until you receive a check from the University of Pittsburgh. Reimbursement checks are processed by the University, not the CWEL program.

Please note that processing takes longer around Thanksgiving and winter break holidays or at other times when all university offices are closed.

Please do not inquire about the progress of your reimbursement for at least four weeks after submission; checking on individual progress slows down the reimbursement process for everyone.

C. EXCEPTIONS TO REIMBURSEMENT

The CWEL program cannot reimburse students for the following expenses that may occur during the course of graduate studies:

- Costs for required immunizations which are not covered by a student’s traditional insurance or the school plan.
- Costs involved in securing Act 33/34 clearance.
- Application fee for the LSW or LCSW exam.
- Miscellaneous items such as backpacks, school clothing, cap and gown, or graduation announcements.
- Parking fees if a student is not eligible for travel reimbursement.
- Computer repairs.
- Criminal background check

VI. AGENCY-RELATED ISSUES

- All full-time students are required to return to their agency for work assignments during the summer and whenever there is a break from school.
greater than 15 working days.

(ii) CWEL salary and benefit reimbursement to agencies for full-time students continues uninterrupted throughout the summer months and during school breaks.

(iii) Students remain agency employees during their time in school and are governed by agency personnel policies and procedures.

VII. COMMITMENT AND RECOUPMENT OF FUNDS

(i) All students are subject to the legally binding commitment to work for their agency upon completion of their degree program. For full-time students this is for a period of time equal in number of full months to the number of full and partial months for which they received financial support through CWEL. For part-time students, commitments are computed based on the percentage of the degree funded by CWEL and the amount of time needed to complete the degree by a full-time student. Before any time may be counted toward fulfillment of agency commitment, all requirements for graduation must be completed. This includes completion of the required child welfare course work. The graduate’s assignment following return to the agency must be in providing Title IV-E services.

(ii) Students who fail to graduate or to fulfill their commitment by accepting employment within their agency upon graduation are obligated to repay the full amount of any tuition, fees, salary, benefits, travel, and/or book/educational supply expenses paid to them or on their behalf during their enrollment in the CWEL program. This contractual obligation also applies to students who leave their agency before fulfilling their commitment period as defined above.

VIII. PROGRAM EVALUATION

(i) The CWEL program, in consultation with participating county agencies, academic program partners, graduates, and current students, CWEL conducts an annual program evaluation which is reported to the Pennsylvania Department of Public Welfare and other stakeholders. This evaluation includes data on the success of recruitment, completion, and retention efforts, as well as student, employer, and school satisfaction.

(ii) Your input is needed to evaluate the CWEL program and we are most
interested in feedback from our students. Each year you will be asked to complete a brief questionnaire. A high return rate is needed in order to evaluate the program effectively and to offer important information to our state and federal regulators. Please take the time to complete your questionnaire each year. It only takes a few minutes for your voice to be included as part of this critical process. It also only takes a little time to reciprocate the support given to you for your graduate education. Your feedback makes a difference and has a positive impact upon the CWEL program.

(iii) If you have any suggestions or feedback regarding the CWEL program, please feel free to contact us at any time!

IX. CWEL PROGRAM PERSONNEL

Helen Cahalane, Ph.D., ACSW, LCSW
Principal Investigator
2328 Cathedral of Learning
(412) 624-6386
hcupgh@pitt.edu

Caroline Donohue, ACSW, LSW
Agency Coordinator
2325 Cathedral of Learning
(412) 624-6387
cdonohue@pitt.edu

Liz Winter, Ph.D., LSW
Academic Coordinator
2327 Cathedral of Learning
(412) 648-2371
eaw44@pitt.edu

Jennifer Holliman, BSBA
Office Administrator
2229 Cathedral of Learning
(412) 624-7273
jmh129@pitt.edu

Christie Incorvati, BA
Administrative Assistant
2329 Cathedral of Learning
(412) 624-6310
cli4@pitt.edu
APPENDIX A

APPROVED CHILD WELFARE COURSES
BY SCHOOL
APPROVED CHILD WELFARE COURSES BY SCHOOL

Please note that course offerings may change, so that not all elective courses may be available in any one academic year. Required, general social work courses (e.g., first-level human behavior, cultural diversity, administration) do not meet the child welfare course requirement.

BRYN MAWR COLLEGE

**REQUIRED for all CWEL Students:** Child Welfare Policy, Practice, & Research

**Optional Elective Courses**
- Adolescents in Families
- Alcohol and Drug Control Policies
- The Politics of Welfare Reform
- Family Therapy: Theory and Practice
- Clinical Social Work Practice with Children and Adolescents
- Clinical Social Work and Substance Abuse
- Clinical Social Work with Women in Families
- Contextual Interventions with Severely Challenged Families
- Psychopathology

CALIFORNIA UNIVERSITY

- Advanced Child Welfare Seminar
- Legal Issues in Child Welfare
- Practice with Children and Youth
- Social Work with the African American Child

EDINBORO UNIVERSITY

- Clinical Practice for Families and Children in Child Welfare
- Family Social Work Practice I
- Family Social Work Practice II
KUTZTOWN UNIVERSITY

REQUIRED for all CWEL Students
Child Permanency
Family Group Decision Making
Interventions with Substance Abusing Populations
Maltreatment in the Family

MARYWOOD UNIVERSITY

Note: Advanced Standing students attending Marywood University must take an additional course beyond that required for the MSW in order to meet the child welfare course requirement.

Critical Issues in Chemical Dependence
Child Welfare Practice and Services
Family Focused Social Work Practice
Social Work Perspectives on Psychopathology
Social Work Practice with Children

UNIVERSITY OF PENNSYLVANIA

Policies for Children and Their Families
Practice with Children and Adolescents
Prenatal and Early Childhood Development
Middle Childhood and Adolescence
Practice with Families
Practice with At-Risk Youth
Substance Abuse Interventions
Mental Health Diagnostics
Intimate Violence
Poverty, Welfare and Work

UNIVERSITY OF PITTSBURGH

REQUIRED for all CWEL Students
Children and Families at Risk
Child and Family Policy
UNIVERSITY OF PITTSBURGH, continued

Optional Elective Courses
Child Advocacy
Child Permanency
Child Physical Abuse
Child Sexual Abuse
Direct Practice with Children and Adolescents
Family Group Decision Making
Family Violence
Residential Treatment
Social Work Practice with African American Families
Social Work Practice with Drug and Alcohol Dependent Persons
Social Work Practice with Families

TEMPLE UNIVERSITY

Child and Family Practice
Child and Family Human Behavior in the Social Environment
Child and Family Policy
Alcohol and Substance Abuse
Assessment and the DSM-IV

WEST CHESTER UNIVERSITY

Social Work in Child Welfare
Advanced Social Work Practice with Families
Social Work and Chemical Dependency

WIDENER UNIVERSITY

Child Welfare: Practice and Policy
Social Work Practice with Children and Adolescents
Advanced Social Work Practice with Families
Social Work Practice with Addicted Persons and Their Families
Treating Trauma
Biographical Timeline
APPENDIX B

PROCEDURE FOR ACCESSING & COMPLETING THE TRAVEL AND BUSINESS (T&B) EXPENSE REPORTS
PC Instructions for using the Travel & Business Expense Report (T&B)
(MAC instructions are available upon request)

Section 1(a): To retrieve the T&B:

1) Go to the CWEL website (http://www.socialwork.pitt.edu/research/child-welfare/cwel.php)
2) Scroll down to the bottom of the page.
3) Click the link to download the T&B and the following screen will appear:

![File Download dialog box]

Note: The T&B is in MS Excel format; you must have access to a computer with Microsoft Office installed

4) Click the SAVE command button.
5) Save the file to a location that you will be able to find.
6) Close out of your web browser.

Section 1(b): Optional - Time Saving Suggestion

Using the following procedure will save you time and help organize and keep a history your T&B submissions. It will also help you create of the forms you have submitted.

1) Create a folder specifically for all your T&B’s.
   - Right-click on your desktop or an existing folder
   - Select New - Folder
2) Save the original file as TBOrig.
3) Open TBOrig and fill out the information that will not change often (Name, Home Address, SSN, etc).
4) Save the file and close.
5) Before filling out a particular T&B, go to the folder that was created
in step one.

6) Copy the TBOrig file.
   - Right-click on the file
   - Select Copy

7) Paste the file to the same folder.
   - Right-click on the folder
   - Select paste.

8) Rename the file with the date you are filling out the T&B.
   - Right-click on the file
   - Select Rename
   - Type the new name of the file (ex: TB05-29-06)
     NOTE: You cannot use a “/” for the date

9) Open the newly created file and begin filling out the form.

10) When you have completed the form, save the file to the same name and location.

Section 2: To Use the T&B

Restrictions
The workbook is protected to keep the integrity of the form. Therefore:

- You can only type in specified (“shaded”) cells.
- You cannot change the format of any cells.
- You cannot change the size of any cells.
- All calculations are programmed in the workbook and cannot be modified.

Navigation
The workbook can be navigated using the following methods:

- You can use the TAB key on your keyboard. The TAB key will navigate from left to right, top to bottom.
- You can use the arrow keys on your keyboard. The arrow keys will navigate you in all directions.
- You can use your mouse to click on any available field.
- To go to the multiple sheets, click the sheet tabs at the bottom of the screen.

Printing
Make sure that you have completed the whole expense report before you print it out.
The worksheet can be printed using the following methods:

**Method 1**
1) Go to the File menu.
2) Select Print.

**Method 2**
1) Click the Print icon (_printer icon_) on your toolbar.

Using either method, a dialog box will appear.

![Print dialog box with highlighted options](image)

- If you have completed only one sheet, click the OK command button.
- If you have completed more than one sheet,
  - Select **Entire workbook** under the Print what section (boxed)
  - Select **Page(s)** under the Print range section (circled)
  - Enter the number of pages to print
  - Click the OK command button.

**Note:** There are two pages for each expense sheet (front and back) therefore multiply the number of sheets you have completed by two. Please do not print the T&B out double sided.

**Saving**
You can save the worksheet using the following methods:

**Method 1** (saves to the current location)
1) Go to the File menu.
2) Select Save.
Method 2 (saves to the current location)
3) Click the Save icon (.btnSave) on your toolbar.

Method 3 (saves to another location)
1) Go to the File menu.
2) Select Save As..., a dialog box will appear.
3) Select the location to save the file.
4) Enter the name to save the file as in the File name field.
5) Click the OK command button.

Submitting
After the T&B has been completed, printed and saved, the T&B can be submitted. Please note the following requirements for T&B submission:

- Send via US Mail one hard copy form of the completed and signed T&B. REMINDER: WE DO NOT ACCEPT ELECTRONIC SUBMISSIONS!
- Include all relevant original receipts. If the receipts are not a full sheet of paper, please paste them to an 8½” by 11” sheet of paper.
- Remember to save a copy for your own records.

When everything has been gathered, please mail all the required information to:

Liz Winter, Ph.D., LSW
University of Pittsburgh
School of Social Work
2327 Cathedral of Learning
Pittsburgh, PA 15260
### Travel and Business Expense Report

**Expense Distribution by Account Number**

<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Schools</th>
<th>Press</th>
<th>Per diem</th>
<th>Total Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$452.70</td>
</tr>
</tbody>
</table>

**Advance Date:**
- Less Advance Amount: $452.70
- Amount Due University: $452.70

**Answer The Following Questions (X):**
- Has payee ever received a TBB payment before? **Yes**
- If yes, is this the same as previous payment? **No**
- Is this for a moving expense? **No**
- Is there an outstanding advance? **No**
- Is this an outstanding advance for this TBB? **No**

**Preparer:**
- Name: Michael Schrecengost
- Phone: 4-1957
- Email: mcs23@pitt.edu

**Authorizer:**
- Name: Jennifer Hallinan
- Phone: 4-7273
- Email: jmhh12@pitt.edu

**Financial Officer:**
- Signature: [Signature]

**Date of Audit:**
- 8/20/2007

**Date Prepared:**
- 30-Sep-07
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Sep-06</td>
<td>Books/supplies</td>
<td>$112.80</td>
<td>U. of Pittsburgh</td>
</tr>
<tr>
<td>5-Sep-06</td>
<td>Books/supplies</td>
<td>$72.45</td>
<td>Barnes &amp; Noble</td>
</tr>
<tr>
<td>5-Sep-06</td>
<td>Books/supplies</td>
<td>$21.77</td>
<td>K Mart</td>
</tr>
<tr>
<td>8-Sep-06</td>
<td>Books/supplies</td>
<td>$90.50</td>
<td>Borders</td>
</tr>
<tr>
<td>12-Sep-06</td>
<td>Application Fee</td>
<td>$30.00</td>
<td>U. of Pittsburgh</td>
</tr>
<tr>
<td>12-Sep-06</td>
<td>Fall semester deposit</td>
<td>$100.00</td>
<td>U. of Pittsburgh</td>
</tr>
</tbody>
</table>

Note: If additional space is needed, attach a separate sheet.

1. Forms must be completed with appropriate signatures and documents attached to be processed.

2. Restricted Accounts: Expenses incurred on grants, special projects, or chargeable to restricted funds must comply with the applicable terms of the grant, contract, etc. In the case of Government supported projects, consult the Special Reimbursement Instructions of the Award.

III. Form Requirements:

A. Personal or mileage reimbursements are based on the Internal Revenue Service standard mileage rate and travel is calculated from the place of business to the destination and return.

B. Air Travel requires the original ticket or the customer copy of the ticket to be attached.

C. Other Expenses and Business Meals must be properly itemized and explained.

D. Refer to policy 05-06-11 on travel & expenses.

E. Non-reimbursable expenses are listed in Policy 05-06-11 and include travel or car rental expenses, lost or damaged personal property, meals or other personal entertainment expenses.

F. Incomplete forms will be returned to the contact person listed on forms.

Business Meals/Other Expense Explanation

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Location</th>
<th>Names of Persons in Attendance and Organization Affiliations</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Sep-06</td>
<td>Books/supplies</td>
<td>$112.80</td>
<td>U. of Pittsburgh</td>
<td></td>
</tr>
<tr>
<td>5-Sep-06</td>
<td>Books/supplies</td>
<td>$72.45</td>
<td>Barnes &amp; Noble</td>
<td></td>
</tr>
<tr>
<td>5-Sep-06</td>
<td>Books/supplies</td>
<td>$21.77</td>
<td>K Mart</td>
<td></td>
</tr>
<tr>
<td>8-Sep-06</td>
<td>Books/supplies</td>
<td>$90.50</td>
<td>Borders</td>
<td></td>
</tr>
<tr>
<td>12-Sep-06</td>
<td>Application Fee</td>
<td>$30.00</td>
<td>U. of Pittsburgh</td>
<td></td>
</tr>
<tr>
<td>12-Sep-06</td>
<td>Fall semester deposit</td>
<td>$100.00</td>
<td>U. of Pittsburgh</td>
<td></td>
</tr>
</tbody>
</table>
CALL CWEL AT OUR TOLL-FREE NUMBER:

1-866-ASK-CWEL

CWEL WEBSITE:

http://www.socialwork.pitt.edu/research/child-welfare/cwel.php