Child Welfare Education for Leadership

Expense Reimbursement Guide for CWEL Students

2014-2015

Child Welfare Education and Research Programs
School of Social Work, University of Pittsburgh

The Child Welfare Education and Research Programs are a collaborative effort of the University of Pittsburgh School of Social Work and its partner schools, the Pennsylvania Department of Public Welfare, and the Pennsylvania Children and Youth Administrators
Expense Reimbursement Guide for CWEL Students

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Information on how to request expense reimbursement is now in this document, the ‘CWEL Expense Reimbursement Guide’

IMPORTANT NOTICE
During this academic year, ALL expense reimbursements will be moving online – Look out for email notices of what you will need to do as these changes take effect.
A. GUIDELINES

(i) Before you can be reimbursed for your travel and business (T&B) expenses you must complete your Student Information online every semester at www.cwerp.pitt.edu.

Please Note: Tuition coverage will be suspended for repeated failure to submit your Student Information on time.

(ii) CWEL will notify you when there is a new T&B form to be downloaded from the CWEL website. Expense submissions completed on outdated T&B forms will be returned.

(See procedure for downloading the T&B form on page 8)

(iii) Submit your T&B form monthly in the term in which the expenses are incurred.

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

(v) From the time we authorize your reimbursement request until you receive a check from the University of Pittsburgh, it takes at least six weeks to completely process payments. Reimbursement checks are processed by the University, not the CWEL program.

Please note that processing takes longer around Thanksgiving, winter break holidays, the fiscal year end (June 30) and other times when all university offices are closed.

Please do not inquire about the progress of your reimbursement for at least six weeks after submission (or resubmission of a corrected T&B form); checking on individual progress slows down the reimbursement process for everyone.

(vi) Students are responsible for tracking their own book and supply allowance.

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

(viii) Students are allocated $100 towards books and/or 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. Supplies include pens, notebooks, photocopies, paper, USB flash drives, a computer, a Kindle (or other e-reader), an iPad, a printer, or printer ink.

(ix) If your school requires you to purchase individual professional liability insurance for your field placement, CWEL will reimburse up to $50 of the cost.
Some items are not eligible for reimbursement by CWEL. You are welcome to contact us before purchasing an item if you are not sure whether it qualifies for reimbursement.

NON-REIMBURSABLE EXPENSES

- Costs of blood draws/screens, immunization not covered by health insurance or the school plan
- Premiums for accident insurance required by your school
- Costs of Act 33/34, FBI clearances, fingerprints, or criminal background checks
- Clothing for your field placement
- Mileage or other travel costs related to your field placement
- Parking fees or permits if a student is not eligible for mileage reimbursement
- Miscellaneous items such as backpacks, planners, school clothing, cap and gown, or graduation announcements
- Computer or other electronics repairs, anti-virus software, or warranties
- Application fees for the LSW or LCSW exam or licensing preparation courses
- Food
  - Conference registration or travel costs
  - Costs associated with lobbying

When renting academic materials, any refund available for safe return of materials cannot be claimed from CWEL.

EXAMPLE
You rent a book for $60 for the semester. You return the book at the end of the semester and receive a refund of $32. You may claim $28 from CWEL.
If you claimed the entire amount, only the rental after deduction of a possible refund would be approved for reimbursement.

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

Receipts or other documents must show:
  a. Vendor name
  
  b. Date of purchase (not the shipping date)
  
  c. Amount
  
  d. The method of payment
     Examples: Cash, credit card, check, money order.
e. Proof that payment has been made
   Examples:
   i. For checks, proof that check was cashed (copy of cashed check or bank statement)
   ii. NOT a packing slip, which usually does not show amount or proof of payment

f. Itemized description of items purchased

g. 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 plain white paper, so that they can be scanned. **Requests with loose receipts will be returned.**

h. If ordering in someone else’s name or using someone else’s credit card, please indicate their relationship to you.

   **TIPS!**
   - Do not use a highlighter on your receipts – it often dissolves the ink, making the receipt illegible and therefore not reimbursable.
   - Do not cover the printed part of the receipt with tape – it also dissolves the ink! (i.e. tape around the edges of the receipt) and we will not be able to reimburse you.

(xiii) Mileage:
   a. 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.

   b. 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 T&B form will be available on the CWEL website.

   c. For mileage to be verified and approved, students must submit a **MapQuest print out for each section** of their commute, using the ‘**Shortest distance**’ option, not the ‘**Shortest time**’. We appreciate your understanding that CWEL must be fiscally conscious and allocate funds judiciously to participants throughout the state.

   For full-time students this is typically from home to campus. Part-time students who travel from their agency to school and then home must submit a MapQuest report for each component of travel. In some cases, reimbursement may be approved for one-way travel only. The MapQuest print out need only be submitted once, unless there are changes. (For example, if you have a class at a different campus or you move.)
d. **Travel reimbursement is available only for travel to classes**, and does not include travel to field sites, conferences, or other trips to campus (such as buying books).

e. 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.

f. For students who car-pool, only the student driving may submit for travel reimbursement. Reimbursement is for **actual expenses only**!

g. For Temple Harrisburg students, mileage will only be reimbursed where there is an original accompanying parking expense for each date of travel to the Temple Harrisburg campus.

(xiv) The CWEL program can reimburse the application and tuition deposit fees **only** for the school in which you are newly enrolled, after you have started school. **This does not apply to students previously enrolled in school prior to CWEL funding.**

You must provide an original receipt or written payment confirmation on school letterhead that can serve as an original receipt. In most schools, an initial tuition deposit is subtracted from the student's first semester charges. As your funder, CWEL provides this reimbursement to you. Notify Dr. Winter if your school reimburses you directly by mistake.
B. PROCEDURES

TIPS: Before completing your T&B form

- Read this entire Expense Reimbursement Guide
- See the instructions for downloading and completing the T&B form (page 8)
- See the example of a properly completed T&B form (page 13)
- Download and read the PowerPoint presentation on how to complete the T&B form from the CWEL website

(i) Include your CWEP ID on every T&B form. This number is your primary identification in CWEL. This number is sent to you in the information packet provided by Dr. Winter shortly after your acceptance into the CWEL program.

(ii) Reimbursement requests for travel and/or books and supplies must be submitted using the University of Pittsburgh Travel and Business Expense (T&B) form.
   a. The T&B 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.
   b. Please refer to the detailed directions for obtaining and completing the T&B form through the CWEL website below on page 8.
   c. The T&B form is in MS Excel format; you must have access to a computer with Microsoft Office (not MS Works) installed. If you do not have a personal computer, use the computer services available at school.
   d. Consultations are available to those having technical difficulties.

(iii) Reimbursement requests must be submitted at least monthly. Do not wait for several months or an entire semester to send in your request. Lengthy submissions cost an inordinate amount of staff time, including delaying other CWEL students awaiting their own reimbursements.
   a. If it is necessary to submit an expense request covering more than one month then complete any submissions that span more than one month as one, continuous report. Separate T&B forms for several months will be returned to you.
   b. 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.

(iv) CWEL funds run from July 1st to June 30th each year. Submissions for expenses from a previous fiscal year cannot be honored in a new fiscal year once 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!
TIP!

If you are a new student and starting school in the summer AFTER Jun 30th, **DO NOT buy your supplies for that class before July 1st**. CWEL can only reimburse you for supplies for the fiscal year in which you start school.

(v) When submitting expense requests, only record expenses for which you have receipts (i.e. not tolls or parking unless you have original receipts or E-Z pass receipts). CWEL cannot reimburse monies spent in parking meters for which there is no receipt.

(vi) Enter toll fees and parking fees into the ‘Taxi, Car, Rental, Parking’ column on page 2. Do not enter details for Tolls and Parking on the lower portion of the page.

(vii) Enter expenses for books/supplies in the ‘Other’ column on page 2. On the lower part of the form, headed ‘Business Meals /Other Expense Explanation’, enter the breakdown of expenses for books and supplies individually and note an explanation for each.

(viii) **If you have multiple expenses on the same day, enter all of the expenses on one line.** For example, enter round trip mileage to school and miscellaneous expenses that occur on the same day on one line.

(ix) Book and educational supply funds are allotted in aggregate form. **It is not necessary to break down expenditures by class on your T&B form.** 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.

(x) Please be sure to sign your T&B form under ‘Payee Signature’ on page one. Unsigned forms will be returned.

(xi) You must send CWEL the signed original T&B form and receipts. T&B forms sent by fax or email cannot be processed. Remember to keep a copy of your T&B forms and your receipts for your own records.
C. ACCESSING AND COMPLETING THE T&B FORM

PC Instructions for using the (T&B) form

(i) To retrieve the T&B form:

   a. Go to the CWEL website: http://www.socialwork.pitt.edu/research/child-welfare/cwel.php
   b. Scroll down to the bottom of the page.
   c. Click the link to download the T&B form and the following screen will appear:

   ![File Download dialog box]

   Note: The T&B form is in MS Excel format; you must use a computer with Microsoft Office installed
   d. Click the SAVE command button.
   e. Save the file to a location that you will be able to find.
   f. Close out of your web browser.

Optional - Time Saving Suggestion

Using the following procedure will save you time and help organize and keep a history of your T&B form submissions.

   a. Create a folder specifically for all your T&B forms.
      - Right-click on your desktop or an existing folder
      - Select New - Folder
   b. Save the original file as TBOrig.
   c. Open TBOrig and fill out the information that will not change often (Name, Home Address, SSN, etc).
   d. Save the file and close.
   e. Before filling out a particular T&B form, go to the folder that was created in step one.
   f. Copy the TBOrig file.
      - Right-click on the file
      - Select Copy
g. Paste the file to the same folder.
   - Right-click on the folder
   - Select paste.

h. Rename the file with the date you are filling out the T&B form.
   - 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

i. Open the newly created file and begin filling out the form.

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

(ii) To Use the T&B Form

a. 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.

b. 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.
   • If you need more than one page to enter your expenses, click the sheet tabs at the bottom of the screen.

(c) 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:
   Printing Method 1
   1) Go to the File menu.
   2) Select Print.

   Printing Method 2
   1) Click the Print icon ( ) on your toolbar.
Using either method, a dialog box will appear.
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 form out double sided.

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

**Saving Method 1** (saves to the current location)
1) Go to the File menu.
2) Select Save.

**Saving Method 2** (saves to the current location)
1) Click the Save icon ( ) on your toolbar.

**Saving 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.

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

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

Mail or deliver your completed T&B form and supporting materials to:

Ms. Yvonne Hamm
University of Pittsburgh
School of Social Work
2229 Cathedral of Learning
Pittsburgh, PA 15260

D. SAMPLE TRAVEL AND BUSINESS EXPENSE FORM
A sample completed T&B form appears on the following pages.
### Travel and Business Expense Report

**Payee Last Name**: Your Last Name  
**First Name, MI**: Your First Name and Middle Initial

**Soc. Sec. #**: 000-00-0000  
**CWEP ID**: 1234

**Delivery Address**: Room #, Building, or Home Address:

**Home Street Address**:  
- **City**:  
- **State**:  
- **Zip**:  
- **Home**:

**Payee E-mail**: Your email address  
**Phone Number**: Your Phone Number

**Type of Travel (X)**  
- **Local**  
- **In-State**: X  
- **US-Out Of State**  
- **Foreign**

### Expense Distribution by Account Number

<table>
<thead>
<tr>
<th>Entity</th>
<th>Department</th>
<th>Subcode</th>
<th>Purpose</th>
<th>Project</th>
<th>Reference</th>
<th>Total Expense</th>
</tr>
</thead>
</table>

**Total Expense**: $640.88

- **Advance Date**:  
  **Less Advance Amount** $640.88
  **Amount Due University - Remit Univ. of Pittsburgh**: $-

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

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Please Review Before Sending

- **Prepared** 30-Sep-13  

Please ignore the N/As.

**Preparer Name**: Yvonne Hamm  
**Phone**: 4-7273  
**E-mail**: ymh4@pitt.edu

**Authorizing Name And Title**: Michael Schrecengost  
**Phone**: 4-1957  
**E-mail**: mcs23@pitt.edu

**Authorizing Signature**  
**Date Signed**

---


For Payment Processing use only

**Auditor's Signature**  
**Date of Audit**

Form Date 8/13/2013  
**NO**

---

REMEMBER TO SIGN YOUR NAME!!!
### Transportation

<table>
<thead>
<tr>
<th>Date</th>
<th>Destination/Explanation</th>
<th>Miles</th>
<th>Rate</th>
<th>Amount</th>
<th>Deductible Amount</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Sep-13</td>
<td>Mercer to Pittsburgh (RT)</td>
<td>5.00</td>
<td>$5.00</td>
<td>$30.15</td>
<td>$30.15</td>
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</tr>
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<td>2-Sep-13</td>
<td>Freeport to Pittsburgh (RT)</td>
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<td>$5.00</td>
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</tr>
<tr>
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<td>Books/supplies</td>
<td>1.00</td>
<td>$5.00</td>
<td>$1.00</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>4-Sep-13</td>
<td>Reading to Philadelphia (RT)</td>
<td>1.00</td>
<td>$5.00</td>
<td>$1.00</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>5-Sep-13</td>
<td>York-Harrsbug, Books/supplies</td>
<td>1.00</td>
<td>$5.00</td>
<td>$1.00</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>6-Sep-13</td>
<td>Harrisburg to York</td>
<td>1.00</td>
<td>$5.00</td>
<td>$1.00</td>
<td>$1.00</td>
<td></td>
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<tr>
<td>7-Sep-13</td>
<td>Beaver-Pittsburgh (RT), App. Fee, Dep.</td>
<td>68</td>
<td>$5.00</td>
<td>$34.00</td>
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<tr>
<td>8-Sep-13</td>
<td>Home to school with books and parking</td>
<td>1.00</td>
<td>$5.00</td>
<td>$1.00</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>9-Sep-13</td>
<td>Home to school with application fee and tuition deposit</td>
<td>1.00</td>
<td>$5.00</td>
<td>$1.00</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>10-Sep-13</td>
<td></td>
<td>1.00</td>
<td>$5.00</td>
<td>$1.00</td>
<td>$1.00</td>
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<td></td>
<td>1.00</td>
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<td>$5.00</td>
<td>$1.00</td>
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<tr>
<td>13-Sep-13</td>
<td></td>
<td>1.00</td>
<td>$5.00</td>
<td>$1.00</td>
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</tr>
<tr>
<td>14-Sep-13</td>
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<td>1.00</td>
<td>$5.00</td>
<td>$1.00</td>
<td>$1.00</td>
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<td>15-Sep-13</td>
<td></td>
<td>1.00</td>
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<td>$1.00</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>16-Sep-13</td>
<td></td>
<td>1.00</td>
<td>$5.00</td>
<td>$1.00</td>
<td>$1.00</td>
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<td></td>
<td>515</td>
<td>$515</td>
<td>$290.98</td>
<td>$334.70</td>
<td>$640.88</td>
</tr>
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</table>

### BUSINESS MEALS/OTHER EXPENSE EXPLANATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Explanation</th>
<th>Amount</th>
<th>Location</th>
<th>Names of Persons in Attendance and Organization Affiliations</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-Sep-13</td>
<td>books/supplies</td>
<td>$72.45</td>
<td>Barnes and Noble</td>
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</tr>
<tr>
<td>5-Sep-13</td>
<td>books/supplies</td>
<td>$21.75</td>
<td>K Mart</td>
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</tr>
<tr>
<td>8-Sep-13</td>
<td>books/supplies</td>
<td>$90.50</td>
<td>Borders</td>
<td></td>
</tr>
<tr>
<td>12-Sep-13</td>
<td>application fee</td>
<td>$50.00</td>
<td>U. of Pittsburgh</td>
<td></td>
</tr>
<tr>
<td>12-Sep-13</td>
<td>Fall semester deposit</td>
<td>$100.00</td>
<td>U. of Pittsburgh</td>
<td></td>
</tr>
</tbody>
</table>

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

I. Form must be completed with appropriate signatures and documents attached to be processed.

II. 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 car mileage reimbursement is based on the Internal Revenue Service standard mileage rate and travel is calculated from the payee's place of business to the destination and return.

B. Air Travel requires the original receipt 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 05-07-01 on unallocable expenses.

E. Non-reimbursable expenses are listed in Policy 05-07-01 and include travel or car rental insurance charges, fines for traffic violations, hotel movie rental or any other personal entertainment expenses.

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