Child Welfare Education for Baccalaureates

Expense Reimbursement Guide for CWEB Students
2016-2017

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 Human Services, and the Pennsylvania Children and Youth Administrators
# Expense Reimbursement Guide

## Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>3</td>
</tr>
<tr>
<td>General Requirements</td>
<td>4</td>
</tr>
<tr>
<td>Expense Report Statuses</td>
<td>5</td>
</tr>
<tr>
<td>Logging In to CWERP Student Information System</td>
<td>6</td>
</tr>
<tr>
<td>Accessing the Expense Report</td>
<td>7</td>
</tr>
<tr>
<td>Creating a New Expense Report</td>
<td>8</td>
</tr>
<tr>
<td>Book Expenses</td>
<td>9</td>
</tr>
<tr>
<td>Glossary of Book Expense Terms</td>
<td>10</td>
</tr>
<tr>
<td>Review Page</td>
<td>11</td>
</tr>
<tr>
<td>Submission</td>
<td>12</td>
</tr>
<tr>
<td>Setting Up and Logging into PRISM</td>
<td>14</td>
</tr>
</tbody>
</table>
Introduction

Welcome to the new CWEB expense system, much of which is now online.

You can now enter your expenses online at www.cwerp.pitt.edu (the same portal you already use to enter your Student Information). You will print out a signature sheet and then mail (or hand deliver) it with original receipts and other supporting documents to:

Mr. Joseph F. DiPasqua II
University of Pittsburgh
School of Social Work
2329 Cathedral of Learning
Pittsburgh, PA 15260

TIPS: Before Completing Your Expense Report Online

✔ Read this entire Expense Reimbursement Guide!!!
✔ Download and read the Expense Report PowerPoint presentation on the CWERP website
✔ Consultations are available for those having technical difficulties

Prerequisites

To access the Online Expense Report, you will need to have provided the following:

a) Course and internship information for the semesters you are in the CWEB program in the Child Welfare Education and Research Programs (CWERP) Student Information System (SIS) at www.cwerp.pitt.edu.
b) Current or previous Child Welfare Course Information

c) Permission to Release Student Information form (FERPA) (except for Pitt students)
d) CWEB Contract (enclosed with your CWEB acceptance letter)
General Requirements

1. **CWEB 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. If a book expense was incurred BEFORE you came into the CWEB program, please contact Dr. Bradley-King for approval.

2. It takes **at least six 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 and issued by the University, not the CWEB Program.)
   Processing takes longer around Thanksgiving, winter break holidays, the fiscal year end (June 30) and other times when all university offices are closed.

   **Please wait at least 6 weeks after submission (or resubmission of corrections) to inquire about the progress of your book reimbursement.**

3. Incorrectly completed expense reports or supporting documentation will require correction and resubmission.

4. When submitting Expense Reports, only record book expenses for which you have receipts.

5. When you have completed the online portion of the process, mail (or hand deliver) the **signed** signature page together with your original receipts.
   a) Include all relevant original receipts.
   b) 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 (so that they can be scanned)
   c) Documents sent by fax or email cannot be processed.
   d) Remember to keep a copy of your receipts for your own records.
Expense Report Statuses

1. Expired Expense Reports
   a) If, after 30 days, a student has not submitted supporting documentation for their expense report, they will receive an email from CWERP.
   b) At that time a student will have 15 days to send in all supporting documentation for an Expense Report.
   c) After 15 days, if documentation is not received or the student has not contacted CWERP, the Expense report status will be changed to “Expired”.
   d) If an expense report has expired, the student will have to create a new Expense Report to be reimbursed for those expenses.

2. Expense Reports and the End of the Fiscal Year
   a) Any expense reports still in created status or without supporting documentation will expire at the end of the fiscal year (June 30th).
   b) This includes Expense Reports created June 30th and prior in the fiscal year.
   c) Expense reports for the prior fiscal year submitted after the start of the new fiscal year cannot be accepted or reimbursed.

3. Rejected Expense Reports
   a) An Expense Report will be rejected when submitted expenses are not allowable under program policy.
Go to www.cwerp.pitt.edu.

Enter your CWERP ID and password.

If your log-in attempt is unsuccessful, you will receive the above message in red. Try entering your information again. If you have forgotten your password, you can click the highlighted link to receive your password by email.

**TIP!**

When navigating between Online Expense Report pages DO NOT use the back button on your browser. Instead, use the “Back” and “Next” buttons located at the bottom of each page.
Accessing the Expense Report

Once you have successfully logged into the site, you will reach this Welcome Screen. From here, click on the Expense Report button, highlighted above.

Read all of the instructions on screen and click “Next”.

7
Creating a New Expense Report

Click on “Create New Expense Report” and then “Next”.

At this screen, verify that all of your contact information is correct. If the information is not correct, click the appropriate update button. When you are ready to proceed, click “Next”.
Book Expenses

1. $100 is allocated towards books for you Child Welfare course. Fieldwork and other classes (i.e., Human Biology, Non-Credit Writing Courses or Statistics) do not qualify. Students must purchase books and supplies directly and submit an Expense Report; funds cannot be disbursed ahead of time.

2. If you do not use all of your $100 book allowance, you may use the remaining funds to purchase another Child Welfare book.

3. Keep in mind that anything over $100 cannot be reimbursed. You will be able to see your balance as you enter your expenses.

4. For rented academic materials, any refund available for safe return of materials cannot be claimed from CWEB.

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

   a) **Original receipts (not photocopies) are still needed for reimbursement.** Please make sure to obtain and save your receipts.

   b) Receipts or other documents must show:

      a. Vendor name
      b. Date of purchase (not the shipping date)
      c. Amount
      d. How you paid for the item
         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 both sides of your cashed check or a 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 (e.g. tape around the edges of the receipt). Tape also dissolves the ink and we will not be able to reimburse you!

✓ If submitting credit card or bank statements, you MUST black out the account number

---

Child Welfare Education for Baccalaureates

Book Expense

Sample Book Receipt

Expense Reimbursement Guide

<table>
<thead>
<tr>
<th>Allowed expense</th>
<th>100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted expense</td>
<td>0.00</td>
</tr>
<tr>
<td>Pending expense</td>
<td>0.00</td>
</tr>
<tr>
<td>Remaining balance</td>
<td>100.00</td>
</tr>
</tbody>
</table>

* Click 'Add' button to insert new information into the table.

<table>
<thead>
<tr>
<th>Expense Date</th>
<th>Vendor</th>
<th>Description</th>
<th>Amount $</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/30/2016</td>
<td>Amazon</td>
<td>Child Welfare Book</td>
<td>78.57</td>
</tr>
</tbody>
</table>

Enter book/supply expenses on the day incurred. Enter the Expense Date, Vendor (Amazon, Wal-Mart, etc.), Description (books) and Amount. If there is more than one vendor for a particular day, enter all vendor names (e.g. Amazon/Wal-Mart). Once you have finished entering your expense YOU MUST CLICK “ADD” to save the entered information. When you have finished entering your book/supply expenses click “Next”.

Glossary of Book/Supply Expense Terms

Allowed Expense - amount of your book allowance.
Submitted Expense - expenses previously submitted, approved and processed by CWERP
Pending Expense - expenses that have been submitted but are pending CWERP approval
Remaining Balance - amount of your book allowance left after subtracting both pending and submitting expenses from allowed expense.
At this screen, please carefully review all of the currently entered Expense Report information. You can make revisions by using the “Back” button. Use the “Select” button to edit a corresponding expense line. After clicking “Select” you will be taken to the appropriate Expense Report entry screen where you will be able to make changes.

If your Expense Report is correct or you have made necessary changes click “Next”.
Submission

CWEB Expense Reimbursement

After printing use SUBMIT button to finish processing expenses.

<table>
<thead>
<tr>
<th>Student Name: Weber, Bob C.</th>
<th>Expense ID: 3033</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 888 Test Circle</td>
<td>CWERP ID: 22222</td>
</tr>
<tr>
<td>Test, PA 11111-11111</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Date</th>
<th>Expense Category</th>
<th>Expense Description</th>
<th>Expense Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/30/2016</td>
<td>Book</td>
<td>Vendor: Amazon, Description: Child Welfare Book</td>
<td>$78.57</td>
</tr>
</tbody>
</table>

Expense Summary

Books $78.57

Total Expense: $78.57

I attest that expenses listed here are valid and conform to the provisions established in the Travel and Business Expense Policy and expenses have not been paid through a Business Travel Request, Disbursement Request, Travel Advance or outside organization.

__________________________________________
Student Signature

IMPORTANT!

✓ Check that your expense report totals are correct one last time.

✓ You must next click “Print” to print a copy of your CWEB Expense Reimbursement. This print out MUST be signed and sent to CWEB with all necessary supporting documentation.

✓ After you have printed the page, click “Submit” to complete the online reimbursement process.
This screen confirms that your expense report has been successfully submitted. Please record your Expense Report number for future reference.

Next, sign the printed Expense Report and send to CWEB with all the necessary supporting documentation.

Soon after you have mailed in your Expense Report and supporting documentation, you will receive an email directing you to the University of Pittsburgh’s PRISM website. There, you will log-in using the credentials you use to view your online pay statements. If you have not set up those credentials yet, please follow the instructions on the following page.

Once you have logged into PRISM you will be able to approve your book expense by following the onscreen instructions. Once you have approved your expenses, the reimbursement process will be complete.
Setting Up and Logging into PRISM

1.) Navigate to the University portal, My Pitt, at www.my.pitt.edu

2.) At the bottom of the screen you should be able to find and select a link called pitt.edu.

3.) At the top of the pitt.edu page, you will be able to select a link called Find “People”
4.) A new box should appear. Enter your name, last then first, and select “Search”

5.) Your username will be your email address. For example: cli4@pitt.edu Username: cli4

6.) To get your initial password you must call the Technology Help Desk at 412-624-4357. You will be required to fax (412-383-7000) or email (helpdesk@pitt.edu) two forms of identification to obtain your password. One of the forms of identification must be a photo ID. Valid forms of ID include: passports, driver’s license, voter registration cards, birth certificates, and social security card.
7.) Enter your University of Pittsburgh username and password at the University portal, my.pitt.edu.

![Pitt Passport Login Form]

8.) Click the “Submit” button.

9.) Click on “PRISM Login” located on the right side of the screen.

10.) From here, you will be able to view and approve your expense report.