Child Welfare Education for Leadership (CWEL)

Expense Reimbursement Guide for CWEL Students 2020-2021

Child Welfare Education and Research Programs (CWERP)
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
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Remember Your Important CWEL Contacts

<table>
<thead>
<tr>
<th>School Questions</th>
<th>Dr. Alicia Johnson</th>
<th><a href="mailto:adj56@pitt.edu">adj56@pitt.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement Questions</td>
<td>Joe DiPasqua</td>
<td><a href="mailto:jfd28@pitt.edu">jfd28@pitt.edu</a></td>
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<td>County Agency Questions</td>
<td>Laura Borish</td>
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<td>Overall Program Operations</td>
<td>Dr. Helen Cahalane</td>
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</tr>
</tbody>
</table>
I. Introduction

Welcome to the CWEL expense system. All expenses are entered online at www.cwerp.pitt.edu (the same portal you use to enter your Student Information).

You will print out and sign (physically or digitally) a signature sheet and then email it with original receipts and other supporting documents to cwerp@pitt.edu.

TIPS: Before Completing Your Expense Report Online

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

II. Prerequisites

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

a) Current and all previous semester courses and field information in the Child Welfare Education and Research Programs (CWERP) Student Information System (SIS) at www.cwerp.pitt.edu.

TIPS: Completing Your CWEL Information

✔ This includes entering ‘No courses’ for any semester in which you do not have classes or field.
✔ Enter full details of your field placement for every semester you are in field placement.

b) Permission to Release Student Information form (FERPA) (except for Pitt and Penn students)
c) CWEL Contract (completed via DocuSign)
e) Mileage information (if eligible for travel reimbursement) using Google Maps, showing the route with the shortest distance.
III. General Requirements

1. **Accuracy.** Please bear in mind that accuracy and attention to detail are essential in preparing your Expense Reports. Incorrectly completed Expense Reports or supporting documentation will be returned for required corrections. An Expense Report that needs revisions may be submitted to CWEL up to a maximum of three times.

2. **The CWERP fiscal year runs from July 1st to June 30th each year.** Make sure you claim covered expenses!
   
   a) 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.
   
   b) Any unused Book/Supply allowance for **Fall and Spring** semesters expires at the end of the fiscal year (June 30th).
   
   c) Any Book/Supply allowance for the **Summer** semester which is not spent by the end of the fiscal year (June 30th) is **carried forward** to the next fiscal year.

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

3. **Submit your Expense Report monthly** in the term in which the expenses are incurred.

   a) Expense reports must be for a **minimum of $50** to be processed, except when a month’s expenses are less than $50 (then see (b) below). Reports for under $50 will be returned, except when this is unavoidable (e.g. fiscal year end or your final semester).

   b) **If you need** to submit an expense report covering more than one month (i.e. expenses less than $50 the previous month), then complete any submissions spanning more than one month in a single claim.
c) Late reimbursement reports may not be paid. CWERP reserves the right to deny reimbursement in the event of late submission.

4. It takes **at least six weeks** to completely process reimbursements, from the time we authorize your reimbursement report until you receive a check from the University of Pittsburgh. (Reimbursement checks are processed and issued by the University, not the CWEL program.)

Processing takes longer around the beginning of the Fall semester, 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 reimbursement.**

5. When submitting Expense Reports, only record expenses for which you have receipts (e.g. not tolls or parking unless you have original or E-Z pass receipts).

6. When you have completed the online portion of the process, **email** the **signed** signature page together with your original receipts. Include **all relevant original** receipts.

    **IV. 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 a 15 Day Warning email from CWERP.
   b) At that time, a student will have 15 days to send in all supporting documentation for that 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 may create a new Expense Report to be reimbursed for books or supplies, or tuition deposit. Please note that the student will NOT be able to create a new report for travel expenses for the dates covered by the expired Expense Report.

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. **Revision Required Expense Reports**
   a) Expense Reports containing errors will be returned for revision.
   b) **Expenses Reports with errors will be returned a maximum of three times, after which those expenses will be rejected.**

V. **Logging Into CWERP Student Information System**

Go to [www.cwerp.pitt.edu](http://www.cwerp.pitt.edu).
Enter your CWERP Username and password (created at application).

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.
VI. Accessing the Expense Report

Once you have successfully logged into the site, you will reach the Welcome Screen. Then click on Expense Report.

NOTE!

Expense reports cannot be submitted at this time due to the following problem(s):
Inconsistent field information entered for Summer 2013, Summer 2014

If you receive the above inconsistent field information message in red you have:
   a) Entered a field placement and have not entered field placement details, or
   b) Entered field placement details but not the field placement itself
Read all the instructions on screen and click “Next”.

VII. Creating a New Expense Report

Click on “Create New Expense Report” and then “Next”.
At this screen, verify that all your contact information is correct. If the information is not correct, click the appropriate update button. When you are ready to proceed, click “Next”.

NOTE!
You will see the screen above if:
   a) You do not qualify for travel reimbursement, or
   b) You qualify for travel reimbursement, but CWERP has not received your Google mileage information (showing the route with the shortest distance)
Click “Next”
VIII. Travel Reimbursement

1) Students who travel **26 miles or more (one-way)** to or from class are eligible for travel reimbursement. Less than 26 miles (classified as local commuting) does not qualify for reimbursement. Please be advised that federal regulations do not permit reimbursement for travel from home to work.

2) Mileage is reimbursed in accordance with the current federally established rate, although this is subject to budgetary constraints. CWEL will update the website when the rate changes.

3) For mileage to be verified and approved, students must submit Google mileage **information for each section** of their commute, showing the route with the shortest distance. Our goal is to be both fiscally responsible and also allocate funds as equitably as possible to participants throughout the state.

4) For full-time students, mileage is typically from home to campus. Part-time students who travel from their agency to school and then home must submit Google mileage information for each leg of travel. In some cases, reimbursement may be approved for one-way travel only. The Google mileage information need only be submitted once unless there are changes (e.g. if you have a class at a different campus or you move).

5) **Travel reimbursement is available only for travel to classes**, and not to field sites, conferences, or other trips to campus (such as buying books).

6) Daily parking fees (**up to a maximum of $5 per day**) and turnpike tolls are reimbursable for those students who qualify for travel reimbursement.

**TIP!**
Parking and tolls must be claimed in the same Expense Report as the mileage for that day.
Late parking/toll claims cannot be processed.

7) Annual parking passes/leases are reimbursable if the cost does not break down to more than $5 per day.

8) For students who car-pool, only the student driving may submit for travel reimbursement. Reimbursement is for **actual** expenses only!
Enter travel for each day that you travel to class, including mileage, tolls, and parking. Enter the date of travel, select the mileage type from the drop-down box, select your campus and enter any applicable tolls and/or parking. Once you have finished entering your trip YOU MUST CLICK “ADD” to save the entered information. When you have finished entering your travel expenses, click “Next”.

**TIPS!**
- Submit all Travel Expenses for a single day at the same time.
- If your travel is “Other” you must manually enter the type of mileage, as well as the purpose for the travel and provide Google mileage information if you have not already done so.

**IX. Glossary of Travel Expense Terms**

- **Expense Date** - a day on which you travelled to school.
- **Mileage Type** - the type of travel, home to school, work to school, other etc.
- **Describe: Other Mileage Type** - description of any mileage that is not between school/work/home for classes (example: Orientation).
- **Campus** - the site to which you travelled for class on that day.
- **Mileage Rate** - the current federally established reimbursement rate per mile.
- **Miles** - distance is established by your previously submitted Google mileage information, showing the shortest distance.
- **Mileage $** - automatically calculated by multiplying Miles by Mileage rate.
- **Parking Expense Type** - daily, semester or annual parking fees (up to $5 per day).
- **Parking $** - amount paid for parking, maximum $5 per day.
- **Tolls $** - amount paid for tolls.
- **Purpose** - description of any travel that is not between school and home/work.

If you are entering multiple trips to the same location, click the “**Duplicate Line**” button; a new row will appear at the bottom of the list. Enter the date of travel and click “**Add**”. Be sure to check that your campus is correct for each date of travel. When you have finished entering your travel, click “**Next**”.

**TIP!**
For faster entry, use the Duplicate Line button for multiple trips to the same location.
X. Book/Supply Expenses

**Electronic Device Purchases**

Advance authorization from CWEL is required for all purchases of laptops, computers, iPads, tablets, Kindles, printers, and any other electronic devices of $50 or more. Please contact Dr. Johnson to request authorization.

The total amount of reimbursement available for electronic devices is the book/supply allocation available to the student during the semester of the purchase. The CWEL program cannot advance funds to cover the total purchase cost when it exceeds the student’s book/supply amount.

Only exceptional circumstances permit the disbursement of funds for electronic devices purchased in a student’s final semester of study.

1. $100 is allocated towards books and/or supplies for each course taken during a term. Fieldwork and pre-requisite 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. Supplies include:

   - a) Pens/pencils
   - b) Notebooks and printer paper
   - c) Photocopies
   - d) USB flash drives
   - e) Printer ink.

2. Keep in mind that anything over your allowed expense cannot be reimbursed. You will be able to see your balance as you enter your expenses.

3. 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.

4. The following methods of payment for books and/or supplies are not reimbursable:

   a. Gift cards
   b. Bonus points
5. For rented academic materials, any refund available for safe return of materials cannot be claimed from CWEL.

Should you decide to purchase your textbooks after the rental period, CWEL will reimburse you up to the amount of the original purchase price. For example, your textbook rental fee is $65 and the original purchase price is $100. At the end of the rental period you may submit for the remaining $35 of the original purchase price should you choose to convert your rental into a purchase.

6. Receipts.

a) **Scanned original receipts 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
  - i. Examples: Cash, credit card, check, money order.
- e. Proof that payment has been made
  - i. For checks, proof that check was cashed (copy of both sides of your cashed check)
  - ii. A bank statement
  - iii. NOT a packing slip unless it shows the amount or proof of payment
  - iv. Itemized description of items purchased

c) 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.
Enter book/supply expenses on the day incurred. Enter the Expense Date, Vendor (Amazon, Wal-Mart, etc.), Description (books, supplies, printer, ink, computer) 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”.

**TIPS!**

- All book/supply expenses purchased on a single day must be submitted as one entry.
- Book/Supply Allowance is NEVER available before the semester to which it corresponds.
XI. 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 submitted expenses from allowed expense.

XII. Tuition Deposit and Fee Expenses

What is Reimbursable?

Tuition deposits, graduation fees (not invoiced directly by your school with tuition), application fees and professional liability insurance (up to $50) are all reimbursable.

Pitt Tuition Deposits

Commencing January 1, 2019 Tuition Deposits for Pitt CWEL students are credited to your student account at the time tuition is paid.

1. 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.

a) You must provide an original receipt or written payment confirmation on school letterhead, indicating the fee type, the date of payment, the amount, how you made payment (cash, credit card, check, money order), and proof that payment has been made (copy of both sides of cashed check, bank statement, etc.). If payment was made by someone else, or using someone else’s credit card, please indicate their relationship to you.
b) Your initial tuition deposit is reimbursed to you directly by CWEL, not your school. So, you will need to include it in your Expense Report. If your school refunds it directly to your student account, notify Dr. Johnson right away.

c) Expense Reimbursement requests for tuition deposits MUST be submitted by December 31st.

**TIPS!**

- Incoming Marywood students are required by their school to make a Security Deposit of $100. This amount is refunded to the student by the school upon graduation and cannot, therefore, also be refunded by CWEL.

- If you paid by check, you need to email an image of the paid check from your bank, showing the front and back of the check. If it does not show “Deposit” on the memo line, you will need to email in a receipt or a memo from your school on school letterhead confirming that the check was cashed.

- You are required to notify Dr. Johnson if your school ever reimburses you directly.

2. If your school requires you to purchase individual professional liability insurance for your field placement, CWEL will reimburse up to $50 of the cost.
Enter your deposit fee/expenses. Enter the Expense Date, select the Expense Type (tuition deposit, application fee, graduation fee, or professional liability insurance) and enter the Amount. YOU MUST CLICK “ADD” after entering each expense to save the record. When you are finished entering Tuition Deposit and Fee Expenses, click “Next”.

XIII. Review Page

At this screen, please carefully review all 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”.

Note: You WILL NOT be able to add additional travel expenses to ANY DATE already claimed once you have submitted this Expense Report.

XIV. Submission

CWEL Expense Reimbursement

Student Name: Well, Joe C. (Webbish)  Expense ID: 235
Address: 123 Test Avenue  CWERP ID: 11111
Apartment 11B
Testville, PA 15213-9989

<table>
<thead>
<tr>
<th>Expense Date</th>
<th>Expense Category</th>
<th>Expense Description</th>
<th>Expense Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/29/2014</td>
<td>Book/Supply</td>
<td>Vendor: Amazon. Description: books</td>
<td>$12.90</td>
</tr>
<tr>
<td>10/15/2014</td>
<td>Book/Supply</td>
<td>Vendor: University Bookstore. Description: books</td>
<td>$48.96</td>
</tr>
<tr>
<td>10/31/2014</td>
<td>Travel</td>
<td>Mileage: 19.60. Purpose: CWEL Faculty Meeting</td>
<td>$19.60</td>
</tr>
<tr>
<td>11/15/2014</td>
<td>Travel</td>
<td>Mileage: 39.20. Parking: 5.00</td>
<td>$44.20</td>
</tr>
<tr>
<td>11/20/2014</td>
<td>Travel</td>
<td>Mileage: 39.20. Parking: 5.00</td>
<td>$44.20</td>
</tr>
</tbody>
</table>

Expense Summary

Books and supplies $51.86
Travel $108.00
Total Expense: $169.86

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! ➔ Print! ➔ Submit!]

✓ Check that your Expense Report totals are correct one last time.
You must next click “Print” to print a copy of your CWEL Expense Reimbursement. This print out MUST be signed and sent to CWEL with all necessary supporting documentation.

After you have printed the page, click “Submit” to complete the online reimbursement process.

Child Welfare Education for Leadership

Expense Reimbursement Guide

Expense Report #51484 has been successfully submitted.

This screen confirms that your expense report has been successfully submitted to cwerp@pitt.edu Please record your Expense Report number for future reference.

Sign  Attach receipts  Email!

Lastly, digitally sign the Expense Report and email it to CWEL together with all the original receipts.

XV. Updating a “Needs Revisions” Expense Report

After logging into www.cwerp.pitt.edu, click “Expense Report”.
Click “Update a ‘Needs Revision’ Expense Report”.

Select the Expense Report that needs revision, click “Select”.

The reason a revision is needed will be detailed under “Problem Needing Attention”. Click “Select” to begin editing the Expense Report.
Click “Edit” to make changes to a corresponding expense line. When you have finished editing an expense line, click “Update” to save the changes. When you have finished revising all expense lines, click “Back”.

Double check that you have completed all necessary revisions to your Expense Report. When you are satisfied that the revisions are complete, click “Revisions Complete”.

**TIP!**

✓ All expense revisions must be done online.
At this screen, please carefully review all the currently entered Expense Report revisions. 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 further revisions.

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

Follow the directions starting on page 18 (Submission) to resubmit your revised Expense Report.