BHWET School of Social Work  
Edith Baker Integrated Healthcare Fellowship  
updated 14-May-19

**Mileage Record**

<table>
<thead>
<tr>
<th>Date</th>
<th>TO/FROM Pittsburgh</th>
<th>Miles</th>
<th>X Rate</th>
<th>Total Amount</th>
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<tbody>
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I hereby certify that to the best of my knowledge, the trip information listed on this form is true, correct, and complete.

**Student Signature:**

Baker Fellows may be reimbursed by the fellowship for mileage if driving 20 miles round-trip or further to and from the University and their field placement sites. Beginning Jan. 1, 2019, the standard mileage rate is .58 cents for every mile.

Students are responsible for submitting their own miles into the Concur system, monthly. Submit this signed form with each monthly Concur report.
Concur System: Baker Fellows Mileage Expense Reports

• Log into Concur
  • go into your profile (top right hand)
  • go to profile settings
  • Under Request Settings
  • Click "Add"
  • Type 2 email addresses “kap86@pitt.edu” and "maz49@pitt.edu".
  • Then go to Expense Delegates
  • Click "Add"
  • Check for email addresses “kap86@pitt.edu” and "maz49@pitt.edu"

• Click New

• Choose start a report

• Report Header
  1. Report Name – Your name – Mileage
  2. Report Date – Current Date
  3. Business Travel/Report Start Date – First day of travel
  4. Business Travel/Report End Date – Last day of travel
  5. Trip Type – Non-Travel
  6. Traveler User Type – Student Employee
  7. Report/Trip Purpose – Clinical Rotation/Internship
  8. Event Name/Business Purpose – Baker Fellowship
  9. Entity – 05
  10. Department – 26200
  11. Purpose – 00000
  12. Project – 130446
  13. Reference – 00000

• Are you traveling and receiving a per diem for meals – Click No
• Expense type – Mileage Personal Car
• Starting Point – University of Pittsburgh
• Calculate route – If all travel is in one day choose make a round trip
• Transaction Date – Date of travel
• Each travel day has to be entered separate but can be on same report
• Just repeat starting with Expense type
As a University of Pittsburgh - Of the Commonwealth System of Higher Education employee, you are eligible for a free TripIt Pro subscription. Learn More and Activate

You haven't signed up to receive e-receipts. Sign up here

COMPANY NOTES

Welcome University Faculty, Staff and Students! Please click here to visit the PantherExpress Travel & Expense Website.

Traveler Profile Notes:
Prior to making any online travel reservations, please make certain that your first, middle, and last names shown in your traveler profile are identical to those on the photo identification that you will be presenting at the airport.

MY TASKS

MY TRIPS (0)

Great! You currently have no approvals.

Available Expenses

You currently have no available expenses.

Open Reports

You currently have no open reports.
Create a New Expense Report

You currently have no upcoming trips.
Create a New Expense Report

Report Header

- Policy: Pitt General Expense Policy
- Report Name: Kathy Poppazak Travel
- Report Date: 03/27/2019
- Report Key: 
- Business Travel/Report Start Date: 03/01/2019
- Business Travel/Report End Date: 03/31/2019

- Trip Type: Non-Travel
- Traveler/User Type: Staff
- Report/Trip Purpose: Clinical Rotation/Internship
- Event Name/Business Purpose: Baker Fellowship

- Does trip contain personal travel?: No
- Comment:

- Entity: (05) Sponsored Projects
- Department: (25) Social Work
- Purpose: (00000) Default-NA-Value
- Project: (139446) Cannon 2
- Reference: 00000
- Responsibility Center: (25) Social Work

Facilities Management Job Number:

Requests

<table>
<thead>
<tr>
<th>Request Name</th>
<th>Request ID</th>
<th>Cancelled</th>
<th>Req</th>
</tr>
</thead>
</table>

03/27/2019
Create a New Expense Report

Report Header

<table>
<thead>
<tr>
<th>Policy</th>
<th>Report Name</th>
<th>Report Date</th>
<th>Report Key</th>
<th>Business Travel/Report Start Date</th>
<th>Business Travel/Report End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pitt General Expense Policy</td>
<td>Kathy Popcsik mileage</td>
<td>03/27/2019</td>
<td></td>
<td>03/01/2019</td>
<td>03/31/2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trip Type</th>
<th>Traveler/User Type</th>
<th>Report/Trip Purpose</th>
<th>Event Name/Business Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Travel</td>
<td>Staff</td>
<td>Clinical Rotation/Internship</td>
<td>Baker Fellowship</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does trip contain personal travel?</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
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<tr>
<th>Entity</th>
<th>Department</th>
<th>Project</th>
</tr>
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<tbody>
<tr>
<td>1  (05) Sponsored Projects</td>
<td>(26200) Social Work Academy</td>
<td>(13944) Cannon 2</td>
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Facilities Management Job Number

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? Are you traveling and receiving a per diem for meals?

Yes  No
requests

kathy papciak mileage

new expense import expenses details receipts print / email
3/27/2019 Expense Center

Manage Expenses

Expenses

Date • Expense Type • Amount • Requested

Adding New Expense

New Expense

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense,

Recently Used Expense Types

All Expense Types

01. Travel Expenses

- Actual Meal Cost (Applied to Per Diem)
- Actual Meal Cost (In lieu of Per Diem)
- Airfare
- Airfare - Group Travel
- Airline Fees
- Airport/Customs Fees
- Baggage Fees
- Baggage/Rail Fare
- Car Rental
- Equipment Rental
- Fixed Lodging Allowance
- Fuel for Rental Cars
- Group Conference Registration
- Inoculations
- Lodging
- Lodging - Deposits/Payments
- Lodging - Group

02. Training, Fees & Dues

- Abstract Submission Fee
- ATM / Bank Fees
- Conference/Seminar/Course Registration
- Entry Fees
- Foreign Transaction Fees
- Professional License Fees

03. Group Meals & Functions

- Group Business Meals < 10
- Group Business Meals 10+ Attendees
- Group Business Meals w/ Alcohol
- Group Business Meals w/ Alcohol In-House/Hotel/Facility Fees
- Hotel/Venue Professional Fees
- Receptions
- Receptions w/ Alcohol
- Tables-Business Entertainment
- Tickets/Tours
- Unallowable Group Business Meals

04. Office & General Supplies

- Emergency Athletic Clothing
- Emergency Athletic Equipment
- Emergency Class Materials
- Emergency Computer Supplies
Expense Type: Alternative Mileage Calculator

Receipt Date: 08/03/2017

Event Name/Business Purpose: xxx

City of Purchase:

Distance: 41

Payment Type: Cash/Personal Credit Card

Amount: 0 USD
## Adding New Expense

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Amount</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mileage - Personal Car</td>
<td>25</td>
<td>14.50 USD</td>
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</table>

**Transaction Date:** 03/07/2019
**Event Name/Business Purpose:** Banker Fellowship
**From Location:** 4200 Fifth Ave

**Total Amount:** $0.00
**Total Requested:** $0.00