



# **Child Welfare Education for Leadership (CWEL)**

## ***Expense Reimbursement Guide for CWEL Students 2018-2019***

**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

# Expense Reimbursement Guide

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### **PLEASE NOTE**

***Changes to the Expense Reimbursement Guide from last year’s version  
are highlighted in yellow for your convenience.***

## Introduction

Welcome to the CWEL expense system. All expenses are entered online at [www.cwerp.pitt.edu](http://www.cwerp.pitt.edu) (the same portal you 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:

**Joseph F. DiPasqua II**  
**University of Pittsburgh**  
**School of Social Work**  
**2009 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 CWEL 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) 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](http://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 students)
  - c) CWEL Contract (enclosed with your CWEL acceptance letter)
  - d) Current W9 form (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>)
  - e) Mileage information (if eligible for travel reimbursement) using Google Maps, **showing the route with the shortest distance.**

## 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 1<sup>st</sup> to June 30<sup>th</sup> 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 30<sup>th</sup>).
  - c) Any Book/Supply allowance for the **Summer** semester which is not spent by the end of the fiscal year (June 30<sup>th</sup>) is **carried forward** to the next fiscal year.

### **TIP!**

If you are a new student and starting school in the summer **AFTER** June 30<sup>th</sup>,  
**DO NOT buy books and supplies for that class before July 1<sup>st</sup>.**  
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** in order 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, **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 securely to **one side** of an 8½” by 11” sheet of plain white paper (so that they can be scanned).
  - c) 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 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 30<sup>th</sup>).
- b) This includes Expense Reports created June 30<sup>th</sup> 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.**

## Logging In to CWERP Student Information System

**Welcome to the Child Welfare Education and Research Programs Online Student Information System**

CWERPID:  ?  
Password:

[If you need or have forgotten your password, click here to have it emailed to you.](#)

NOTICE: If you never changed your password from your original CWERP assigned password, a new password was assigned to you on November 3rd. To obtain your new password click the link above.

Also please note that effective immediately, passwords are case-sensitive.

Do not use the back button on your browser. You will be timed out of the system after 60 minutes of inactivity.



Go to [www.cwerp.pitt.edu](http://www.cwerp.pitt.edu).

Enter your CWERP ID and password.

[If you need or have forgotten your password, click here to have it emailed to you.](#)

NOTICE: If you never changed your password from your original CWERP assigned password, a new password was assigned to you on November 3rd. To obtain your new password click the link above.

Also please note that effective immediately, passwords are case-sensitive.

The username and/or password you entered is incorrect. Please try again.

Do not use the back button on your browser. You will be timed out of the system after 60 minutes of inactivity.



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.

Back

Next



## Accessing the Expense Report



Home **Child Welfare Education for Leadership**

Course Information Hello Joe,

**Expense Report** Your status in the CWEL program is: Current Student

Contact Information Please update your course information for the Fall 2014 term. Please select the course information button on the left to enter your Fall courses and field information. If you are not taking courses this Fall, enter the term and select "No Classes this term".

Change Password [CWEL Expense Reimbursement Guide](#) Adobe PDF File

Log Out [CWEL Student Handbook](#) Adobe PDF File

[CWEL Student Information System Instructions](#) Adobe PDF File

[CWEL Expense Report Webinar](#) PowerPoint File

Do not use the back button on your browser. You will be timed out of the system after 60 minutes of inactivity.

**Expense Report**

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

### NOTE!

Next


Expense reports cannot be submitted at this time due 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:**

- Entered a field placement and have not entered field placement details, or**
- Entered field placement details but not the field placement itself**

https://www.cwerp.pitt.edu x pitt facilities - Google Ser x

← → https://www.cwerp.pitt.edu

 Home

**Child Welfare Education and Research Programs**

Welcome to the CWEL Expense Report Page!  
[Expense Instructions](#)

**What you need to do:**

- Fill out this online form
  - You can start an Expense Report and save it, then log back in later to complete it
  - You can only have one Expense Report open at a time
- Print out the completed form and sign it
- Mail completed and signed form to CWEL with all your original receipts and other documentation


**Reminders:**

- New students: Your Permission to Release Academic Information form (FERPA release), [W9](#), and CWEL Pre-Contract Agreement must be received by CWEL, before you can start an Expense Report
- The schedule for entering your courses and field info into this online Student Information System is:

| Term   | Entry Start | Entry Due By |
|--------|-------------|--------------|
| Spring | 12/15       | 12/31        |
| Summer | 4/15        | 4/30         |
| Fall   | 8/15        | 8/31         |

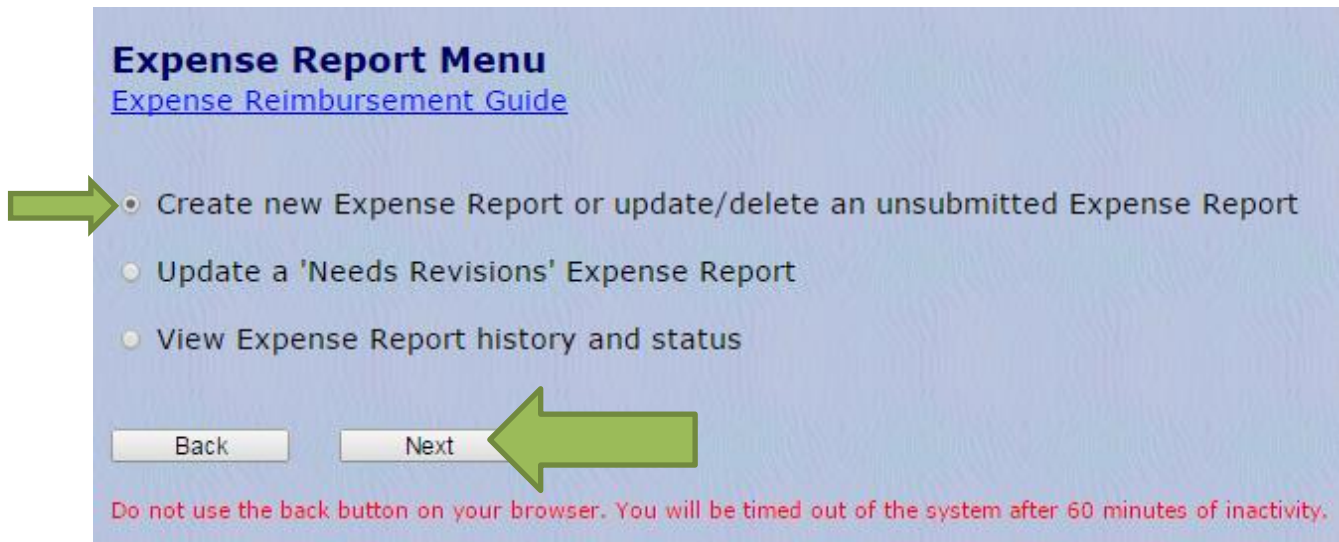
- If your address changes, you must send CWEL a new [W9](#) before you can start an Expense Report
- The fiscal year end is June 30th. Expense reports for this fiscal year must be submitted and ALL documents received by CWEL by the July 12th deadline. Reports and materials received after the deadline cannot be processed for payment.

Next



Read all of the instructions on screen and click **"Next"**.

## Creating a New Expense Report



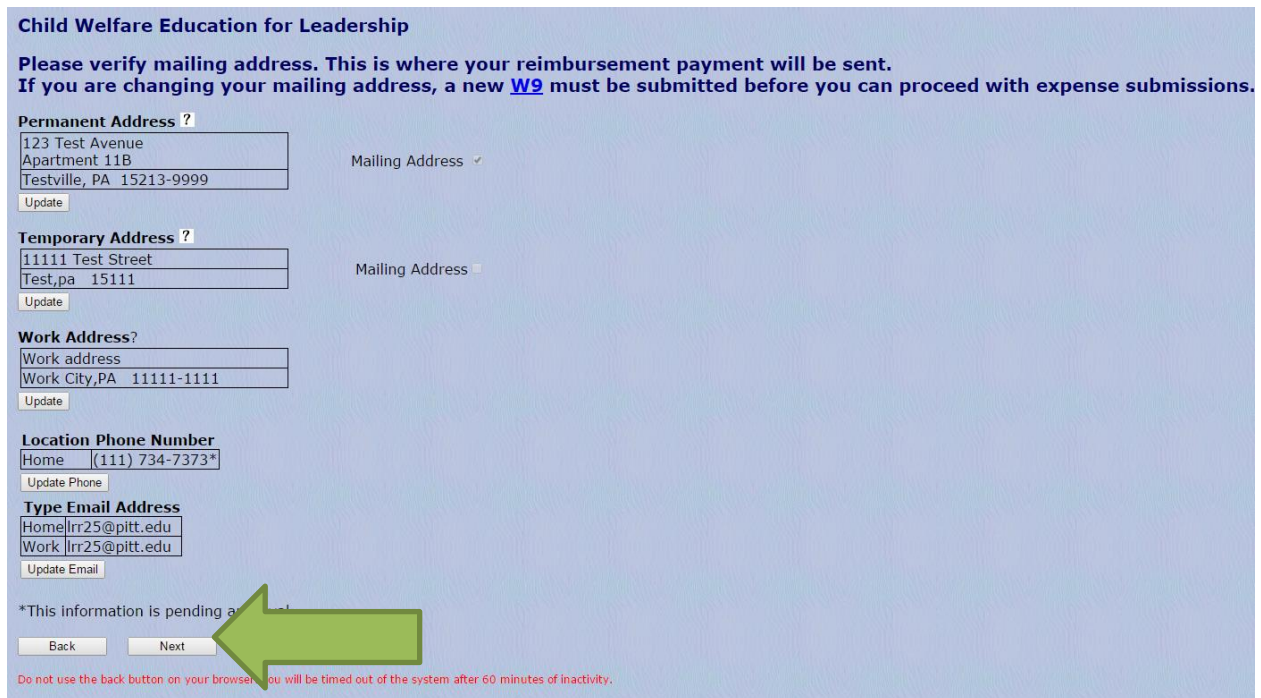
**Expense Report Menu**  
[Expense Reimbursement Guide](#)

- Create new Expense Report or update/delete an unsubmitted Expense Report
- Update a 'Needs Revisions' Expense Report
- View Expense Report history and status

Do not use the back button on your browser. You will be timed out of the system after 60 minutes of inactivity.

A green arrow points to the first menu item, and another green arrow points to the 'Next' button.

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



**Child Welfare Education for Leadership**

Please verify mailing address. This is where your reimbursement payment will be sent.  
If you are changing your mailing address, a new [W9](#) must be submitted before you can proceed with expense submissions.

**Permanent Address ?**  
123 Test Avenue  
Apartment 11B  
Testville, PA 15213-9999  
 Mailing Address ☒

**Temporary Address ?**  
11111 Test Street  
Test,pa 15111  
 Mailing Address ☐

**Work Address?**  
Work address  
Work City,PA 11111-1111

**Location Phone Number**  
Home (111) 734-7373\*

**Type Email Address**  
Home lrr25@pitt.edu  
Work lrr25@pitt.edu

\*This information is pending approval.

Do not use the back button on your browser. You will be timed out of the system after 60 minutes of inactivity.

A green arrow points to the 'Next' button.

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”.



A Google Maps printout (calculated by the "Shortest Distance") is needed to request travel reimbursement. Please submit your Google Maps printout(s) to the CWEL program. Once your Google Maps printout(s) is/are received and set up in the system, you will then be able to obtain access to the travel expense report page.

Please note:

- 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.
- Travel to or from field placement does not qualify for reimbursement.
- Please be advised that federal regulations do not permit reimbursement for travel from home to work.

### 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**"

## Travel Reimbursement

- 1) 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 (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 (e.g. a parking receipt showing \$12 will be reimbursed for \$5).

### 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, as long as 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!
- 9) For Temple Harrisburg students, mileage will only be reimbursed where there is an original accompanying parking receipt for each date of travel to the Temple Harrisburg campus.

**Child Welfare Education for Leadership**  
**Travel Expense**  
[Sample Travel Receipt](#)  
[Expense Reimbursement Guide](#)

\* Click 'Add' button to insert new information into the table.  
\*\* If the campus you are traveling to is not in the dropdown, a MapQuest printout must be submitted for this campus.  
\*\*\* Click 'Duplicate' to copy the record for a different date.

|                                | Expense Date | Mileage Type           | Describe: Other Mileage Type | **Campus | Mileage Rate | Miles | Mileage \$ | Parking Expense Type | Parking \$ | Toll \$ | Purpose     |
|--------------------------------|--------------|------------------------|------------------------------|----------|--------------|-------|------------|----------------------|------------|---------|-------------|
| Edit Delete *** Duplicate Line | 8/24/2014    | Other                  | Orientation                  |          | 0.56         | 70.00 | \$39.20    | Travel-Parking       | \$5.00     |         | Orientation |
| Edit Delete *** Duplicate Line | 11/1/2014    | Home To School To Home |                              | Oakland  | 0.56         | 70.00 | \$39.20    | Travel-Parking       | \$5.00     | \$12.75 |             |
| * Add Cancel                   |              | None                   |                              |          |              |       |            | Travel-Parking-None  |            |         |             |

Back Next

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.

## 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.

**Child Welfare Education for Leadership**  
**Travel Expense**  
[Sample Travel Receipt](#)  
[Expense Reimbursement Guide](#)

Click 'Add' to insert new information into the table.  
 If the campus you are traveling to is not in the dropdown, a MapQuest printout must be submitted for this campus.  
 Click 'Duplicate' to copy the record for a different date.

|                                | Expense Date | Mileage Type           | Describe: Other Mileage Type | **Campus | Mileage Rate | Miles | Mileage \$ | Parking Expense Type | Parking \$ | Toll \$ | Purpose              |
|--------------------------------|--------------|------------------------|------------------------------|----------|--------------|-------|------------|----------------------|------------|---------|----------------------|
| Edit Delete *** Duplicate Line | 10/31/2014   | Other                  | CWEL Meeting                 |          | 0.56         | 35.00 | \$19.60    | Travel-Parking-None  |            |         | CWEL Faculty Meeting |
| Edit Delete *** Duplicate Line | 11/15/2014   | Home To School To Home |                              | Oakland  | 0.56         | 70.00 | \$39.20    | Travel-Parking       |            | \$5.00  |                      |
| Edit Delete *** Duplicate Line | 11/20/2014   | Home To School To Home |                              | Oakland  | 0.56         | 70.00 | \$39.20    | Travel-Parking       |            | \$5.00  |                      |
| * Add Cancel                   |              | None                   |                              |          |              |       |            | Travel-Parking-None  |            |         |                      |

Back Next

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.

\*\*\* Duplicate Line

## Book/Supply Expenses

### New in 2018-2019 Electronic Device Purchases

**Commencing September 1, 2018, 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. Betru to request authorization.**

**Please note that authorization for electronic device purchases will only be given in a student's final semester of study in exceptional circumstances.**

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:
  - i. Pens/pencils
  - ii. Notebooks and printer paper
  - iii. Photocopies
  - iv. USB flash drives
  - v. 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 for reimbursement.

### **NON-REIMBURSABLE EXPENSES**

- Blood draw/screen, or immunization fees not covered by health insurance/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 (e.g. backpacks, planners, school clothing, cap and gown, or graduation announcements)
- Computer or other electronics repairs, anti-virus software, or warranties
- Wireless routers, modems
- Application fees for the LSW/LCSW exam or licensing preparation courses
- Food or lodging
- Conference registration or travel costs
- Costs associated with lobbying
- Office furniture
- Return mailing costs for rented academic materials
- Refunds for return of rented academic materials

4. The following methods of payment for books and/or supplies are not reimbursable:
  - i. Gift cards
  - ii. Bonus points
5. For rented academic materials, any refund available for safe return of materials **cannot** be claimed from CWEL.

**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 CWEL. If you claimed the entire amount, only the rental after deduction of a possible refund would be approved for reimbursement.

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 text book 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) **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, unless it shows the 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 Leadership Book/Supply Expenses

[Sample Book/Supply Receipt](#)  
[Expense Reimbursement Guide](#)

Allowed expense      400.00  
Submitted expense    15.25  
Pending expense      308.75  
Remaining balance    76.00

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

|   | Expense Date | Vendor   | Description          | Amount \$   |
|---|--------------|----------|----------------------|-------------|
| <a href="#">Edit</a> <a href="#">Delete</a>   | 9/29/2014    | Amazon   | books                | 12.90       |
|  * Add | Cancel       | 10/15/14 | University Bookstore | books 48.96 |

Back

Next 

Do not use the back button on your browser. You will be timed out of the system after 60 minutes of inactivity.

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.

## **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.

## **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.**

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. Betru right away.
  - c) Expense Reimbursement requests for tuition deposits **MUST** be submitted by December 31<sup>st</sup>.

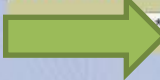
### TIPS!


- ✓ 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 can therefore not also be refunded by CWEL.
- ✓ If you paid by check, you will need to mail in a printed copy of the 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 mail in a receipt or a memo from your school on school letterhead confirming that the check was cashed.
- ✓ You are required to notify Dr. Betru 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.

**Child Welfare Education for Leadership**  
**Tuition Deposit and Fee Expense**  
[Sample Tuition Deposit and Fee Receipt](#)  
[Expense Reimbursement Guide](#)

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

|  | <u>Expense Date</u> | <u>Expense Type</u>              | <u>Amount \$</u> |
|--|---------------------|----------------------------------|------------------|
| <a href="#">Edit</a> <a href="#">Delete</a>  | 10/28/2014          | Professional Liability Insurance | 25.00            |
|  <input type="button" value="Add"/> <input type="button" value="Cancel"/> | 8/12/14             | Tuition Deposit ▼                | 300.00           |



Do not use the back button on your browser. You will be timed out of the system after 60 minutes of inactivity.

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**”.

## Review Page

**CWEL Expense Reimbursement**  
[Expense Reimbursement Guide](#)

Student Name: Well, Joe C. (Webbish)      Expense ID: 235  
 Address: 123 Test Avenue      CWERP ID: 11111  
 Apartment 11B  
 Testville, PA 15213-9999

Travel Expenses

|                              | Expense Date | Mileage Type           | Other Mileage Type | Campus  | Mileage | Parking Type        | Parking \$ | Toll \$ | Amount \$       |
|------------------------------|--------------|------------------------|--------------------|---------|---------|---------------------|------------|---------|-----------------|
| Select                       | 10/31/2014   | Other                  | CWEL Meeting       |         | \$19.60 | Travel-Parking-None |            |         | \$19.60         |
| Select                       | 11/15/2014   | Home To School To Home |                    | Oakland | \$39.20 | Travel-Parking      | \$5.00     |         | \$44.20         |
| Select                       | 11/20/2014   | Home To School To Home |                    | Oakland | \$39.20 | Travel-Parking      | \$5.00     |         | \$44.20         |
| <b>Total Travel Expense:</b> |              |                        |                    |         |         |                     |            |         | <b>\$108.00</b> |

Book/Supply Expenses

|                                    | Expense Date | Vendor               | Description | Amount \$      |
|------------------------------------|--------------|----------------------|-------------|----------------|
| Select                             | 9/29/2014    | Amazon               | books       | \$12.90        |
| Select                             | 10/15/2014   | University Bookstore | books       | \$48.96        |
| <b>Total Book/Supply Expenses:</b> |              |                      |             | <b>\$61.86</b> |

Tuition and Fee Reimbursement

|        | Expense Date                                 | Expense Type | Amount \$  |
|--------|--|--------------|------------|
| Select | <b>Total Tuition and Fee Reimbursements:</b> |              | <b>\$0</b> |

Expense Summary

Books and supplies      \$61.86  
 Travel      \$108.00  
**Total Expense:      \$169.86**

Back      Next      Delete

Do not use the back button on your browser. You will be timed out of the system after 60 minutes of inactivity.

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.

Click 'Update' link to insert edited information into the table.  
 \*\* If the campus you are traveling to is not in the dropdown, a MapQuest printout must be submitted for this campus.  
 \*\*\* Click 'Duplicate' to copy the record for a different date.

|               | Expense Date | Mileage Type           | Describe: Other Mileage Type | **Campus | Mileage Rate | Miles | Mileage \$ | Parking Expense Type | Parking \$ | Toll \$ | Purpose     |
|---------------|--------------|------------------------|------------------------------|----------|--------------|-------|------------|----------------------|------------|---------|-------------|
| Update Cancel | 8/24/2014    | Other                  | Orientation                  |          | 0.56         | 70.00 | \$39.20    | Travel-Parking       | \$5.00     |         | Orientation |
| Edit Delete   | 11/1/2014    | Home To School To Home |                              | Oakland  | 0.56         | 70.00 | \$39.20    | Travel-Parking       | \$5.00     | \$12.75 |             |

Back

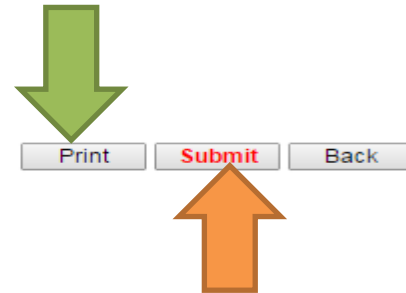
If your Expense Report is correct or you have made necessary changes click **“Next”**.

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

## Submission

### CWEL Expense Reimbursement

Student Name: Well, Joe C. (Webbish)      Expense ID: 235  
Address: 123 Test Avenue      CWERP ID: 11111  
Apartment 11B  
Testville, PA 15213-9999



| Expense Date | Expense Category | Expense Description                              | Expense Amount |
|--------------|------------------|--|----------------|
| 9/29/2014    | Book/Supply      | Vendor: Amazon, Description: books               | \$12.90        |
| 10/15/2014   | Book/Supply      | Vendor: University Bookstore, Description: books | \$48.96        |
| 10/31/2014   | Travel           | Mileage: 19.60, Purpose: CWEL Faculty Meeting    | \$19.60        |
| 11/15/2014   | Travel           | Mileage: 39.20, Parking: 5.00                    | \$44.20        |
| 11/20/2014   | Travel           | Mileage: 39.20, Parking: 5.00                    | \$44.20        |

#### Expense Summary

|                       |                 |
|-----------------------|-----------------|
| Books and supplies    | \$61.86         |
| Travel                | \$108.00        |
| <b>Total Expense:</b> | <b>\$169.86</b> |

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 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.**

Mail the signed printout of your expense report, together with all required original supporting documents to:

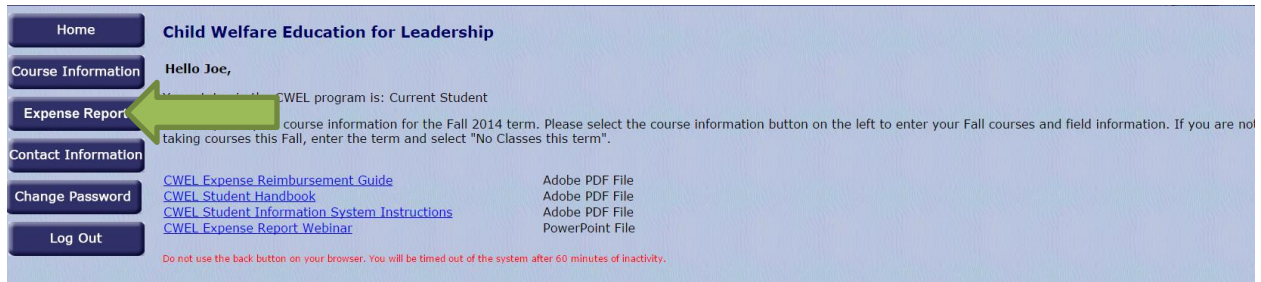
Child Welfare Education and Research Programs  
School of Social Work  
University of Pittsburgh  
2009 Cathedral of Learning  
4200 Fifth Avenue  
Pittsburgh, PA 15260

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



Lastly, sign the printed Expense Report and mail to CWEL together with all the original receipts. (Pitt CWEL students may hand deliver their Expense Reports and receipts to Mr. Joe DiPasqua.)

## Updating a “Needs Revisions” Expense Report



Home **Child Welfare Education for Leadership**

Course Information Hello Joe,

**Expense Report** course information for the Fall 2014 term. Please select the course information button on the left to enter your Fall courses and field information. If you are not taking courses this Fall, enter the term and select "No Classes this term".

Contact Information

Change Password [CWERP Expense Reimbursement Guide](#) [Adobe PDF File](#)

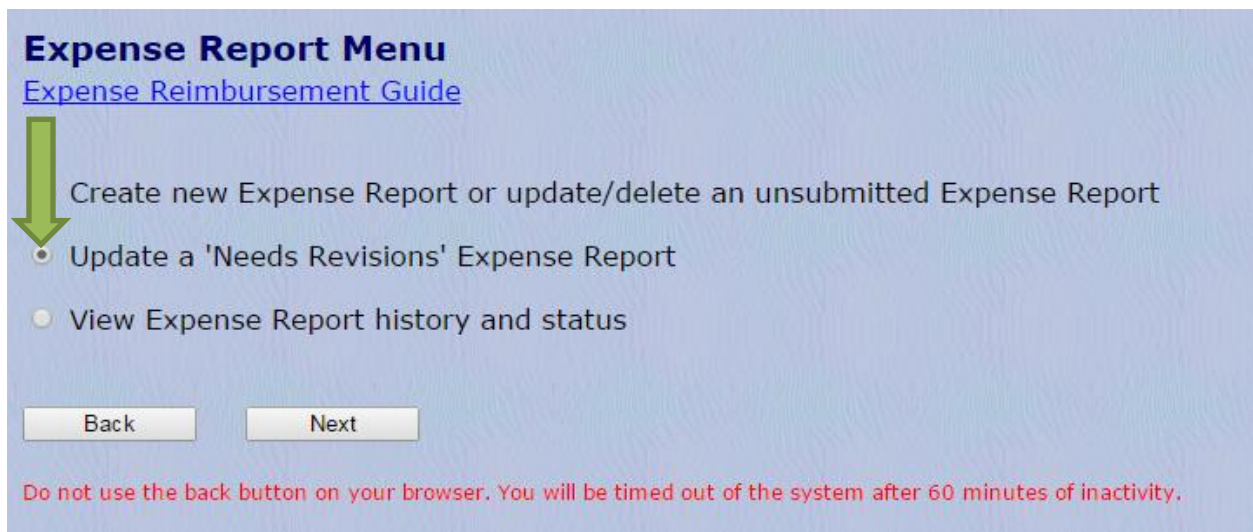
Log Out [CWERP Student Handbook](#) [Adobe PDF File](#)

[CWERP Student Information System Instructions](#) [Adobe PDF File](#)

[CWERP Expense Report Webinar](#) [PowerPoint File](#)

Do not use the back button on your browser. You will be timed out of the system after 60 minutes of inactivity.

After logging into [www.cwerp.pitt.edu](http://www.cwerp.pitt.edu), click “Expense Report”.



**Expense Report Menu**

[Expense Reimbursement Guide](#)

Create new Expense Report or update/delete an unsubmitted Expense Report

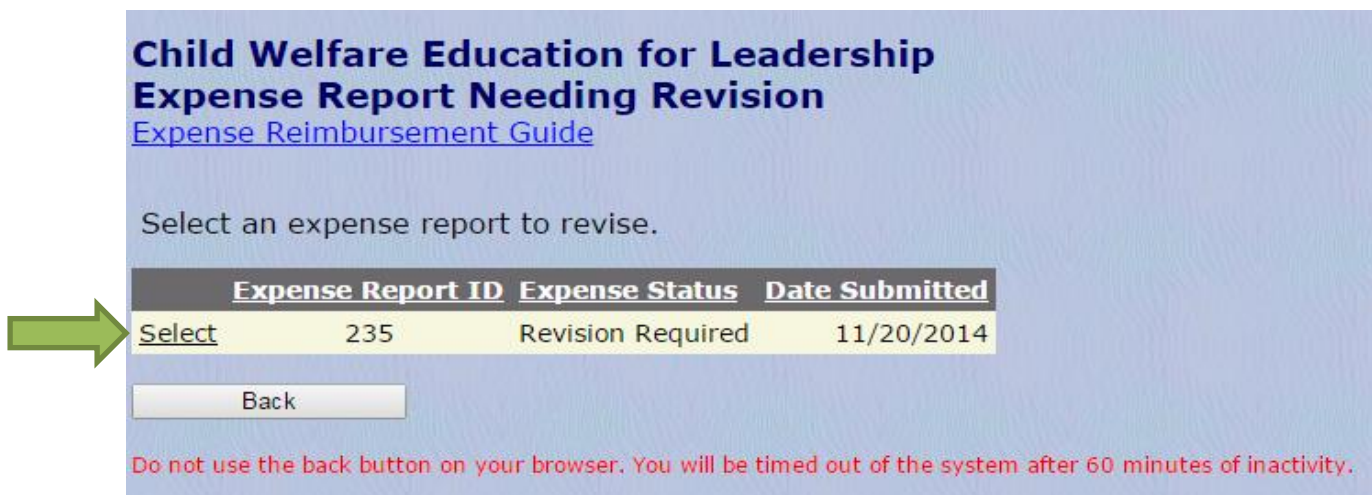
☒ Update a 'Needs Revisions' Expense Report

☐ View Expense Report history and status

Back Next

Do not use the back button on your browser. You will be timed out of the system after 60 minutes of inactivity.

Click “Update a ‘Needs Revision’ Expense Report”.



**Child Welfare Education for Leadership**

**Expense Report Needing Revision**

[Expense Reimbursement Guide](#)

Select an expense report to revise.

| <u>Expense Report ID</u> | <u>Expense Status</u> | <u>Date Submitted</u> |
|--------------------------|-----------------------|-----------------------|
| <a href="#">Select</a>   | 235                   | Revision Required     |
| 11/20/2014               |                       |                       |

Back

Do not use the back button on your browser. You will be timed out of the system after 60 minutes of inactivity.

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

## Child Welfare Education for Leadership Expense Report Needing Revision

[Expense Reimbursement Guide](#)

|                        | Problem Needing Attention          | Expense Report ID | Expense Status    | Date Submitted | Expense Category | Expense Date | Amount  |
|------------------------|------------------------------------|-------------------|-------------------|----------------|------------------|--------------|---------|
| <a href="#">Select</a> | No classes on record for this date | 207               | Revision Required | 10/22/2014     | Travel           | 10/26/2014   | \$44.20 |
| <a href="#">Select</a> | No classes on record for this date | 207               | Revision Required | 10/22/2014     | Travel           | 10/27/2014   | \$44.20 |

[Back](#)

[Revisions Complete](#)

Do not use the back button on your browser. You will be timed out of the system after 60 minutes of inactivity.

The reason a revision is needed will be detailed under “Problem Needing Attention”. Click “**Select**” to begin editing the Expense Report.

## Child Welfare Education for Leadership Travel Expense

[Sample Travel Receipt](#)  
[Expense Reimbursement Guide](#)

Click 'Update' link to insert edited information into the table.

\*\* If the campus you are traveling to is not in the dropdown, a MapQuest printout must be submitted for this campus.

|   | Expense Date                            | Mileage Type  | Describe: Other Mileage Type  | **Campus                             | Mileage Rate                      | Miles                              | Mileage \$                           | Parking Expense Type                        | Parking \$                          | Toll \$                       |
|---|---|---|-------------------------------|--------------------------------------|-----------------------------------|------------------------------------|--------------------------------------|---|-------------------------------------|-------------------------------|
| <a href="#">Edit</a>                          | 10/26/2014                              | Home To School To Home                              |                               | Oakland                              | 0.56                              | 70.00                              | \$39.20                              | Travel-Parking                              | \$5.00                              |                               |
| <a href="#">Update</a> <a href="#">Cancel</a> | <input type="text" value="10/27/2014"/> | <input type="text" value="Home To School To Home"/> | <input type="text" value=""/> | <input type="text" value="Oakland"/> | <input type="text" value="0.56"/> | <input type="text" value="70.00"/> | <input type="text" value="\$39.20"/> | <input type="text" value="Travel-Parking"/> | <input type="text" value="\$5.00"/> | <input type="text" value=""/> |

[Back](#)

Do not use the back button on your browser. You will be timed out of the system after 60 minutes of inactivity.

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**”.

## Child Welfare Education for Leadership Expense Report Needing Revision

[Expense Reimbursement Guide](#)

|                        | Problem Needing Attention          | Expense Report ID | Expense Status    | Date Submitted | Expense Category | Expense Date | Amount  |
|------------------------|------------------------------------|-------------------|-------------------|----------------|------------------|--------------|---------|
| <a href="#">Select</a> | No classes on record for this date | 207               | Revision Required | 10/22/2014     | Travel           | 10/26/2014   | \$44.20 |
| <a href="#">Select</a> | No classes on record for this date | 207               | Revision Required | 10/22/2014     | Travel           | 10/27/2014   | \$44.20 |

[Back](#)

[Revisions Complete](#)

Do not use the back button on your browser. You will be timed out of the system after 60 minutes of inactivity.

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**”.



## CWEL Expense Reimbursement

### [Expense Reimbursement Guide](#)

Student Name: Well, Joe C. (Webbish)      Expense ID: 207  
Address: 123 Test Avenue      CWERP ID: 11111  
Apartment 11B  
Testville, PA 15213-9999

#### Travel Expenses

|                              | Expense Date | Mileage Type           | Other Mileage Type | Campus  | Mileage | Parking Type        | Parking \$ | Toll \$ | Amount \$       |
|------------------------------|--------------|------------------------|--------------------|---------|---------|---------------------|------------|---------|-----------------|
|                              | 10/24/2014   | Other                  | Orientation        |         | \$19.60 | Travel-Parking-None |            |         | \$19.60         |
| Select                       | 10/26/2014   | Home To School To Home |                    | Oakland | \$39.20 | Travel-Parking      | \$5.00     |         | \$44.20         |
| Select                       | 10/27/2014   | Home To School To Home |                    | Oakland | \$39.20 | Travel-Parking      | \$5.00     |         | \$44.20         |
|                              | 10/28/2014   | Home To School To Home |                    | Oakland | \$39.20 | Travel-Parking      | \$5.00     |         | \$44.20         |
| <b>Total Travel Expense:</b> |              |                        |                    |         |         |                     |            |         | <b>\$152.20</b> |

#### Book/Supply Expenses

| Expense Date                       | Vendor   | Description        | Amount \$       |
|------------------------------------|----------|--------------------|-----------------|
| 10/23/2014                         | vvvv     | dd                 | \$20.00         |
| 10/31/2014                         | Amazon   | books and supplies | \$120.00        |
| 11/1/2014                          | Wal-Mart | supplies           | \$45.72         |
| <b>Total Book/Supply Expenses:</b> |          |                    | <b>\$185.72</b> |

#### Tuition and Fee Reimbursement

| Expense Date                                  | Expense Type                     | Amount \$       |
|---|----------------------------------|-----------------|
| 8/6/2014                                      | Tuition Deposit                  | \$300.00        |
| 10/24/2014                                    | Professional Liability Insurance | \$15.00         |
| <b>Total Tuition &amp; Fee Reimbursement:</b> |                                  | <b>\$315.00</b> |

#### Expense Summary

Books and supplies    \$185.72  
Travel                    \$152.20  
Tuition                   \$315.00  
**Total Expense:       \$652.92**

Back

Next

Do not use the back button on your browser. You will be timed out of the system after 60 minutes of inactivity.

At this screen, please carefully review all of 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.