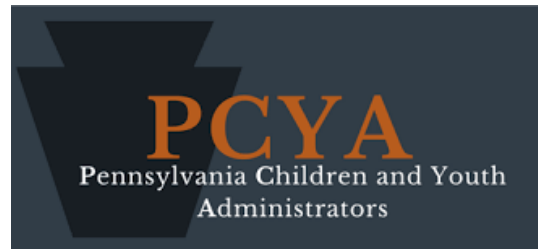




University of  
**Pittsburgh**  
School of Social Work



**pennsylvania**  
DEPARTMENT OF HUMAN SERVICES



**Child Welfare Education for Baccalaureates  
(CWEB)  
*Expense Reimbursement Guide  
for CWEB Students*  
2023-2024**



**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

# CWEB Expense Reimbursement Guide

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## Remember Your Important CWEB Contacts

School Questions	Dr. Brooke Rawls	<a href="mailto:bnr21@pitt.edu">bnr21@pitt.edu</a>
Reimbursement Questions	Mr. Joe DiPasqua	<a href="mailto:jfd28@pitt.edu">jfd28@pitt.edu</a>
Internship Questions	Professor Laura Borish	<a href="mailto:lbb14@pitt.edu">lbb14@pitt.edu</a>
Overall Program Operations	Dr. Helen Cahalane	<a href="mailto:hcupgh@pitt.edu">hcupgh@pitt.edu</a>

## Introduction

Welcome to the CWEB expense system, all of which is online.

You must enter your expenses online at [www.cwerp.pitt.edu](http://www.cwerp.pitt.edu) (the same portal you already use to enter your Student Information). You will digitally sign a signature sheet and then email it with receipts and other supporting documents to [cwerp@pitt.edu](mailto: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 CWERP website
- ✓ Consultations are available for those having technical difficulties by contacting Joe DiPasqua at [jfd28@pitt.edu](mailto:jfd28@pitt.edu)

## 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](http://www.cwerp.pitt.edu).
- b) Current or previous Child Welfare Course Information

### **TIP: Completing Your CWEB Information**

- ✓ This includes entering 'No courses' for any semester in which you do not have classes or internship.

- c) Permission to Release Student Information form (FERPA) (except for Pitt students)
- d) CWEB Contract (completed online through DocuSign)

## General Requirements

1. **CWEB funds run from July 1<sup>st</sup> to June 30<sup>th</sup> 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. Brooke Rawls 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 directly by the CWEB Program.)

Processing takes longer around holiday periods, winter breaks, 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 issues with 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, email the **signed** signature page together with your supporting receipts and/or documents.
  - a) Include **all relevant** receipts.
  - b) Remember to keep a copy of your receipts for your own records.

## Expense Report Statuses

### 1. Expired Expense Reports

- a) If, after 60 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 30<sup>th</sup>).
- b) This includes Expense Reports created on or prior to June 30<sup>th</sup> in the fiscal year.
- c) Expense reports for the prior fiscal year submitted after the start of the new fiscal year will not be accepted or reimbursed.

### 3. Rejected Expense Reports

- a) An Expense Report will be rejected when submitted expenses are **not** allowable under program policy

## Logging In to CWERP STUDENT INFORMATION SYSTEM (SIS)

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

CWERPID or Username: ?

Password:

[If you need or have forgotten your username and/or 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 Username and password (created at time of application)

 [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.

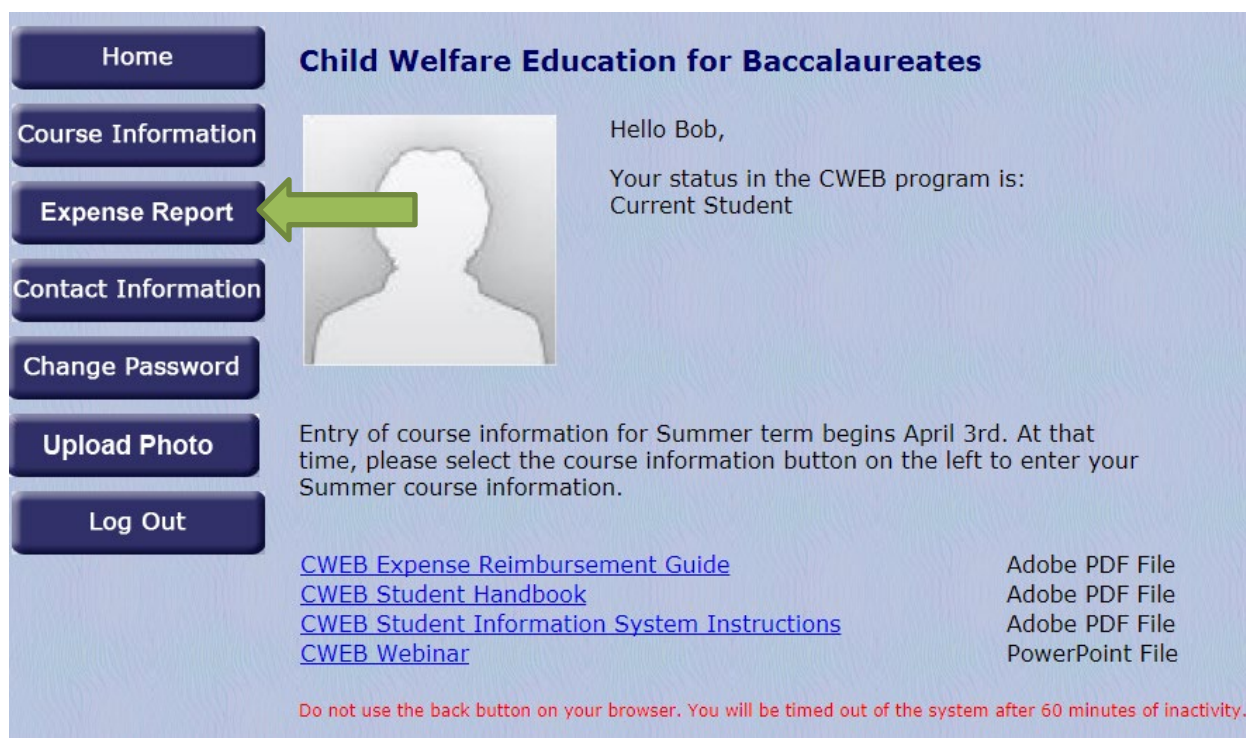
### TIP!

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

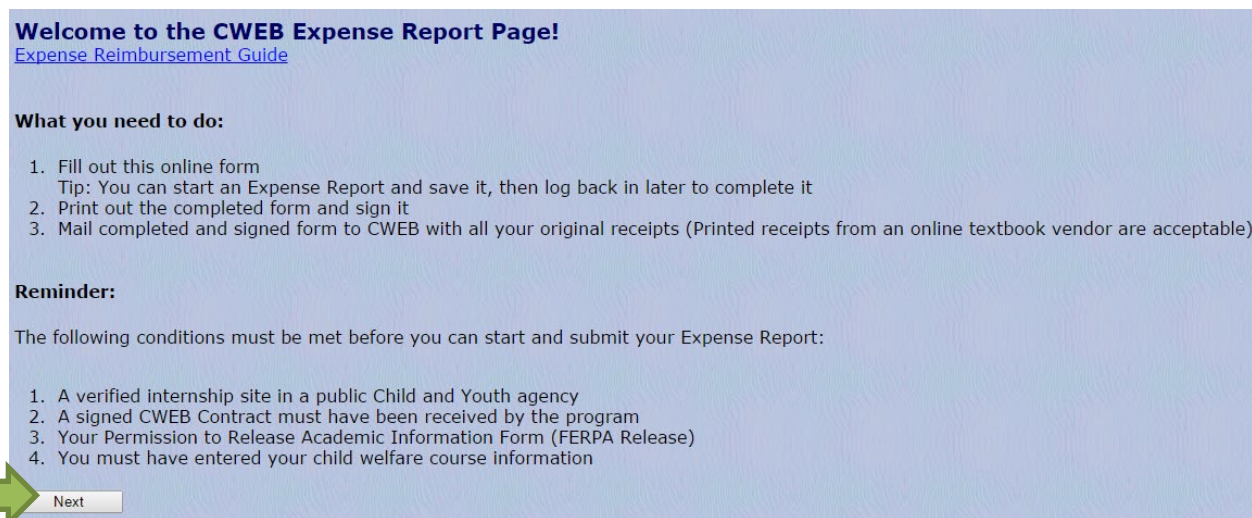
Next

## Accessing the Expense Report



The screenshot shows a user interface for 'Child Welfare Education for Baccalaureates'. On the left is a vertical menu with buttons: Home, Course Information, Expense Report (highlighted with a green arrow), Contact Information, Change Password, Upload Photo, and Log Out. The main content area displays a user profile for 'Bob', a greeting 'Hello Bob,', and a message: 'Your status in the CWEB program is: Current Student'. Below this is a notice about course information entry for the Summer term starting April 3rd. At the bottom, there are four links: 'CWEB Expense Reimbursement Guide' (Adobe PDF File), 'CWEB Student Handbook' (Adobe PDF File), 'CWEB Student Information System Instructions' (Adobe PDF File), and 'CWEB Webinar' (PowerPoint File). A red warning message at the bottom states: 'Do not use the back button on your browser. You will be timed out of the system after 60 minutes of inactivity.'

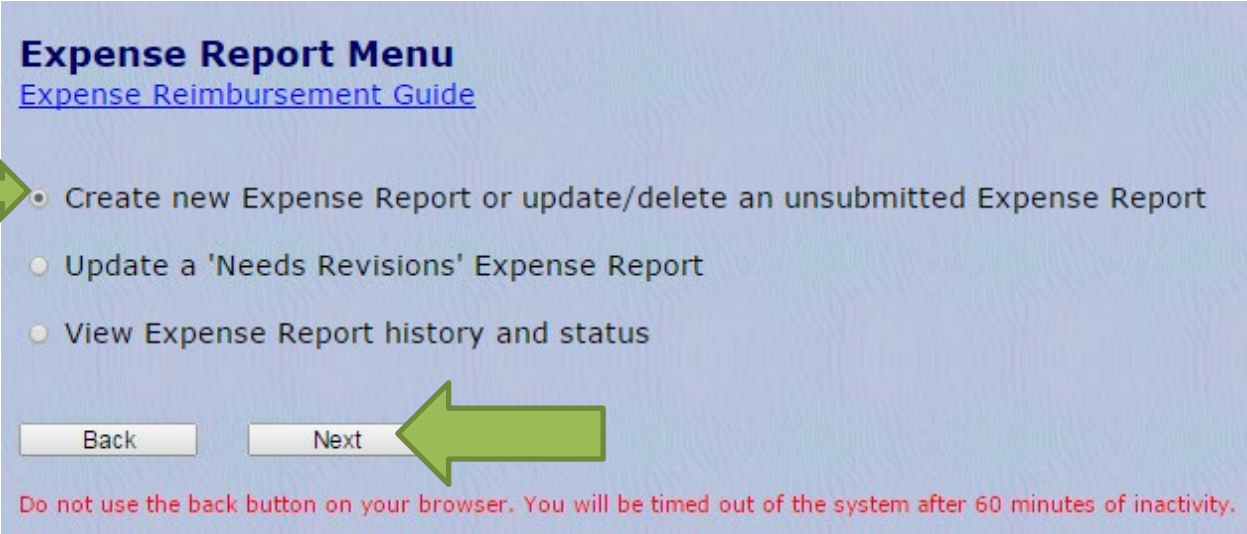
Once you have successfully logged into the site, you will reach this **Welcome Screen**. From here, click on the **Expense Report** button, highlighted above.



The screenshot shows the 'Welcome to the CWEB Expense Report Page!' screen. It includes a link to the 'Expense Reimbursement Guide'. Under the heading 'What you need to do:', there is a list of three steps: 1. Fill out this online form (with a tip: 'You can start an Expense Report and save it, then log back in later to complete it'), 2. Print out the completed form and sign it, and 3. Mail completed and signed form to CWEB with all your original receipts (noting that printed receipts from an online textbook vendor are acceptable). Under the heading 'Reminder:', there is a statement: 'The following conditions must be met before you can start and submit your Expense Report:', followed by a list of four conditions: 1. A verified internship site in a public Child and Youth agency, 2. A signed CWEB Contract must have been received by the program, 3. Your Permission to Release Academic Information Form (FERPA Release), and 4. You must have entered your child welfare course information. A green arrow points to a 'Next' button at the bottom left.

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

## Creating a New Expense Report



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

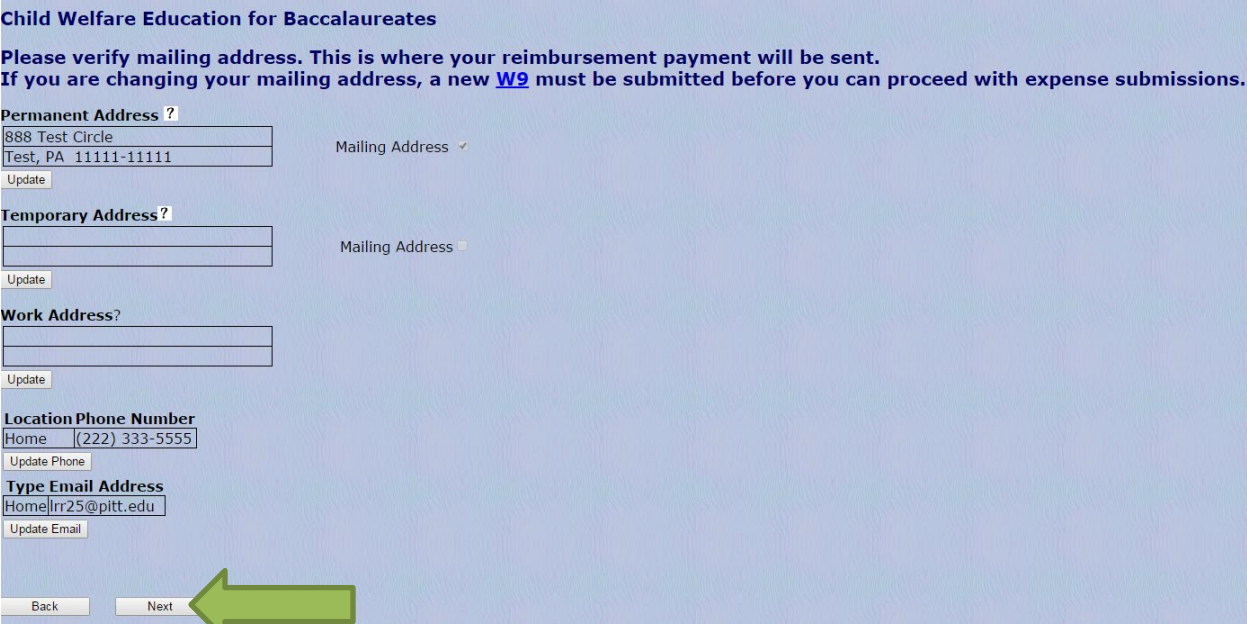
- Create new Expense Report or update/delete an unsubmitted Expense Report
- Update a 'Needs Revisions' Expense Report
- View Expense Report history and status

Back Next

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 Baccalaureates**

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 ?**  
888 Test Circle  
Test, PA 11111-11111  
Update

**Temporary Address ?**  
Update

**Work Address?**  
Update

**Location Phone Number**  
Home (222) 333-5555  
Update Phone

**Type Email Address**  
Home|rr25@pitt.edu  
Update Email

Back Next

A green arrow points to the 'Next' button.

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”**.



## Book Expenses

1. \$100 is allocated towards books for your Child Welfare course. 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 your \$100 book allowance, you may use the remaining funds to purchase another child welfare-related 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. If you rent a book and wish to purchase it at the end of the rental period, you may do so as long as the total price (initial rental price plus buyout) does not exceed the book's cover price. CWEB will reimburse you up to the amount of the original purchase price.

### EXAMPLE

You rented a textbook book for \$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 price should you choose to convert your rental into a purchase.

- a) 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 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.
- ✓ 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](#)

Allowed expense      100.00  
Submitted expense    0.00  
Pending expense      0.00  
Remaining balance    100.00

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

	Expense Date	Vendor	Description	Amount \$	
 *Add	Cancel	7/30/2016	Amazon	Child Welfare Book	78.57

Back

Next

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.

### Review Page

## CWEB Expense Reimbursement


[Expense Reimbursement Guide](#)


Student Name: Weber, Bob C.      Expense ID: 3033  
Address:      888 Test Circle      CWERP ID: 22222  
                         Test, PA 11111-11111

Book Expenses

	<u>Expense Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount \$</u>
<a href="#">Select</a>	7/30/2016	Amazon	Child Welfare Book	\$78.57
<b>Total Book Expense:</b>				<b>\$78.57</b>

Expense Summary

Books	\$78.57		<input type="button" value="Back"/>	<input type="button" value="Next"/>	<input type="button" value="Delete"/>
<b>Total Expense:</b>	<b>\$78.57</b>				



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.

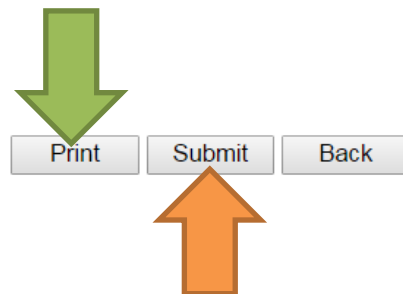
If your Expense Report is correct or you have made necessary changes click “Next”.

### Submission

#### CWEB Expense Reimbursement

After printing use SUBMIT button to finish processing expenses.

Student Name: Weber, Bob C.                      Expense ID: 3033  
 Address:        888 Test Circle                      CWERP ID: 22222  
                     Test, PA 11111-11111



Expense Date	Expense Category	Expense Description	Expense Amount
7/30/2016	Book	Vendor: Amazon, Description: Child Welfare Book	\$78.57

#### Expense Summary

Books	\$78.57
<b>Total Expense:</b>	<b>\$78.57</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!



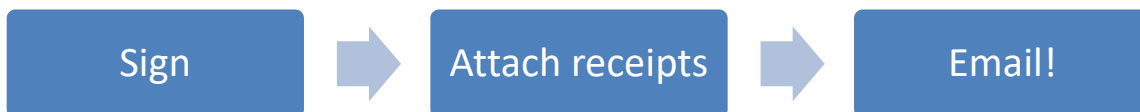
- ✓ **Check** that your expense report totals are correct one last time.
- ✓ **You must next** click **“Print”** to print a copy of your CWEB Expense Reimbursement. This print out **MUST** be signed and sent to CWEB with all necessary supporting documentation.
- ✓ **After you have printed the page**, click **“Submit”** to complete the online reimbursement process.

### Child Welfare Education for Baccalaureates

[Expense Reimbursement Guide](#)

Expense Report# 51483 has been successfully submitted.

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



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

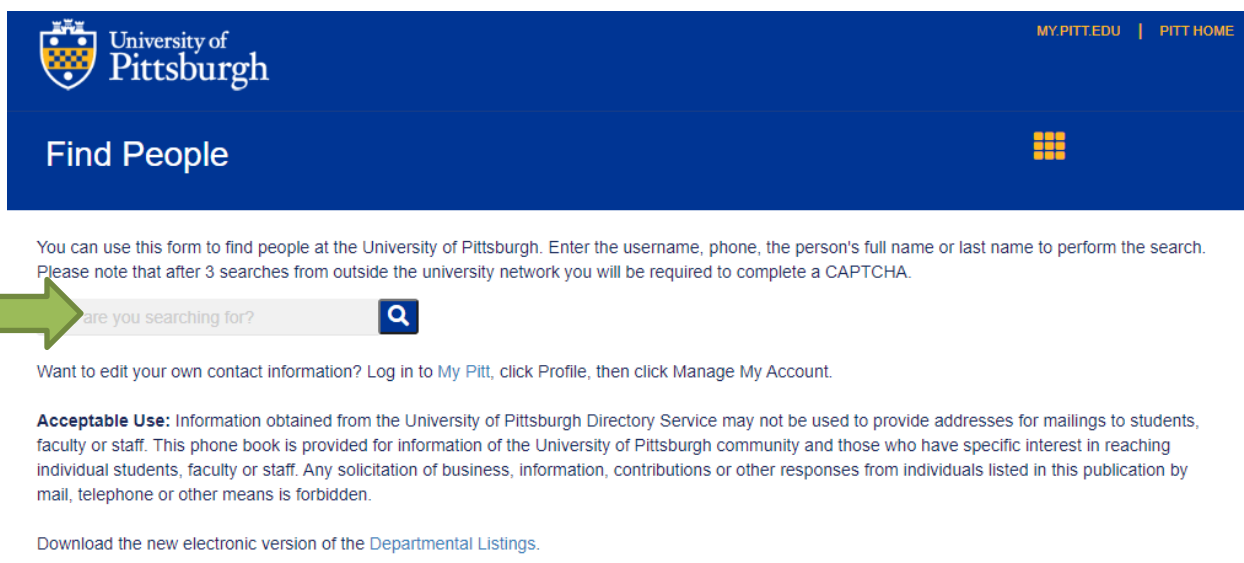
If your CWEB fellowship was paid directly by your internship county you must complete and forward a [W9](#) to Joe DiPasqua at [jfd28@pitt.edu](mailto:jfd28@pitt.edu). Once you have forwarded the W9, your signature page, and supporting receipts there are no more steps for you to take.

If your CWEB fellowship was **not** directly paid by your internship county, soon after you have emailed your Expense Report and supporting documentation, you will receive an email directing you to the University of Pittsburgh's Concur website. There, you will log-in using the credentials used to complete your PittWorx onboarding. If you have not set up those credentials yet, please follow the instructions below.

Once you have logged into Concur 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 Concur

1.) Navigate to the University's Find People website, <https://find.pitt.edu/>. From there, type your name into the search bar.



The screenshot shows the top navigation bar of the University of Pittsburgh website with the logo and 'MY.PITT.EDU | PITT HOME' links. Below is the 'Find People' section with a search bar containing the placeholder text 'are you searching for?' and a magnifying glass icon. A green arrow points to the search bar. Below the search bar, there is a link to 'My Pitt' and a section titled 'Acceptable Use' with a disclaimer about the directory service. At the bottom, there is a link to 'Departmental Listings'.

2.) Your username will be your email address. For example: [cli4@pitt.edu](mailto:cli4@pitt.edu)

Username: cli4

3.) To get your initial password you must call the Technology Help Desk at (412) 624-4357. You will be required to email ([helpdesk@pitt.edu](mailto:helpdesk@pitt.edu)) or fax (412-383-7000) two forms of identification to obtain your password. One of the forms of identification **must** be a photo ID. Valid forms of ID include: passport, driver's license, voter registration cards, birth certificates, and social security card.

4.) Enter your University of Pittsburgh username and password at the University portal, my.pitt.edu. Enter your username and password and click “Submit.”

University of Pittsburgh  
Pitt Passport

**Username**  
Enter username

**Password**  
Password

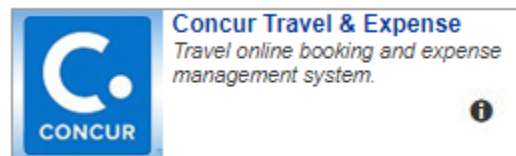
**Submit** →

⚙️ Forgot password? | 🆘 Need Help?

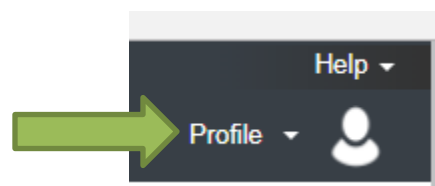
New Account Activation

**ⓘ Important Login Information**  
Before entering your University Computing Account credentials, verify that the URL for this page begins with: [passport.pitt.edu](https://passport.pitt.edu). In the Safari browser, you may need to click or tap your address bar to view the URL.  
Your credentials are your key to accessing online resources at Pitt. Never share them with anyone---for any reason.  
You must completely exit your web browser when you are done accessing services that require authentication, otherwise your login will remain in effect.

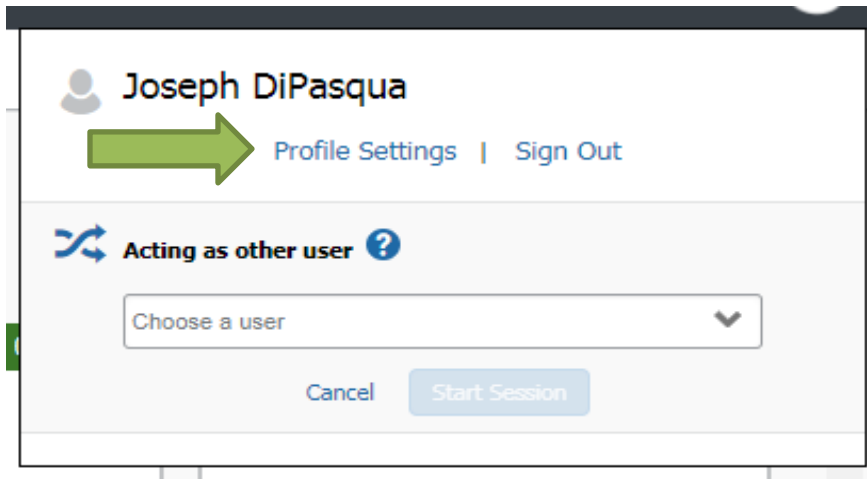
5.) Click on “Concur Travel & Expenses” located under “Most Popular” in the middle of the screen.



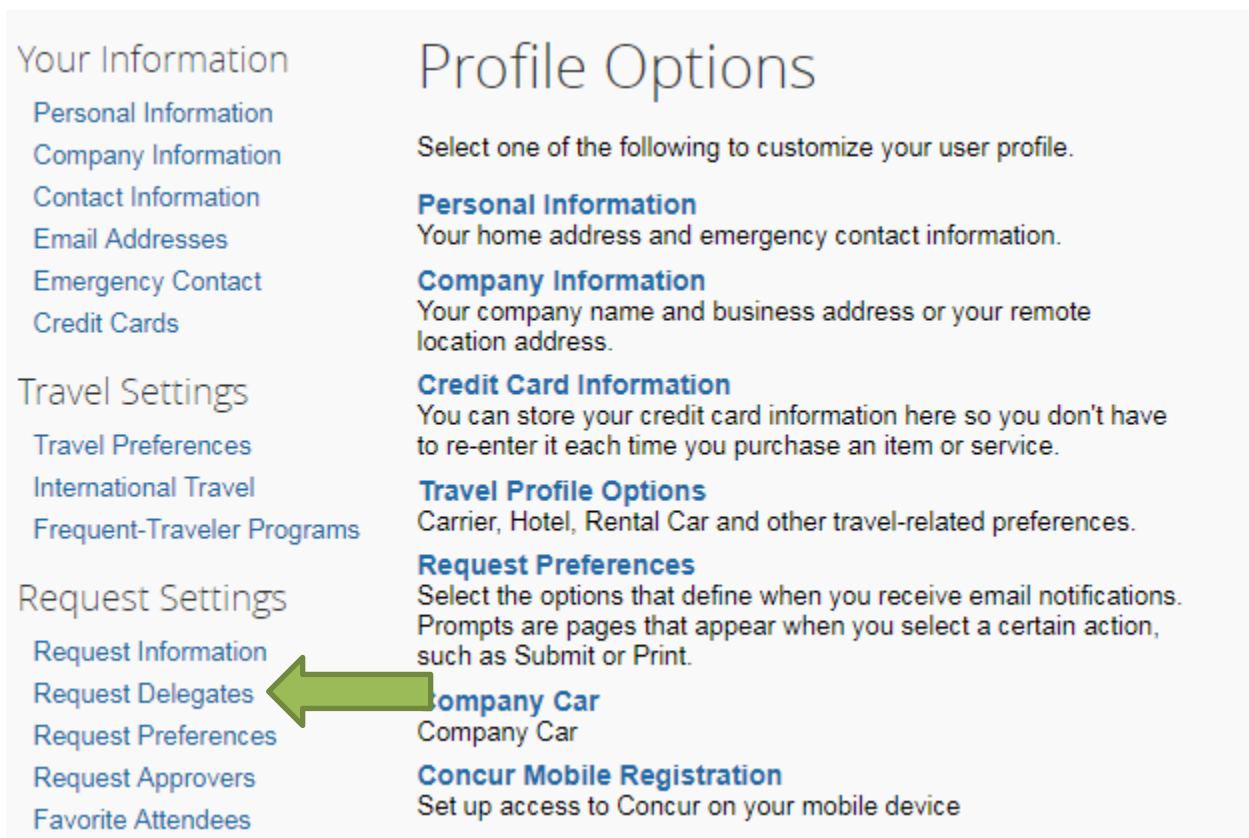
6.) One logged in, click profile in the top right corner of the screen



7.) Click profile settings

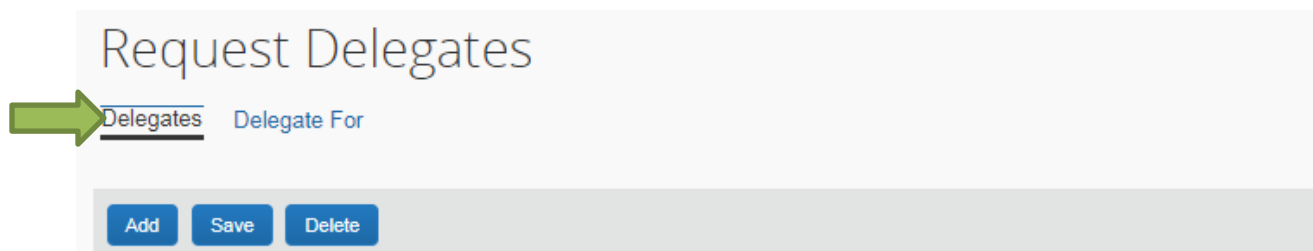


8.) Click request delegates under the “Request Settings” heading on the left side of the screen

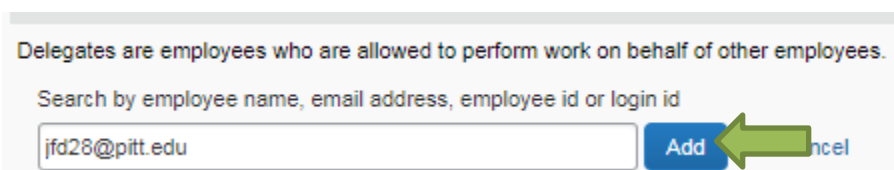




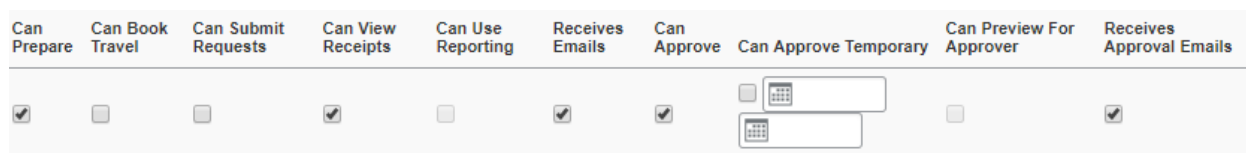
9.) Click “Add”



10.) Enter Joe DiPasqua’s email, [jfd28@pitt.edu](mailto:jfd28@pitt.edu), in the search bar and click “Add”



11.) Once Joe has been added as a delegate, make sure the selections below are checked.



11.) Once all selections have been added click “Save”

