

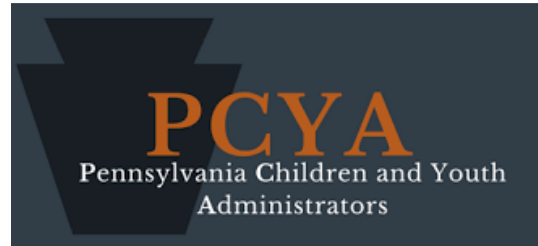


University of
Pittsburgh

School of Social Work



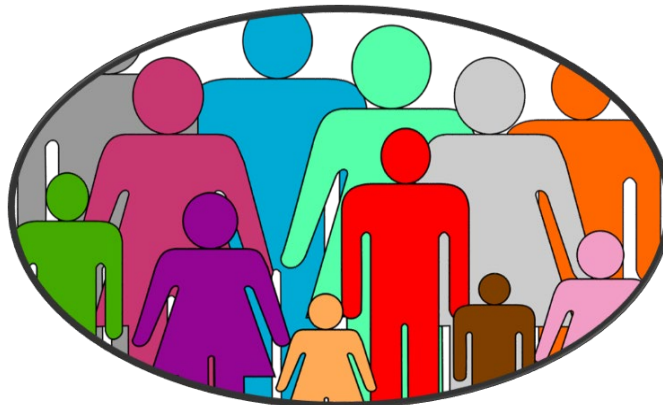
pennsylvania
DEPARTMENT OF HUMAN SERVICES



Child Welfare Education for Leadership (CWEL)

CWEL Expense Reimbursement Guide

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

CWEL Expense Reimbursement Guide

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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 (manually or digitally) a signature sheet and then email it with 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.

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, as well as requesting summer funding.
- ✓ Enter full details of your field placement **for every semester** you are in field.

- b) Permission to Release Student Information form (FERPA) (except for Pitt and Penn students)
- c) CWEL Contract (completed via DocuSign)
- 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 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. **Be mindful** that reimbursement checks are processed and issued by the University, not the CWEL program. 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. Processing takes longer around the beginning of the Fall semester, 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 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 receipts.
 - a) Include **all relevant original** receipts.
 - b) 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 30th).
- b) This includes Expense Reports created on or prior to June 30th within 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 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.

Enter your CWERP ID or Username and password (created at the 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.

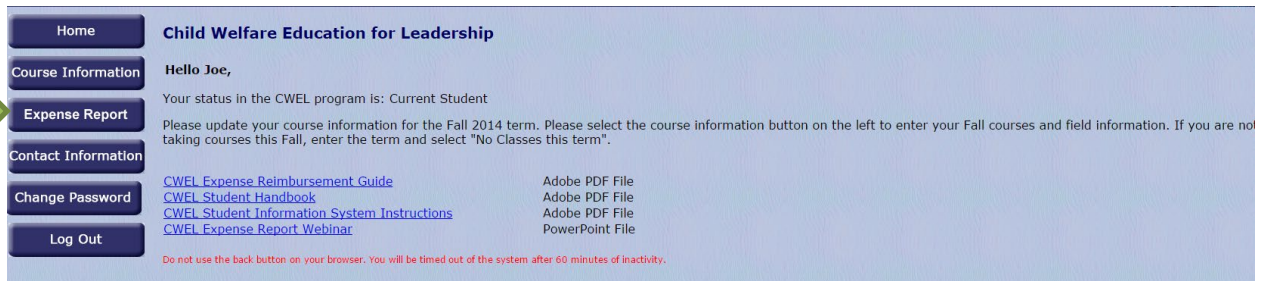


If your log-in attempt is unsuccessful, you will receive the above message in red. Try entering your information again. If you have forgotten your password, you can click the highlighted link to receive your password by email.

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.

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.

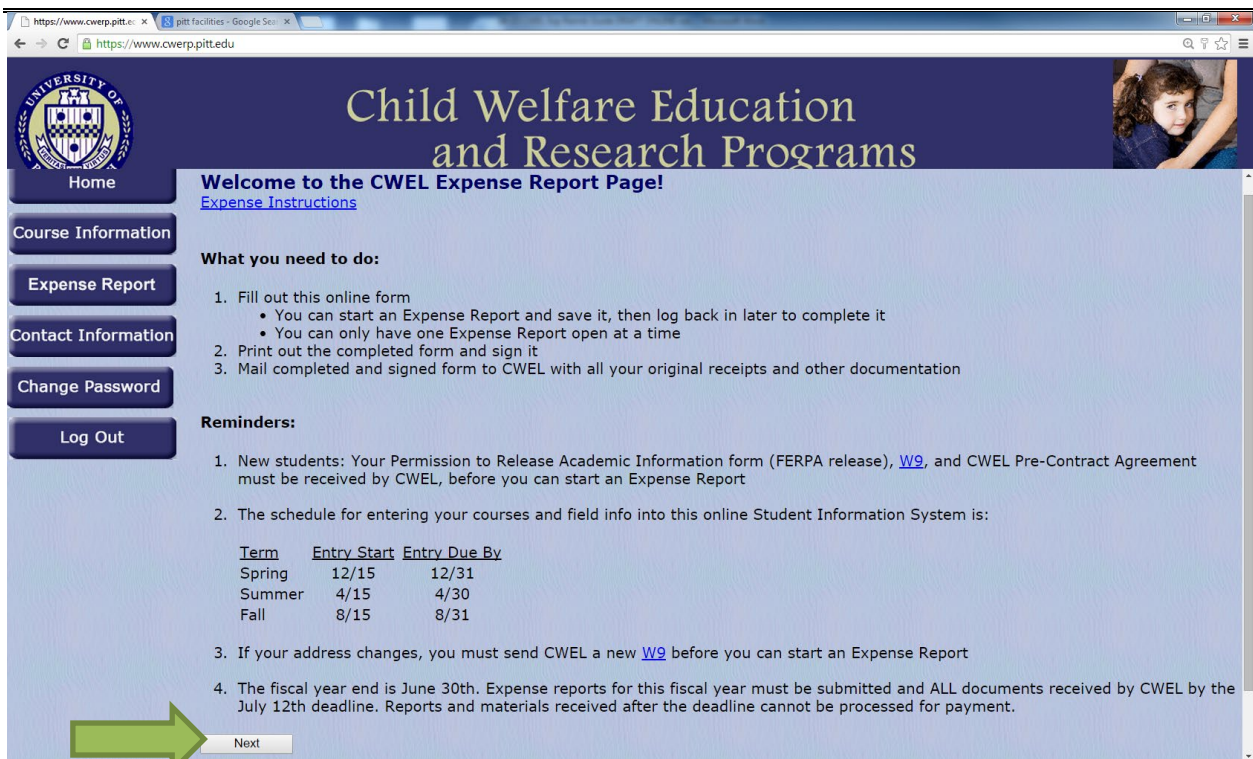
NOTE!

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:

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



https://www.cwerp.pitt.edu

UNIVERSITY OF PITTSBURGH

Child Welfare Education and Research Programs

Home

Welcome to the CWEL Expense Report Page!

[Expense Instructions](#)

What you need to do:

1. 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
2. Print out the completed form and sign it
3. Mail completed and signed form to CWEL with all your original receipts and other documentation

Reminders:

1. 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
2. The schedule for entering your courses and field info into this online Student Information System is:

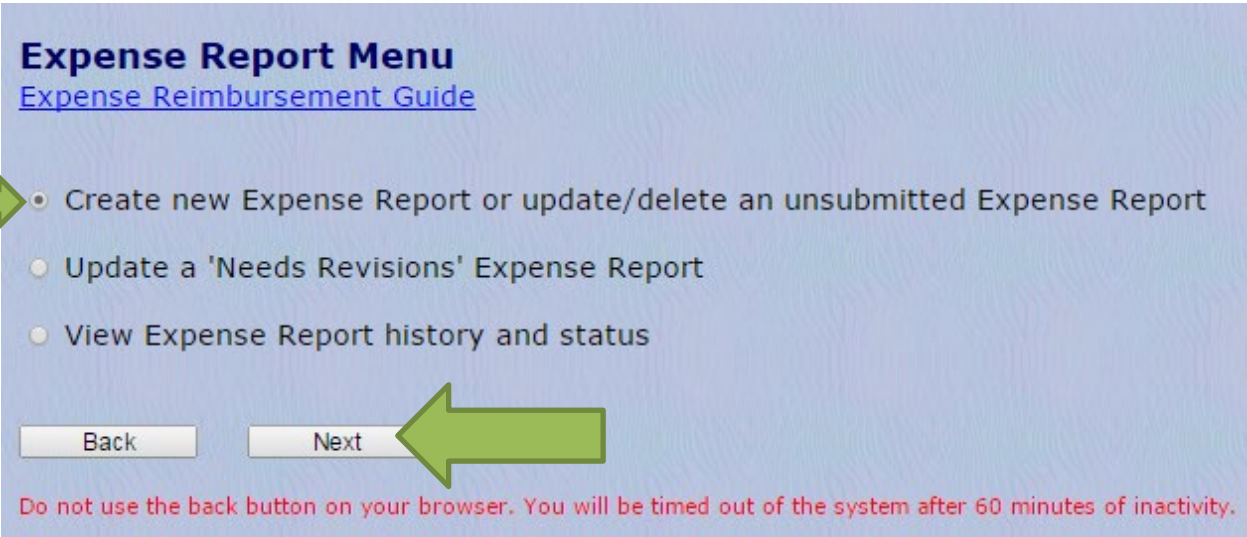
Term	Entry Start	Entry Due By
Spring	12/15	12/31
Summer	4/15	4/30
Fall	8/15	8/31

3. If your address changes, you must send CWEL a new [W9](#) before you can start an Expense Report
4. 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 the instructions on screen and click **"Next"**.

Creating a New Expense Report



Expense Report Menu
[Expense Reimbursement Guide](#)

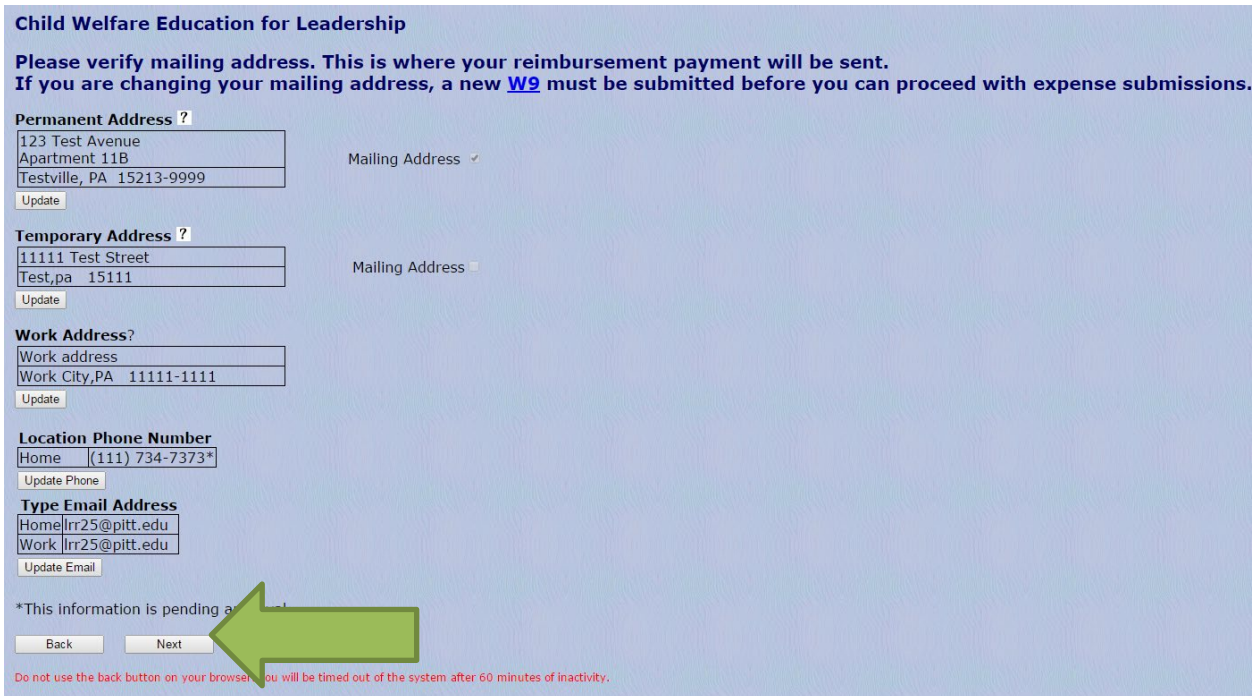
- Create new Expense Report or update/delete an unsubmitted Expense Report
- Update a 'Needs Revisions' Expense Report
- View Expense Report history and status

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 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
Update Mailing Address

Temporary Address ?
11111 Test Street
Test,pa 15111
Update Mailing Address

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

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

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

*This information is pending approval.

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 '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”**.

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. 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 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 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 at a rate of up to \$5 per day/maximum.
- 8) For students who car-pool, only the student driving may submit for travel reimbursement. Reimbursement is for *actual* expenses only!

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 Line' 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

Electronic Course Material Fees

Should a student opt-in for electronic course materials, those fees may be submitted for reimbursement.

Students attending the University of Pittsburgh should enter electronic course material fees as a single expense with no other reimbursement requests for mileage, other books, or fees. Once received, that reimbursement will be directly applied to the Pitt student's account.

All other CWEL students should submit electronic course material fees as they would any other expense.

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.

Please note that authorization for electronic device purchases in a student's final semester will only be authorized 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:
 - 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 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
- Student Loans
- 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:

- 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) **Original receipts are 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. NOT a packing slip unless it shows the amount or proof of payment.

ii. 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.
- ✓ 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.

	<u>Expense Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount \$</u>
Edit Delete	9/29/2014	Amazon	books	12.90
 * Add	<input type="text" value="10/15/14"/>	<input type="text" value="University Bookstore"/>	<input type="text" value="books"/>	<input type="text" value="48.96"/>

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.

Pitt Tuition Deposits

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 therefore cannot 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 university 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.

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>
Edit Delete	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
Total Travel Expense:								\$108.00

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
Total Book/Supply Expenses:			\$61.86

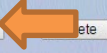
Tuition and Fee Reimbursement

Expense Date	Expense Type	Amount \$
Select	Total Tuition and Fee Reimbursements:	\$0

Expense Summary

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





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 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	

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

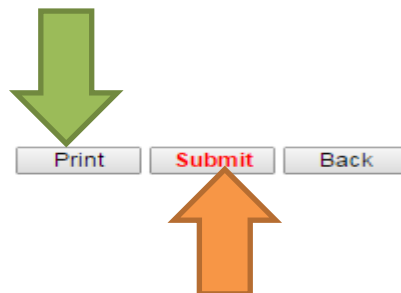
Note: You WILL NOT be able to add additional travel expenses to ANY DATE already claimed once you have submitted this Expense Report.

Submission

CWEL Expense Reimbursement

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

Expense ID: 235
CWERP ID: 11111



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
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** 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.

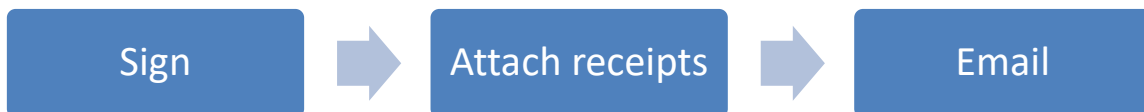
Child Welfare Education for Leadership

[Expense Reimbursement Guide](#)

Expense Report# 53869 has been successfully submitted.

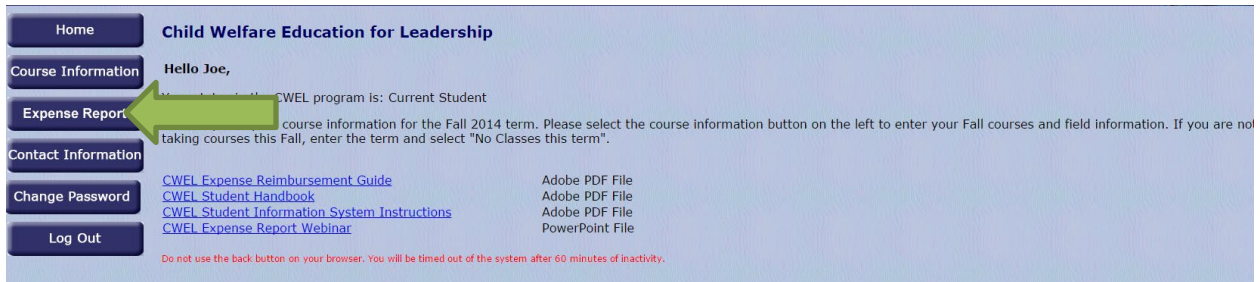
Email the signed printout of your expense report, together with all required original supporting documents to: cwerp@pitt.edu.

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



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

Updating a "Needs Revisions" Expense Report



Home **Child Welfare Education for Leadership**

Course Information Hello Joe,
My current CWEL program is: Current Student

Expense Report ←

Contact Information

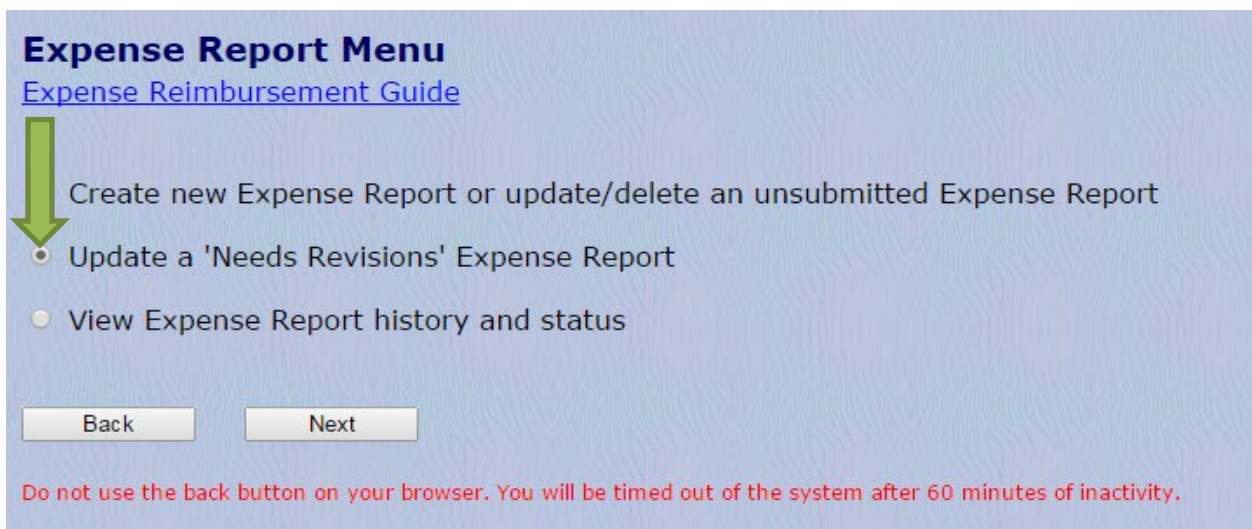
Change Password

Log Out

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

After logging into www.cwerp.pitt.edu, click "Expense Report".



Expense Report Menu

[Expense Reimbursement Guide](#)

↓

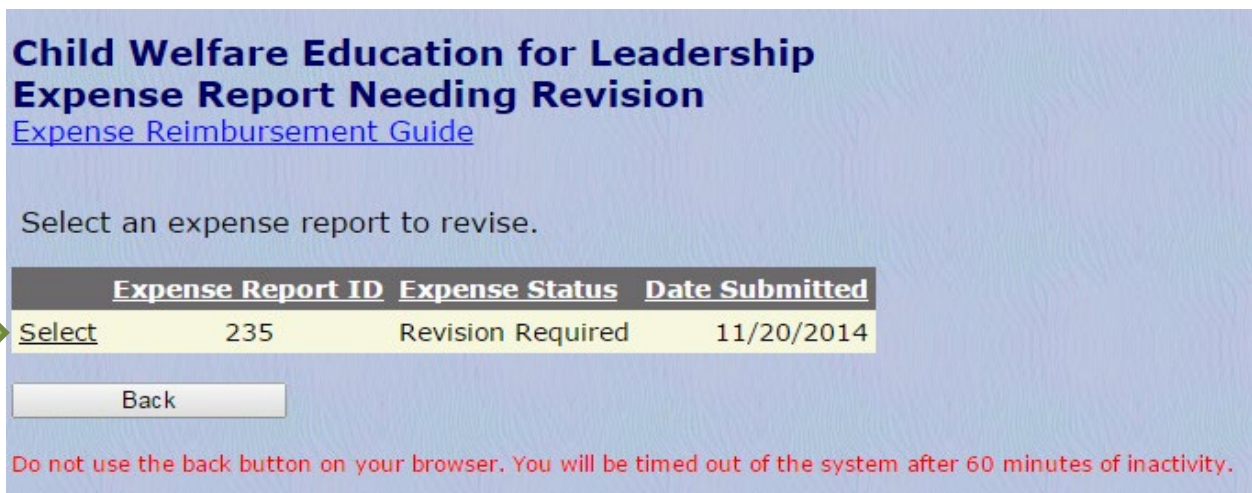
Create new Expense Report or update/delete an unsubmitted Expense Report

- 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>	
Select	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
Select	No classes on record for this date	207	Revision Required	10/22/2014	Travel	10/26/2014	\$44.20
Select	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 \$
Edit	10/26/2014	Home To School To Home		Oakland	0.56	70.00	\$39.20	Travel-Parking	\$5.00	
Update Cancel	10/27/2014	Home To School To Home		Oakland	0.56	70.00	\$39.20	Travel-Parking	5.00	

[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
Select	No classes on record for this date	207	Revision Required	10/22/2014	Travel	10/26/2014	\$44.20
Select	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
Total Travel Expense:								\$152.20

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
Total Book/Supply Expenses:			\$185.72

Tuition and Fee Reimbursement

Expense Date	Expense Type	Amount \$
8/6/2014	Tuition Deposit	\$300.00
10/24/2014	Professional Liability Insurance	\$15.00
Total Tuition & Fee Reimbursement:		\$315.00

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 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.

TIP!

- ✓ **All expense revisions must be done online. Hand corrections will not be accepted, and the expense report will be returned.**