PC Instructions for using the Travel and Business Expense Report (T&B)

(MAC instructions available upon request)

Section 1(a): To retrieve the T&B:

- 1) Go to the CWEL website (<u>http://www.pitt.edu/~pittssw/cwel.html</u>)
- 2) Scroll down to the bottom of the page.
- 3) Click the link to download the T&B and the following screen will appear:

File Download									
?	Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.								
	File name: t&b.xls								
	File type: Microsoft Excel Worksheet								
	From: C:\Documents and Settings\Michelle\Desktop\SSW								
	Would you like to open the file or save it to your computer?								
	Qpen Save Cancel More Info								
	\fbox Always ask before opening this type of file								

Note: The T&B is in MS Excel format; you must have access to a computer with Microsoft Office installed

- 4) Click the SAVE command button.
- 5) Save the file to a location that you will be able to find.
- 6) Close out of your web browser.

Section 1(b): Optional - Time Saving Suggestion

Using the following procedure will save you time and help organize your T&Bs. It will also help you create a history of the forms you have submitted.

- 1) Create a folder specifically for all your T&Bs.
 - Right-click on your desktop or an existing folder
 - Select New Folder
- 2) Save the original file as TBOrig.
- 3) Open TBOrig and fill out the information that will not change often (Name, Home Address, SSN, etc).
- 4) Save the file and close.
- 5) Before filling out a particular T&B, go to the folder that was created in step one.
- 6) Copy the TBOrig file.
 - Right-click on the file
 - Select Copy
- 7) Paste the file to the same folder.

- Right-click on the folder
- Select paste.
- 8) Rename the file with the date you are filling out the T&B.
 - Right-click on the file
 - Select Rename
 - Type the new name of the file (ex: TB05-29-06) NOTE: You cannot use a "/" for the date
- 9) Open the newly created file and begin filling out the form.
- 10) When you have completed, save the file to the same name and location.

Section 2: To Use the T&B

Restrictions

The workbook is protected to keep the integrity of the form. This enforces the following restrictions:

- You can only type in specified ("shaded") cells.
- You cannot change the format of any cells.
- You cannot change the size of any cells.
- All calculations are programmed in the workbook and cannot be updated.

Navigation

The workbook can be navigated using the following methods:

- You can use the TAB key on your keyboard. The TAB key will navigate from left to right, top to bottom.
- You can use the arrow keys on your keyboard. The arrow keys will navigate you in all directions.
- You can use your mouse to click on any available field.
- To go to the multiple sheets, click the sheet tabs at the bottom of the screen.

H + H Page 1 / Page 2 / Page 3 / Page 4 / Page 5 /

Printing

The worksheet can be printed using the following methods:

Method 1

- 1) Got to the File menu.
- 2) Select Print.

Method 2

1) Click the Print icon ($\stackrel{\textcircled{}}{=}$) on your toolbar.

Once either method is followed, a dialog box will appear.

	Print			? 🔀
(Printer Name: Status: Type: Where: Comment: Comment: Print range Frint range All C Page(s)	Erom: Io:	Copies Number of <u>c</u> opies:	Properties Find Printer
	Print what C Selectio <u>r</u> C Acti <u>v</u> e sh	eet(s)		Collate
	Previe <u>w</u>		ОК	Cancel

- If you have completed only one sheet, click the OK command button.
- If you have completed more then one sheet,
 - Select Entire workbook under the Print what section (boxed)
 - Select **Page(s)** under the Print range section (circled)
 - Enter the number of pages to print
 - Click the OK command button.

Note: There are two pages for each expense sheet (front and back) therefore multiply the number of sheets you have completed by two.

Saving

The worksheet can be saved using the following methods:

Method 1 (saves to the current location)

- 1) Got to the File menu.
- 2) Select Save.

Method 2 (saves to the current location)

3) Click the Save icon (\blacksquare) on your toolbar. Method 3 (saves to another location)

- 1) Go to the File menu.
- 2) Select Save As..., a dialog box will appear.



- 3) Select the location to save the file.
- 4) Enter the name to save the file as in the File name field.
- 5) Click the OK command button.

Submitting

After the T&B has been completed, printed and saved, the T&B can be submitted. Please note the following requirements for T&B submission:

- Send via US Mail one hard copy form of the completed and **signed** T&B. PLEASE NOTE: WE DO NOT ACCEPT ELECTRONIC SUBMISSIONS!
- Include **all** relevant **original** receipts. If the receipts are not a full sheet of paper, please paste them to an $8\frac{1}{2}$ by 11 sheet of paper.
- Remember to save a copy for your own records

When everything has been gathered, please send all the required information to:

Cynthia Bradley-Pugh, Ph.D. University of Pittsburgh School of Social Work 2302 Cathedral of Learning Pittsburgh, PA 15260

(University of Pittsburgh

Travel and Business Expense Report

Davaa Last Nama	X7 T									Data		0.6	
Your Last Name			Plea	se Review B	efore Sendir	ıg	Prepared	30-Sep	-06				
First Name, MI Your First Name and Middle Initial			Date Prepared is the date this form was completed.										
						Submit typed forms only. Forms are available at www.pitt.edu/~pittssw/cwel.html							
Soc. Sec. #	De. Sec. # 000-00-0000 CWEP ID 1234			Complete all yellow-shaded areas. Please ignore the N/As									
					N/A Account numbers must be current, active, and complete.								
Delivery Address: Ro	oom #, Build	ding, or Home Addre	SS:			N/A For multiple account numbers, distribute total expense as necessary.							
Home Street	Addres	S This is			arom It will	Expense di	stribution total r	nust equal total	from 2nd pag	e.			
		be pr	vided to you v	ia e-mail and	d U S mail	N/A For advances, record Advance Date and amount on "Less Advance Amount."							
		bo pr			a 0.0. maii.	Staple original receipts or exception memo to back (no paper clips)-note corresponding line number on receipt							
City Home City		State	Home	Zip	Home	Receipts ar	e not required for	or Per Diem or 1	nileage.				
			State		State	Payee must	sign						
Payee E-mail	Your en	<u>nail address</u>	Phone	Your Ph	one Number	Questions?	www.pitt.edu/~	-pittssw/cwel.ht	ml				
			Number			Mail to Dr.	Liz Winter, Un	iversity of Pitts	ourgh, School	of Social Work			
Type of Travel (2	X)	Expla	nation of Busine	ess Expense	norioon Concor	232	7 Cathedral of I	Learning, Pittsbu	urgh, PA 1526	60	1		
Local		Date(s) & reason forma	Society Confere	ence	nerican Cancer	Payee Is? (Put	X in	Employee	S	tudent	0	ther	
In-State	XR	Reimbursement (Child Welfar	e books ur	nder	correct choice)					Х	
US-Out Of State	C	CWEB, Fall 2006	(maximum	of \$85)		Contact For	Payee	Preparer	Authorizer	How to	Phone	E-mail	
Foreign						Problems?(X)		Х		contact? (X)		Х	
EXPENSE DISTRIB	BUTION BY	ACCOUNT NUMB	ER (Detail expenses	below or on Page	2)	I attest that expen	ses listed here a		R m to the p	rovisions establi	shed in the		
Entity Department	Subcode	Purpose Proj	ect Reference	Total	Expense	Travel and Busin	ess Expense Pol	ic TO SIGN	ave not bee	en paid through	a Business		
					Travel Request, Disbursement Req								
						1 /		NAME!!!		Ũ			
						Payee Signature						Date Signed	
						, , , , , , , , , , , , , , , , , , , ,							
								•					
	Type an X	in No if this is the t	irst T&B you	┣───									
	have comp	pleted and submitte	d, otherwise ,	1		Preparer Name				Phone	E-mail		
		type an X in Yes		J†		Christine St	anesic			4-6310	crs@nitt	edu	
TOTALS	1 I			\$	75.00		uneste			+ 0510	oroceptt.	<u>cuu</u>	
Advance Date:		Less Adva	punt			Authorizing Nam	e And Title			Phone	E-mail		
		Amou	it D vee	\$	75.00	Michael Scl	precengost			4-1957	mcs23@	oitt edu	
Amount Due Un	iversity - I	Remit Univ. of P	ttsbu	\$	-	Whender Ser	in eeeingost			1 1 2 7	1110020(02	0111.000	
						Authorizing Sign	ature					Date Signed	
Answer The Following Questions (X): Yes No					Type an	X in Yes if hav	ve moved sind	e					
Has payee ever received a T&B payment before?					completei	ng and submitt	ting you last Ta	λB,					
If yes, is address th	ne same as	previous payment?		-		oth	ierwise , type a	an X in No					
Is this for a moving expense? X					Х	For Payment Proc	essing use only						
Is there an outstand	Is there an outstanding advance? X					Auditor's Signature							
Is the outstanding	advance for	r this T&B?			Х	Date of Audit							

Form Date 9/6/2006

NO

Were travel tickets purchased from a University Certified Travel Agency? Attach receipts Amount of tic						et(s) Account # 00-00000-0000					0000-000000-00000	
Note corresponding line numbers (below) on original receipts						Current Per Diem rates listed at www.pts.pitt.edu/Travel/perdiems.htm						
Use correct Internal Revenue Service Mileage rate Mileage Rate: \$ 0.445						Current mileage rates listed at www.pts.pitt.edu/Travel/mileage.htm						
NUM	UM DATE DESTINATION/EXPLANATION		TRANSPORTATION			MEALS		ALS	LODGING,	OTHER		
		(Include City, State and Country)	AIR, RAIL	TAXI, CAR	PERSO	ONAL CAR	DURING	BUSINESS	TELEPHONE,	(Explain Below)	TOTAL	
			OR BUS	RENTAL, PARKING	MILES	DOLLAR	TRAVEI (Explain Below)		FAX			
1	1-Sep-06					\$ -	Ente	er exact amoun	t for	\$ 75.00	\$ 75.00	
2	• •					\$-		BOOKS			\$ -	
3						\$-					\$ -	
4						\$-					\$ -	
5						\$-					\$ -	
6						\$ -					\$ -	
7						\$ -					\$ -	
8						\$ -					\$ -	
9						\$ -					\$ -	
10						\$-					<u>\$</u> -	
11						<u>\$</u> -					<u>\$</u> -	
12						\$ -					<u>\$</u> -	
13						\$ -					\$ -	
14						5 - ¢					\$ - ¢	
15						5 - ¢					5 - ¢	
Total			\$ -	s -	0	s - \$ -	\$	<u>s</u> -	\$	\$ 75.00	\$ 75.00	
BUS	NESS MEA	ALS/OTHER EXPENSE EXPLANATIO	υ –	Ŷ		ψ -	ψ -	÷	φ –	\$ 75.00	φ 75.00	
DOD	Date	Explanation	Amount	Location	n		Names of Per	sons in Attenda	ice and Organiz	ation Affiliation	5	
1-Sep-06		Books	\$75.00	0 University Bookstore				Sons in Attendu			5	
	5 6 p 00	DOORS	1		, Kotore							
			/									
		//										
		//										
		/										
		//										
		Enter actual										
		amount spent										

Note - If additional space is needed, attach a separate sheet

I. Form must be completed with appropriate signatures and documents attached to be processed.

II. Restricted Accounts - Expenses incurred on grants, special projects, or chargeable to restricted funds must comply with the applicable terms of the grant, contract, etc. In the case of Government supported projects, consult the Special Reimbursement instructions of the Award.

III. Form Requirements

- A. Personal car mileage reimbursement is based on the Internal Revenue Service standard mileage rate and travel is calculated from the payee's place of business to the destination and return.
- B. Air Travel requires the original receipt or the customer copy of the ticket to be attached.
- C. Other Expenses and Business Meals must be properly itemized and explained.
- D. Refer to policy 05-07-01 on unallocable expenses.

- E. Non-reimbursable expenses are listed in Policy 05-07-01 and include travel or car rental insurance charges, fines for traffic violations, hotel movie rental or any other personal entertainment expenses.
- F. Incomplete forms will be returned to the contact person listed on form.