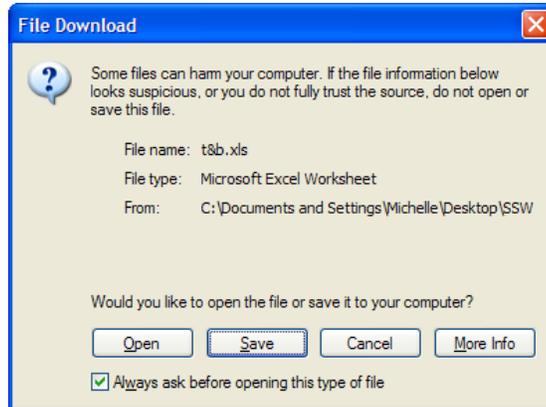


**PC Instructions for using the Travel and Business Expense Report (T&B)**  
(MAC instructions available upon request)

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

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



**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*

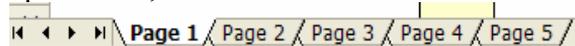
The workbook is protected to keep the integrity of the form. This enforces the following restrictions:

- 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.



### *Printing*

The worksheet can be printed using the following methods:

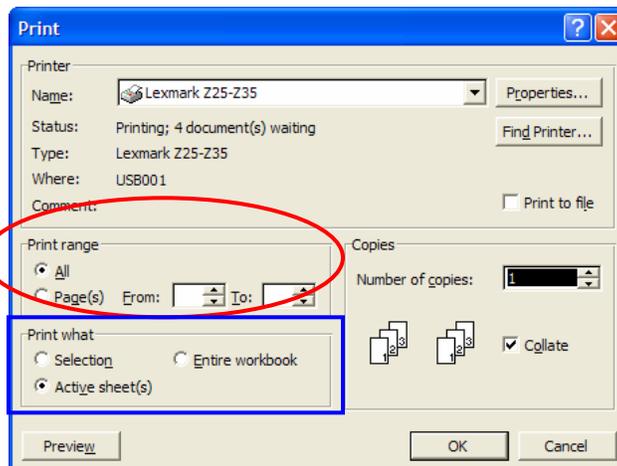
#### Method 1

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

#### Method 2

- 1) Click the Print icon () on your toolbar.

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



- If you have completed only one sheet, click the OK command button.
- If you have completed more than 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)

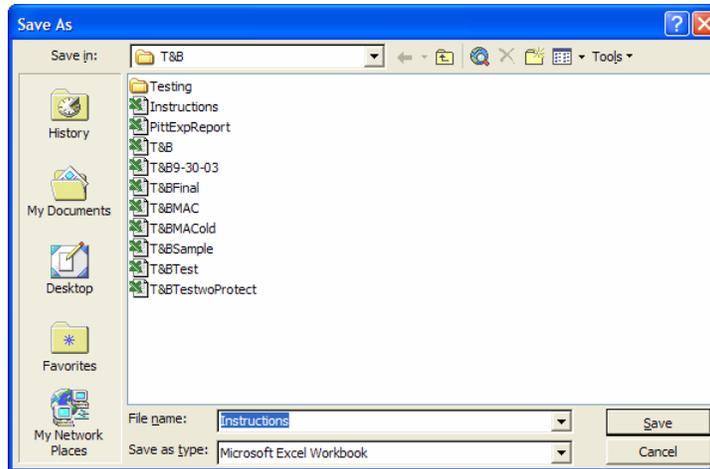
- 1) Got to the File menu.
- 2) Select Save.

Method 2 (saves to the current location)

- 3) Click the Save icon () 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 ½ 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



Were travel tickets purchased from a University Certified Travel Agency? Attach receipts				Amount of ticket(s)		Account #		00-00000-0000-00000-00000-00000			
Note corresponding line numbers (below) on original receipts						Current Per Diem rates listed at <a href="http://www.pts.pitt.edu/Travel/perdiems.htm">www.pts.pitt.edu/Travel/perdiems.htm</a>					
Use correct Internal Revenue Service Mileage rate			Mileage Rate:		\$ 0.445		Current mileage rates listed at <a href="http://www.pts.pitt.edu/Travel/mileage.htm">www.pts.pitt.edu/Travel/mileage.htm</a>				
NUM	DATE	DESTINATION/EXPLANATION (Include City, State and Country)	TRANSPORTATION				MEALS		LODGING, TELEPHONE, INTERNET, FAX	OTHER (Explain Below)	TOTAL
			AIR, RAIL OR BUS	TAXI, CAR RENTAL, PARKING	PERSONAL CAR MILES	DOLLAR	DURING TRAVEL	BUSINESS (Explain Below)			
1	1-Sep-06					\$ -				\$ 75.00	\$ 75.00
2						\$ -					\$ -
3						\$ -					\$ -
4						\$ -					\$ -
5						\$ -					\$ -
6						\$ -					\$ -
7						\$ -					\$ -
8						\$ -					\$ -
9						\$ -					\$ -
10						\$ -					\$ -
11						\$ -					\$ -
12						\$ -					\$ -
13						\$ -					\$ -
14						\$ -					\$ -
15						\$ -					\$ -
16						\$ -					\$ -
<b>Total</b>			\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ 75.00

Enter exact amount for Books

BUSINESS MEALS/OTHER EXPENSE EXPLANATION				
Date	Explanation	Amount	Location	Names of Persons in Attendance and Organization Affiliations
1-Sep-06	Books	\$75.00	University Bookstore	

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.