

Child Welfare Education for Baccalaureates Student Handbook 2013-2014

Social Work Education for Child Welfare Practice in Pennsylvania



**Child Welfare Education and Research Programs
School of Social Work
University of Pittsburgh
Pittsburgh, Pennsylvania 15260**

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 Public Welfare, and the Pennsylvania Children and Youth Administrators

**CWEB STUDENT HANDBOOK
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CHILD WELFARE EDUCATION FOR BACCALAUREATES
(CWEB)
STUDENT INFORMATION
Academic Year 2013 – 2014

I. INTRODUCTION and WELCOME

Welcome to the Child Welfare Education for Baccalaureates (CWEB). CWEB is a child welfare education program which is governed by federal Title IV-E regulations and is implemented through a cooperative effort among the United States Administration for Children and Families, the Pennsylvania Department of Public Welfare, the Pennsylvania Children and Youth Administrators, and fourteen undergraduate social work programs in Pennsylvania that are accredited by the Council on Social Work Education. The academic and work requirements described in this handbook are necessary in order to maintain compliance with both state and federal regulations and for effective program management. We take a special interest in our students and are committed to supporting the professional growth and development of child welfare practitioners.

The CWEB program is designed to recruit and enroll upper class undergraduate students in participating social work programs in Pennsylvania in order to prepare them for public child welfare employment. As a student in the CWEB program you must:

- Complete child welfare coursework
- Complete public child welfare agency fieldwork
- Enroll in competency and skills-based training (Charting the Course)
- Complete any necessary civil service application materials (explained below), and
- Accept employment in one of the 67 public county child welfare agencies in Pennsylvania upon graduation.

The purposes of the CWEB program are to (1) strengthen services to Title IV-E children and families in Pennsylvania; (2) recruit new workers for public child welfare in Pennsylvania from among upper class university students; (3) promote child welfare-focused undergraduate social work education at widely dispersed locations throughout the state; (4) assist in addressing the vacancy and turnover rates among the public child welfare workforce; and (5) contribute to the development of an educational and professional career ladder for child welfare professionals in Pennsylvania.

Please do not hesitate to contact us at any time. The CWEB program faculty are:

Cynthia K. Bradley-King, PhD, MSW
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ckb11@pitt.edu

Yodit Betru, DSW, LCSW
Agency Coordinator
2325 Cathedral of Learning
412-624-6387
ykb2@pitt.edu

Our toll-free phone number is: **1 (866) 275-2935.**

II. APPLICATION

An application for the CWEB program is obtained on the web at <https://www.cwerp.pitt.edu/app.htm>. Instructions for completion are available at the same site.

Note that you must submit:

- A current résumé
- A recommendation from social work faculty (may be sent directly from faculty)
- A copy of your transcripts (unofficial copy is acceptable)
- A copy of a valid driver's license (any state), and
- Four (4) personal statement responses to questions regarding your interest in child welfare, which are provided on the CWEB website.

Should you change your address, phone number or e-mail address, you must notify the CWEB program immediately.

III. CONTRACT AND PAYROLL PROCESSING

When you are accepted into CWEB, you will receive a contract delineating the details of the program and your personal responsibilities and obligations under this legal agreement. You will receive two (2) copies of the contract. Sign each copy in front of a witness, have the witness also sign the contract in the space provided, and **return one (1) signed copy** to Dr. Cynthia Bradley-King. Keep one copy for your records. Your witness does not need to be a notary public, but should be a responsible adult of legal age who knows you well and who will always know how to locate you. Once a contract is returned, you will be eligible to receive the fiscal benefits of the program.

These following items must be returned before any CWEB payments can be made.

Once you receive these forms and requests in the mail, you must return all items to the CWEB office **within two weeks**.

- **The Family Educational Rights and Privacy Act (FERPA) release form** allows for communication between your school and the CWEB program regarding your academic progress, and includes the release of your academic transcript(s). This form will be sent with your contracts. Please mail the original back to us and make sure you have a witness' signature.
- **Driver's License** - A valid driver's license is required to participate in CWEB.
- **Copy of Social Security Card** [Do Not email or fax]
- **Demographic Data Sheet** [Needed for reporting the makeup of program participants to our funders.].
- **Direct Deposit Information** – Most students receive the fellowship by direct bank deposit. To receive your payments this way, send a voided check (accomplished by writing “void” across a blank check) for the account in which you wish to have your fellowship deposited. **The check must have your name printed on it.** If you plan to use a savings account, you may send a *personalized*, voided deposit slip. This must be a slip issued by your bank with your name, address and account information printed on it. **A receipt**

from a deposit or ATM transaction is not acceptable. If you do not wish to receive your fellowship via direct deposit, we will mail a paper check to you at the end of each month. However, as postal delivery time and reliability varies, we strongly recommend the direct deposit option for timely receipt of funds.

- **Local Tax Residency Form** - All CWEB students must complete this form in order to receive their monthly fellowship. Be sure to sign before returning.
- **W-4 Form**

IV. TUITION AND FELLOWSHIP PAYMENTS

Tuition and Fee Payment

Your university knows that the CWEB program covers your tuition and fees. You will still receive a bill each semester from your university, even though you are obtaining third-party educational funds. We work closely with the contact person at each school regarding invoices and payments. Please note that each of the 14 schools has a different billing procedure, and schools do not submit invoices until after the add/drop period. **CWEB will pay your university directly.** Tuition for the state universities is reimbursed at the in-state rate for all students.

Please keep in mind that we are dealing with large, complex university systems. The payment process is not automatic, and it takes an average of one month to process payments and credit accounts after final invoices have been received. The CWEB office will process invoices as rapidly as possible.

If you are a student at the University of Pittsburgh you must deliver your bill directly to Dr. Cynthia Bradley-King in room 2302 Cathedral of Learning, so that your payment can be made. We must receive your actual bill. There is no other way that we can make a payment for you without an original invoice. Invoices must be received at least one week prior to the due date. University of Pittsburgh students are responsible for late fees, which are incurred if the CWEB office has not received invoices within this time frame.

Fellowship Payments

You will receive fellowship payments during your internship period. Your payment will be \$600.00 for eight months. Students who complete the Pennsylvania Civil Service Social Casework Internship and the 975 hours of placement it requires prior to graduation will receive a bonus fellowship payment of \$2200.00 upon verification of their hire in a county public child welfare agency. Additional fellowship payments will be processed the month following verification of completion of the 975 hours and employment start date.

Students at a few universities may have a slightly altered payment arrangement based upon their internship site. Some counties place students on the county payroll as temporary employees and invoice the CWEB program for the amount of the fellowship payment. In this instance, the fellowship payment is made to the student by the county. As per the CWEB contract, students may **not** receive both the CWEB fellowship and county salary simultaneously.

Students utilizing the direct deposit system will receive fellowship payments on the last working day of the month. Students opting out of direct deposit will receive their check in the

mail sometime thereafter. **In order for your fellowship payment to be processed you must submit all of the items listed in Section III and return a fully signed contract in a timely manner.**

V. INTERNSHIP AND COURSE REQUIREMENTS

Internship

Your fieldwork placement must be verified and in a public (county) child welfare agency in the Commonwealth of Pennsylvania in order to participate in the CWEB program. Your social work program will make the placement arrangements which must include submission of civil service application materials. Please note that CWEB students who wish to obtain employment with the Philadelphia Department of Human Services following graduation must complete their internship at Philadelphia DHS.

Field placement policies and procedures are based on the requirements for individual social work programs. You must complete a minimum of 400 internship clock hours, but you may complete more if feasible for your school program. As a CWEB student, you will have several options for the completion of your placement that will help you with your CWEB employment commitment.

- A. Enroll as a **Pennsylvania Civil Service County Social Casework Intern.** To qualify, you must be enrolled as a full-time student with second semester junior standing, have satisfactorily completed at least fifteen (15) credit hours in sociology, social work/social welfare, psychology, or other related social sciences, and complete a two-part application to the State Civil Service Commission in Harrisburg. Students who anticipate meeting the minimum requirements by the end of their junior year may apply. Applications are available from any State Civil Service office, from the CWEB website and from universities participating in the program.

Counties will be able to appoint CWEB students as a **County Social Casework Intern** (an official civil service position) once the student receives a passing score based upon the written application. You will not be required to take a civil service examination if your internship is in a civil service county and you complete 975 internship hours. (Non-civil service counties are noted on the map in Section X). Completion of the 975 hours is not required prior to graduation, and can be completed after graduation if necessary; however, the student will not be eligible for the bonus fellowship.

You need not be a legal Pennsylvania resident to apply for the County Social Casework Intern classification or to participate in the CWEB program, but you must keep in mind that your employment obligation following graduation is within a Pennsylvania public child welfare agency and that many counties have a residency requirement.

There are a number of advantages to completing 975 hours of internship!

1. Students will be much better prepared for child welfare practice and highly attractive to county agencies as employees.

2. Students will have the opportunity to complete much, if not all, of the competency and skill-based training all Pennsylvania agencies require before being certified as child welfare caseworkers. This required training is known as *Charting the Course*.
3. Those completing 975 hours of internship and registered as a County Social Casework Intern may be appointed as a Caseworker II immediately **without having to take a civil service examination** (at the discretion of their supervisor and policy of the county).
4. Students completing 975 internship hours prior to graduation receive an additional fellowship payment once employment post-graduation is obtained and verified.

The CWEB program strongly recommends completion of 975 internship hours.

- B. Complete less than 975 hours and not participate in the State Civil Service Social Casework Intern program. If you select this option, you must take the Civil Service Exam for employment as a Social Caseworker I or II in one of the Civil Service counties in Pennsylvania. You may take this exam seven (7) months prior to graduation. If you choose this option, we encourage you to take the examination at the earliest possible date to assure employment within sixty (60) days of graduation as required.

Whichever option you chose, your school field placement must be in a public (county) child welfare agency, and you must apply to the PA State Civil Service Commission (either to be appointed as a County Social Casework Intern at the beginning of your internship or to register for the civil service examination and county children and youth caseworker employment list).

C. Civil Service Commission Procedures

About 70% of the Commonwealth's jobs are civil service positions, and the majority of the public children and youth agencies operate under the State Civil Service Commission. Civil Service is a merit system of employment that hires, retains and promotes individuals based on their qualifications and ability to perform the job. To begin civil service employment, you need to possess the qualifications required for the job you are interested in, complete the State Civil Service application process, and pass an examination. The civil service examination is scored and determines if and when a county may interview you for an open position. The civil service examination is a computer-administered, oral, or performance test that must be taken at a civil service testing center. Computer-administered tests are given in the Harrisburg, Philadelphia and Pittsburgh State Civil Service Commission offices on most Mondays through Fridays. They are also administered in Allentown, Erie, Johnstown, Lock Haven and Scranton. Testing occurs at these sites approximately 10 days each month – Tuesdays and Wednesdays with some evening and Saturday testing.

CWEB students who complete their 975 hour internship at a civil service county are able to receive an enhanced bonus as well as by-pass the civil service exam. These CWEBs are promoted to a Caseworker I or II position in an interested county; depending on job availability and county policy.

CWEB students who do not complete the 975 hour internship OR who do complete 975 hours but at a non-civil service county must take the civil service test in order to be eligible for hire. The Pennsylvania Civil Service Commission cannot, at this time, recognize

internship hours completed at a non-civil service agency in order to by-pass the examination process. While the counties may still value your CWEB gained experience as well as completion of Charting the Course, they cannot grant the same hiring privileges that **County Social Casework Interns** receive. They must request your score through the regular civil service system which requires a test. CWEB students completing the 975 hour internship in a non-civil service county are still eligible for the enhanced fellowship bonus upon hire.

In short:

- If a 975 hour internship is completed in a non-civil service county (see map in appendix), the CWEB student must register and take the civil service test.
- If a 975 hour internship is completed in a civil service county, the CWEB student is exempt from taking the civil service test.
- All other CWEB internships require taking the civil service test; unless a non-civil service county has offered a job post-graduation to an intern.

Child Welfare Course Requirement

All CWEB students must complete a child welfare course approved by their social work program. Each social work program designates this course for CWEB students. Your academic advisor can help you meet this course requirement.

Charting the Course

All Pennsylvania County Child Welfare Caseworkers are required to complete the competency and skill-based curriculum, Charting the Course (CTC), for certification. CTC is a 10 module, 126 hour curriculum that prepares beginning caseworkers for practice in public child welfare. The CWEB program will provide you with an opportunity to complete CTC prior to hire in a county child welfare agency. After you have been enrolled in the CWEB program you will receive communication from a Regional Training Specialist at the Pennsylvania Child Welfare Training Program who will assist you with registering for CTC. It is highly recommended that you complete as much of CTC as possible during your senior year internship, and particularly the Safety Assessment and Management module. The time accumulated during CTC can count towards your final internship hours and will increase the likelihood of your hire post-graduation, especially if you decide not to complete 975 hours of internship.

VI. REIMBURSEMENT FOR EXPENSES

- Students are allocated \$100.00 for books and supplies for the **child welfare** course only. Students must purchase their books themselves and then submit reimbursement requests to CWEB.

Original receipts are needed for reimbursement and must show the name of the vendor and the items purchased. Please make sure to request a receipt and save your receipts. Receipts must show the date of purchase in addition to the amount paid.

- Reimbursement requests for books must be submitted using University of Pittsburgh Travel and Business Expense (T&B) forms. Requests must be submitted at least six (6) weeks before the end of the term, and never later than May 30 each year (for any summer study).

Late submissions for reimbursement have particular ramifications when crossing over a fiscal year. **Please be advised that CWEB funds run from July 1 to June 30 each year. Submissions for expenses from a previous fiscal year cannot be honored once a new fiscal year has begun and the prior year's funds have been closed out.** Don't find yourself absorbing expenses that could have been covered if submissions had been made on time!

- Expenses for books are noted in the MISC* column on the T&B form. **If you have multiple expenses on the same day, enter the total amount you spent on these miscellaneous items in that column.** On the reverse side of the T & B form you must itemize these expenses individually and note an explanation for each. A sample form is attached.
- Keep in mind that nothing over your total book/supply amount available can be reimbursed.
- The CWEB program cannot reimburse students for the following expenses which may occur during the course of undergraduate studies:
 - Application fee for any civil service examination.
 - Any miscellaneous items such as backpacks, school clothing, cap and gown, graduation announcements or transportation.
 - Book/supply funds cannot be used for large equipment purchases (e.g. computers).
 - Travel
- **Please be sure to sign your submissions in the lower left corner of the front side of the T&B form.** Your rough draft is kept on file for auditing purposes, so having your signature on the form(s) is required. Unsigned reimbursement requests will be returned to the student for signature.
- Expense reports are entered on-line by our administrative staff after they are approved. This saves time on our end, and also assures you the most prompt payment possible.
- Remember to keep a copy of your Expense submissions and your receipts. Send your original submissions to Laura Stephany, Senior Administrative Assistant for the CWEB program.
- **Keep in mind that it takes anywhere between four and six weeks from the time we authorize your reimbursement request until you receive a check from the University of Pittsburgh.** Reimbursement checks are processed by the University, not the CWEB program. We must go through our own university system to access CWEB funds.

VII. EMPLOYMENT COMMITMENT AND RECOUPMENT OF FUNDS

All students are required to sign a legally binding contract requiring them to secure employment in a Pennsylvania public child welfare agency within sixty days after graduation. Employment may be in the agency at which you have completed your internship, but may be at

any other Pennsylvania county agency willing to offer you employment. This provision is a strict requirement.

Additionally, all students who accept any CWEB funds will be contractually obligated to maintain their employment for one full calendar year. This requirement is not negotiable. **Students who fail to complete the field placement requirement, graduate from the social work program or fail to fulfill their commitment by accepting employment within a public child welfare agency in Pennsylvania and remaining there for one calendar year are obligated to repay the full amount of all tuition, fees, fellowships and book/supply expenses paid to the student or on the student's behalf during their enrollment in the CWEB program.**

VIII. PROGRAM EVALUATION

The CWEB program, in consultation with participating county agencies, academic program partners, graduates, and current students, conducts an annual program evaluation and reports to the Pennsylvania Department of Public Welfare. The evaluation includes data on the success of recruitment, program completion, and retention efforts, as well as student employer, and school satisfaction.

Your input is needed to evaluate the CWEB program. We are most interested in feedback from our students and use that information to help assure future funding. Each year you will be asked to complete a brief questionnaire. A high return rate is needed in order to effectively evaluate the program and to provide valid and reliable information to our state and federal regulators. Please take the time to complete and return your questionnaire each year. Your feedback makes a difference and has an impact upon the program.

IX. CWEB PROGRAM PERSONNEL

The following faculty and staff of the University of Pittsburgh, School of Social Work administer the CWEB program. **The toll-free phone number for all CWEB faculty and staff is 1(866) 275-2935.**

Helen Cahalane, Ph.D., ACSW, LCSW

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Yodit Betru, DSW, LCSW

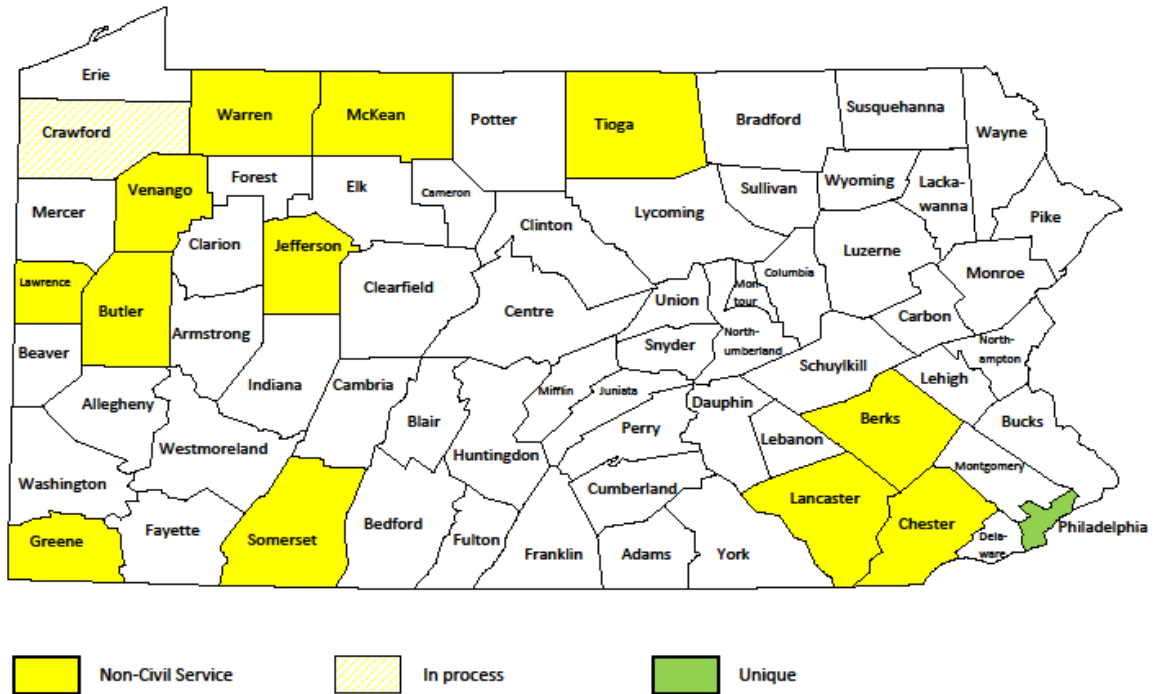
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X. MAP OF CIVIL/NON-CIVIL SERVICE COUNTIES

Non – Civil Service Counties



7/31/2013

XI. BOOK REIMBURSEMENT FORM

A sample completed T&B form appears on the following pages.

Travel and Business Expense Report

| | | | |
|---|--|---|--------------------------|
| Payee Last Name | | Your Last Name | |
| First Name, MI | | Your First Name and Middle Initial | |
| Soc. Sec. # | 000-00-0000 | CWEP ID | 1234 |
| Delivery Address: Room #, Building, or Home Address: | | | |
| Home Street Address | | | |
| This is your ID with the CWEB program. It will be provided to you via e-mail and U.S. mail. | | | |
| City | Home City | State | Home State |
| Zip | | Zip | Home Zip |
| Payee E-mail | Your email address | Phone Number | Your Phone Number |
| Type of Travel (X) | Explanation of Business Expense Date(s) & reason format i.e., | | |
| Local | | | |
| In-State | X | Reimbursement for child welfare class books under CWEB | |
| US-Out Of State | | | |
| Foreign | | | |
| EXPENSE DISTRIBUTION BY ACCOUNT NUMBER (Detail expenses below or on Page 2) | | | |
| Entity | Department | Subcode | Purpose |
| | | | Project |
| | | | Reference |
| | | | Total Expense |
| TOTALS | | | \$ 184.70 |
| Advance Date: | | Less Advance Amount | |
| | | Amount Due to Payee | \$ 184.70 |
| Amount Due University - Remit Univ. of Pittsburgh | | | \$ - |
| Answer The Following Questions (X): | Yes | No | |
| Has payee ever received a T&B payment before? | | | |
| If yes, is address the same as previous payment? | | | |
| Is this for a moving expense? | | X | |
| Is there an outstanding advance? | | X | |
| Is the outstanding advance for this T&B? | | X | |

| | | | |
|--|----------|-------------------------|--|
| Please Review Before Sending | | Date Prepared | 30-Sep-13 |
| <input type="checkbox"/> Date Prepared is the date this form was completed. <input type="checkbox"/> Submit typed forms only. Forms are available online. <input type="checkbox"/> Complete all yellow-shaded areas. | | Please ignore the N/As. | |
| N/A Account numbers must be current, active, and complete. | | | |
| N/A For multiple account numbers, distribute total expense as necessary. | | | |
| <input type="checkbox"/> Expense distribution total must equal total from 2nd page. <input type="checkbox"/> Tape original receipts (no paper clips). Include purchase date, amount, & proof of payment | | | |
| N/A For advances, record Advance Date and amount on "Less Advance Amount." | | | |
| <input type="checkbox"/> Receipts are not required for Per Diem or mileage. <input type="checkbox"/> Payee must sign and date. <input type="checkbox"/> Questions? http://www.socialwork.pitt.edu/research/child-welfare/index.php <input type="checkbox"/> Mail to Dr. Cynthia Bradley-King, University of Pittsburgh, School of Social Work 2302 Cathedral of Learning, Pittsburgh, PA 15260 | | | |
| Payee Is? (Put X in correct choice) | Employee | Student | Other |
| | | | X |
| Contact For Problems?(X) | Payee | Preparer | Authorizer |
| | | X | |
| | | How to contact? (X) | Phone |
| | | | X |
| I attest that expenses listed here are in compliance with the provisions established in the University of Pittsburgh Travel and Business Expense Policy. I have not been paid through a Business Travel Request, Disbursement Request, or other advance or outside organization. | | | |
| Payee Signature | | | Date Signed |
| Preparer Name | | | Phone |
| Yvonne Hamm | | | 4-7273 |
| | | | E-mail |
| | | | ymh4@pitt.edu |
| Authorizing Name And Title | | | Phone |
| Michael Schrecengost | | | 4-1957 |
| | | | E-mail |
| | | | mcs23@pitt.edu |
| Authorizing Signature | | | Date Signed |
| <input type="checkbox"/> Type an X in Yes if have moved since completing and submitting you last T&B, otherwise, type an X in No | | | |
| For Payment Processing use only | | | |
| Auditor's Signature | | | |
| Date of Audit | | | |

| Were travel tickets purchased from a University Certified Travel Agency? Attach receipts | | | | Amount of ticket(s) | | | Account # 00-00000-0000-000000-000000 | | | |
|--|----------|--|---------------------|---------------------------------|-----------------------|---|---------------------------------------|-------------------------------|--------------------------|-----------|
| 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: | | \$ 0.565 | Current mileage rates listed at www.pts.pitt.edu/Travel/mileage.htm | | | | |
| NUM | DATE | DESTINATION/EXPLANATION (Include City, State and Country) | TRANSPORTATION | | | MEALS | | LODGING, TELEPHONE, ET, | OTHER (Explain Below) | TOTAL |
| | | | AIR, RAIL OR BUS | TAXI, CAR RENTAL, PARKING | PERSONAL CAR MILES | DOLLAR | DURING TRAVEL | | | |
| 1 | 5-Sep-13 | Books/supplies | | | | \$ - | | | \$ 94.20 | \$ 94.20 |
| 2 | 8-Sep-13 | Books/supplies | | | | \$ - | | | \$ 90.50 | \$ 90.50 |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | \$ - | | | | \$ - |
| 10 | | | | | | \$ - | | | | \$ - |
| 11 | | | | | | \$ - | | | | \$ - |
| 12 | | | | | | \$ - | | | | \$ - |
| 13 | | | | | | \$ - | | | | \$ - |
| 14 | | | | | | \$ - | | | | \$ - |
| 15 | | | | | | \$ - | | | | \$ - |
| 16 | | | | | | \$ - | | | | \$ - |
| Total | | | \$ - | \$ - | 0 | \$ - | \$ - | \$ - | \$ 184.70 | \$ 184.70 |

Books and supplies

| BUSINESS MEALS/OTHER EXPENSE EXPLANATION | | | | |
|--|----------------|---------|------------------|--|
| Date | Explanation | Amount | Location | Names of Persons in Attendance and Organization Affiliations |
| 5-Sep-13 | books/supplies | \$72.45 | Barnes and Noble | |
| 5-Sep-13 | books/supplies | \$21.75 | Amazon | |
| 8-Sep-13 | books/supplies | \$90.50 | Borders | |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Include these explanations in the "Destination/Explanation" column

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.