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OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First

TR-5 Individual Transportation Contract Reimbursement form.

1. Open your browser and go to the OPI website at www.opi.mt.gov. Choose Pupil Transportation from the "Programs & Services" menu in the upper right side of the screen. Click on "Pupil Transportation Data Entry" to the right of the OPI Yellow Bus logo.
3. It is easy to cut and paste the first password into the data cell by using "CTRL C" (control C) to copy and "CTRL V" to paste into the data cell. The home page for the OPI Pupil Transportation Program will open. You will see the OPI home page information at the top and the Transportation Menu will be in the middle of the page.
4. Go to Data Entry in the menu bar and choose Individual Contract Reimbursement Form. Select your school and make sure that you are in the correct semester of the current fiscal year. The message in red at the bottom tells you that no contract claims have been entered yet. Press the "**New Claim**" button.
5. Enter the 1st day of the semester and tab to the next cell. Enter the last day of the semester. These two dates will remain in the field once you save the new claim; you only need to enter them once. Choose the contract and tab to the "Days Transported" field. Only enter the days that the bus ran within the semester.
6. Click the "SAVE" button after each completed claim. Click the "**New Claim**" button to enter a new claim for each contract at your school. When you have the claims all completed and you know that the rate is correct and everything is in place, click the save button. Then click the "Show Claims List" button to see all of the claims in a list.
7. Click the "Validate Individual Contract Claims" button to make sure that all of the contract claims have been completed. Click on "Print to PDF" to print the error report on the screen. If there are red validations on the error report, these must be fixed before you can click the submit button. If there are no validations (errors) the report will be blank, except for the header.
8. To print the new TR-5, go to "Reports", click on "TR-5 Individual Contract Reimbursement". Click the "Print to PDF" button.

For assistance, contact Donell Rosenthal at drosenthal@mt.gov or call 406-444-3024.