



TR-6 Bus Route Reimbursement form.

1. Open your browser and go to the OPI website at www.opi.mt.gov. Under Leadership Support & ESSA click on the School Finance Resources Link. Choose Pupil Transportation. Scroll down and click on the **Pupil Transportation System Login Link**.
2. Enter your user name and password. If you do not know your password, you can click on the "Forgot Your Password" link. Enter your user name, click on the Submit button, and a new password will be sent to you via email. 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.
3. Once you have logged in Click on Data Entry>Bus Route>TR6 Create Bus Route Reimbursement Claim. Select your school and make sure that you are in the correct semester of the current fiscal year.
4. The message in red at the bottom tells you that no bus route claims have been entered yet. Click on the "**New Claim**" button. Enter the 1st day of the appropriate semester for the current fiscal year and tab to the next field. Enter the last day of the semester. These two dates will remain in these fields so you only need to enter them once.
5. Choose the route in the drop down box and tab to the "Days Operated" field. Enter the number of days that bus operated on the route within the chosen semester. Days can only be actual days that route operated on an approved bus route. Choose the driver by name in the drop down box.
6. Click the "SAVE" button after each complete claim entered. Choose the next route from the drop down box and enter the information until all routes have been entered. When you have them all completed verify reimbursement amounts for each route. If you need to make changes, click on the Edit button.
7. Click the "Validate Bus Route Claims" button to make sure that there are no corrective errors that will prevent you from submission. If you have errors, they will show in red and you must correct each validation before you will be able to submit. If there are no errors, click on the "Submit All Bus Route Claims to OPI."
8. To print the TR-6 claim, go to Reports>Bus Routes>TR6 Bus Route Reimbursement Claims. Click on "Print to PDF" button.
9. Verify that all information is correct.
10. Board chair must sign and send a copy to the county superintendent. The county superintendent will verify claims and then must log in and go to Data Entry>County>Approve TR6's.

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