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OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First A⁺

TR-6 Create Bus Route Reimbursement claims.

1. Login to the OPI Secure Portal with your registered username.

2. Go to Data Entry in the menu bar and choose *TR6 Create Bus Route Reimbursement Claim*, then select your school district.

3. Click on the *New Claim* button.

4. Enter the 1st day of the semester and tab to the next cell and 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. Click on the Bus Route drop down and select a route. Tab to the "Days Operated" field and enter the actual number of days the route operated. NOTE: If the district experienced any closures or buses did not operate, do not claim reimbursement. The district is only eligible for actual days of operation on a home to school route.

5. Click the "Driver" drop down and select the driver that operated on the selected route, then click on the Save button. If there was one or more drivers that operated on a route, repeat steps 4 and 5 and click on Save. NOTE: Pay close attention when entering claims and verify there are no duplicate reimbursement claims. It is easy to duplicate entries, so please verify before submission of claims.

6. Click the "*Validate Bus Route Claims*" button to make sure that all of the bus routes claims have been completed. Click on "*Print to PDF*" to print the error report on the screen. If there are red corrective validations on the error report, these must be resolved before you can click the submit button. Warnings will not prevent submitting claims. If there are no validations (errors) the report will be blank and give you instruction to submit claims.

7. To print the new TR-6, go to "*Reports*", click on "*TR-6 Bus Route Reimbursement Claims*".

8. Click the "*Print to PDF*" button and print off the claim. The Board Chair must sign a copy, district retains a copy, and a signed copy must be sent to the County Superintendent. Once the County Superintendent receives a signed paper copy, TR6 Reimbursement Claims will be electronically approved.

For assistance, contact Donell Rosenthal at drosenthal@mt.gov or call 406-461-9316