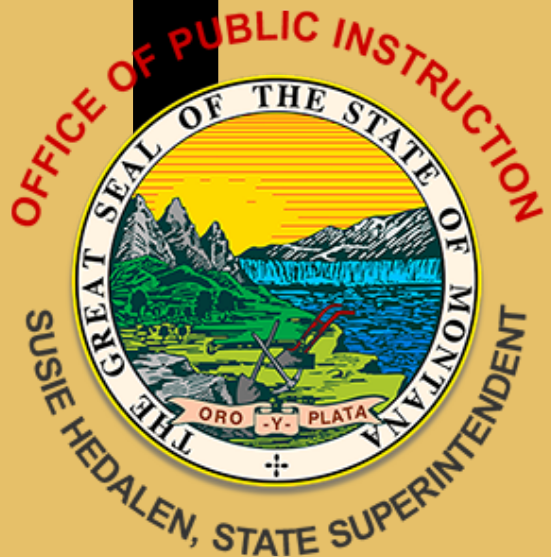


BUS ROUTE REIMBURSEMENT CLAIMS REPORTING



Elsie Workman
State Pupil Transportation Specialist
Email: Elsie.Workman@mt.gov
Phone: 406-444-2463

PUPIL TRANSPORTATION PORTAL ACCESS

Request Access From:

🚌 Amanda Zigan: Amanda.Zigan@mt.gov







🚌 Elsie Workman: Elsie.Workman@mt.gov

🚌 Pupil Transportation Portal Link:

<https://apps.opi.mt.gov/osp/>

Reminder: One User Per District

PUPIL TRANSPORTATION FORMS



-  Bus Routes (TR-1)
-  Individual Contracts (TR-4)
-  Bus Inspections (TR-13) (TR-13A)
-  Bus Driver Certificates (TR-35)
-  Bus Route Reimbursement Claims (TR-6)
-  Individual Contract Reimbursement Claims (TR-5)

FORMS & DUE DATES



Forms	Description	Due Date to OPI	Due Date to County Superintendent
TR1 Form	Bus Route Description	November 1	November 10
TR4 Form	Individual Contracts	July 1	October 1
TR13 Form TR13 A Form (Type E)	School Bus Inspections	Semester 1- Completed within at least 30 days prior to the start of the semester. Semester 2-Completed by January 31	Upon completion
TR35 Form	Bus Driver Certificates	Reissued as driver renews	As driver renews
TR5 Claim	Individual Contract Reimbursement	Semester 1 - February 15 Semester 2 - May 24	Upon submission and signed by Board Chair
TR6 Claim	Bus Route Reimbursement	Semester 1-February 15 Semester 2-May 24	Upon submission and signed by Board Chair

CLAIMS PROCEDURES

First Semester:







-  By **February 15**, school districts must enter and submit claims to the Pupil Transportation Portal. The county superintendent must receive one complete copy of the first semester transportation claims. District claims must be signed by the chairperson of the board of trustees, and a copy must be retained on file. Keep a file at the district for audit purposes.
-  By **February 22**, the county superintendent must review each district's claim for completeness and accuracy and electronically approve each district's first-semester transportation claim.

Second Semester:




-  By **May 24**, school districts must enter and submit claims to the Pupil Transportation Portal and provide the county superintendent with one complete copy for first-semester transportation claims. District claims must be signed by the chairperson of the board of trustees, and a copy must be retained on file at the district for audit purposes.
-  By **June 1**, the county superintendent must review each district's claim for completeness and accuracy and electronically approve each district's second semester transportation claim.

ENTERING A TR-6 BUS ROUTE REIMBURSEMENT CLAIM

Transportation Pupil Portal Path: Data Entry > Bus Route > TR-6 Create Bus Route Reimbursement Claim

-  Select District
-  Enter Date Semester Began and Date Semester Ended
-  Click *Bus Route* and Select Route
-  Enter Days Operated
-  Click on *Driver* and Select Driver Assigned to the Route
-  Click Save

If there was a change in driver on the route during the semester, please follow the instructions below:

-  Click *Bus Route* and Select the Same Route
-  Click *Driver* and Select the Additional Driver
-  Enter Days Operated for Second Driver

Note: Days for more than one driver on a route within a semester cannot exceed the allowable difference between the two.

TR-6 BUS ROUTE REIMBURSEMENT CLAIM EXAMPLE

Bus Route Reimbursement Claim

Select District: Semester: School Year:

Date Semester Began: Date Semester Ended: [Enter dates in mm/dd/yyyy format \(include slashes\)](#)

Bus Route: Days Operated: [Total Days Operated for both semesters cannot be greater than 185.5.](#)

Driver:

Find By Route #:

Show

Route #	VIN	BusDriver	Days Reimbursable	Reimbursement Claim				New Claim
1	1BAAECPA43F209646	Romero, Karla	50.0	1,725.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Go To Bus Route"/>	
1	1BAAECPA43F209646	Johnson, Michael	40.0	1,380.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Go To Bus Route"/>	
2	1BAADCSA9XF083980	Smith, William	90.0	3,163.50	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Go To Bus Route"/>	

VALIDATE & SUBMIT BUS ROUTE REIMBURSEMENT

Bus Route Reimbursement Claim

Select District: Semester: School Year:

Date Semester Began: Date Semester Ended: Enter dates in mm/dd/yyyy format (include slashes)



Bus Route: Days Operated: Total Days Operated for both semesters cannot be greater than 1

Driver:

Find By Route #:

Route #	VIN	BusDriver	Days Reimburseable	Reimbursement Claim			
1	1BAAECPA43F209646	Romero, Karla	50.0	1,725.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Go To Bus Route"/>
1	1BAAECPA43F209646	Johnson, Michael	40.0	1,380.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Go To Bus Route"/>
2	1BAADCSA9XF083980	Smith, William	90.0	3,163.50	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Go To Bus Route"/>

Bus route claims submitted successfully.

-  Click *Validate Bus Route Claim*
-  Submit All Bus Route Claims to OPI

PRINT & VERIFY ACCURACY OF BUS ROUTE REIMBURSEMENT CLAIMS

Transportation Pupil Portal Path: Reports > Bus Routes > TR-6 Bus Route Reimbursement Claims > Select School System > Print to PDF



TR-6 Bus Route Reimbursement Claim 1st Semester 2021-2022

08/26/2021-01/14/2022

48 Stillwater

0861 Absarokee Elem

Route #	Miles			Driver	VIN	Days		Total
	%	Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	50.00	110.0	1.57	Ralph V. Milliken	4UZABRDT8CCBK6647	87.0	87.0	7,512.45
2	50.00	78.0	1.57	Matthew V. Holtz	4DRBUC8N8HB674519	87.0	87.0	5,327.01
3	50.00	90.0	1.57	Pamela J. Cunningham	4DRBUC8N4LB823632	87.0	87.0	6,146.55
Total Bus Route Reimbursement								18,986.01

Board Chair

Signature

- 🚌 Board Chair signature required
- 🚌 Provide a copy to the County Superintendent

QUESTIONS

Contact:

Elsie Workman | State Pupil Transportation Specialist

Elsie.Workman@mt.gov | 406-444-2463

