

Bus Route Reimbursement Claims Reporting

PUPIL TRANSPORTATION

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Putting Montana Students First **A⁺**



PUPIL TRANSPORTATION ACCESS

Request For Access:

- Amanda Zigan at Amanda.Zigan@mt.gov
- Donell Rosenthal at Drosenthal@mt.gov

- Pupil Transportation Portal Link: <https://apps.opi.mt.gov/osp/portal>
- Access to the Pupil Transportation Portal is required for selected users. One User Per District
- For assistance or to get an app added to your portal, contact the Help Desk at (406) 444-0087.

TRANSPORTATION FORMS

Forms Accessed in the Pupil Transportation program:

- Bus Routes (TR-1)
 - Individual Contracts (TR-4)
- Bus Inspections (TR-13) and (TR13A)
 - Bus Driver Certificates (TR-35)
- Bus Route Reimbursement Claims (TR-6)
- Individual Contract Reimbursement Claims (TR-5)

FORMS & DUE DATES

Form	Description	Due Date to OPI	Due Date to County Superintendent
TR1 Form	Bus Route Description	November 1	November 10
TR4 Form	Individual Contracts	October 1	July 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 and provide the county superintendent with one complete copy for first semester transportation claims. District claims must be signed by the chairman of the board of trustees and a copy must be retained on 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 chairman 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 TR6 BUS ROUTE REIMBURSEMENT CLAIM

PATH: Data Entry>Bus Route>TR6 Create Bus Route Reimbursement Claim

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

If there was a change in driver on the route during the semester:

- Click on Bus Route Drop Down and Select the Same Route
- Click on Driver Drop Down 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 between the two.**

TR6 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	4DRBUC8N2PB173687	Acker, Clay	90.0	8,748.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Go To Bus Route"/>	
2	1T88W9D29J1126093	Briscoe, Michael	75.0	4,132.50	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Go To Bus Route"/>	
2	1T88W9D29J1126093	Parrish, Sandra	15.0	826.50	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Go To Bus Route"/>	
3	1BAKF5CPA5GF322142	Briscoe, Michael	90.0	5,130.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Go To Bus Route"/>	

VALIDATE & SUBMIT BUS ROUTE REIMBURSEMENT CLAIMS

Bus Route Reimbursement Claim

Select District: Semester: School Year:

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

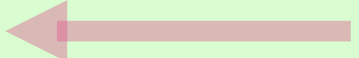
Bus Route: Days Operated: [Total Days Operated for both semesters cannot be greater than 185.5.](#)

Driver:

Find By Route #:

Show

Route #	VIN	BusDriver	Days Reimbursable	Reimbursement Claim			
1	4DRBUC8N2PB173687	Acker, Clay	90.0	8,748.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Go To Bus Route"/>
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2	1T88W9D29J1126093	Parrish, Sandra	15.0	826.50	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Go To Bus Route"/>
3	1BAKFCPA5GF322142	Briscoe, Michael	90.0	5,130.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Go To Bus Route"/>



PRINT & VERIFY ACCURACY OF BUS ROUTE REIMBURSEMENT CLAIMS

PATH: Reports>Bus Routes>TR6 Bus Route Reimbursement Claim>Select School System>Print to PDF



TR-6 Bus Route Reimbursement Claim 1st Semester 2023-2024

08/22/2023-01/19/2024

31 Mineral 0577 Alberton K-12 Schools

Route #	%	Miles		Driver	VIN	Days		Total
		Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	100.00	54.0	1.80	Clay W. Acker	4DRBUC8N2PB173687	90.0	90.0	8,748.00
2	100.00	58.0	0.95	Michael R. Briscoe	1T88W9D29J1126093	75.0	75.0	4,132.50
2	100.00	58.0	0.95	Sandra S. Parrish	1T88W9D29J1126093	15.0	15.0	826.50
3	100.00	60.0	0.95	Michael R. Briscoe	1BAKFCPA5GF322142	90.0	90.0	5,130.00
Total Bus Route Reimbursement								18,837.00

Board Chair Signs and Send Copy to County Superintendent

Board Chair

Signature

QUESTIONS

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