



### **TR-5 Individual Transportation Contract Reimbursement Claims.**

1. Login to the [OPI Secure Portal](#) with your registered username.
2. Go to Data Entry in the menu bar and choose TR5 Create Individual Contract Reimbursement Claim, then select your school district.
3. Click on the red New Claim button.
4. 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. Click on the Contract drop down and select the contract and tab to the "Days Transported" field. The days are based on actual attendance of the student.
5. Click the "SAVE" button after entering each claim and until there are no contracts left.
6. 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 corrective validations on the error report, these must be resolved before you can click the submit button. If there are no validations (errors) the report will be blank and give you instruction to submit claims.
7. To print the new TR-5, go to "Reports", click on "TR-5 Individual Contract Reimbursement".
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, TR5 Reimbursement Claims will be electronically approved.

For assistance, contact Donell Rosenthal at [drosenthal@mt.gov](mailto:drosenthal@mt.gov) or call 406-461-9316.

