

Mileage Summary Training

“Mileage Summary” is the area in IBUS where users report categorized reimbursable and non-reimbursable bus mileage for the reimbursement claim.

*****Due September 1, 2016*****

Needs to be completed before completing reimbursement claim

MILEAGE SUMMARY

- **Report Mileage for Reimbursement Claim**
 - **Reimbursable and Non-Reimbursable Miles**
 - **Borrowed or Lent Miles**

- **Non-Conforming Vehicle Student Mileage**
 - **District-owned van, coach bus, yellow bus not part of SDE inventory report**

Mileage Summary Training

Log-in to IBUS to access your district's home page. At this location, select Mileage Summary to access the claim form mileage summary report.



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This area contains a list of available reports. Select the link that corresponds with the training topic.

- [Mileage Summary](#)

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This link will lead to the main Mileage Summary screen. This area provides an overview of mileage entries for the selected fiscal year. Select "New Mileage Entry" to enter categorized reimbursable and non-reimbursable mileage.

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DISTRICT

Mileage Summary · 2015-2016 [Select applicable Fiscal Year](#)

(July 1 - June 30) Fiscal Year: 2015-2016

Odometer Summary			
District/Contractor	Show/Hide Details	Mileage	Status
Total Odometer Mileage	Total miles from odometer report	89,244	

Reimbursable:	Mileage	Adjustment	Adjusted Mileage
Reimbursable Total:	0	0	0

Non Reimbursable:	Mileage	Adjustment	Adjusted Mileage
Non Reimbursable Total:	0	0	0

Lent Miles / Other:	Miles
Total Lent Miles:	0

Total Miles:	0
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Mileage Details:	Start Date	End Date	# of Miles	Mileage Type	Action
Show/Hide Details					

[See details of mileage entries](#)

Actions

[New Mileage Entry](#)

Click to enter categorized annual or monthly mileage

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Enter each mileage on the New Mileage Entry screen. Mileage type options include: Shuttle Trips (R), Summer Programs (R), To/From School (R), Unique To/From School (R), Extracurricular/Activities (NR), Field Trips (NR), Other (NR), Shuttle Trips (NR), Summer Programs (NR), To/From School (NR), and Unique To/From School (NR)

Report the type of mileage during a time frame of the applicable fiscal year.

The screenshot shows the 'Add Mileage Entry' form on the IDAHO State Department of Education website. The page header includes navigation links for DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, and ADMINISTRATORS. The IDAHO logo and 'STATE DEPARTMENT OF EDUCATION' are on the left, while 'Log Off' and 'User@edu.id' are on the right. The main heading is 'DISTRICT'. On the left, there is a 'Links' section with a link to 'IBUS Home Page'. The 'Add Mileage Entry' form contains the following fields: 'Fiscal Year' (2015-2016), 'Mileage Type' (dropdown menu), 'Start Date' (07/01/2015), 'End Date' (06/30/2016), '# of Miles' (text input), '# of Trips' (text input with a red note 'Box appears if applicable'), and 'Vehicle Owner' (dropdown menu showing 'Defaults to your DISTRICT'). There are 'Save' and 'Cancel' buttons. A blue callout box points to the 'Check FY' button. A blue note at the bottom right states: 'Districts with a bus contractor have an additional field to select the bus contractor name'. The footer contains contact information for the State Board of Education, including the address (650 West State Street, PO Box 83720 Boise, Idaho 83720-0027) and phone numbers (Toll Free: (800) 432-4601, Local: (208) 332-6800, Fax: (208) 334-2228).

If you borrow a bus from another school district, enter the borrowed mileage on the Add Mileage Entry screen.

Vehicle Owner defaults to your school district. Click the drop-down bar to select the school district that you borrowed the bus from. This will add the mileage to your claim form and subtract miles from the lending district.

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Add Mileage Entry **Check FY**

Fiscal Year: 2015-2016

Mileage Type: -- please select --

Start Date: **Enter applicable time frame that bus was borrowed**

End Date: **Enter applicable time frame that bus was borrowed**

of Miles:

of Trips: **Box appears if applicable**

Vehicle Owner: **Select district you borrowed the miles/bus from**

Districts with a bus contractor have an additional field to select the bus contractor name

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For the 2015-2016 school year enter one mileage entry for each type of miles to encompass a 7/1/2015 to 6/30/2016 date range. If districts would like to begin tracking categorized mileage on a monthly basis for the claim form, add a mileage entry each month for each type of miles.

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Add Mileage Entry

Fiscal Year: 2016-2017

Mileage Type: -- please select --

Start Date: 7/1/2016

End Date: 6/30/2017

of Miles:

of Trips: Box appears if applicable

Vehicle Owner: Defaults to your DISTRICT

Districts with a bus contractor have an additional field to select the bus contractor name

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Once a mileage entry is saved the system directs users back to the Mileage Summary screen. At the bottom of the screen under Mileage Details, click "Show/Hide Details" to see all mileage entries or to edit or delete an entry.

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DISTRICT

Mileage Summary - 2015-2016

(July 1 - June 30) Fiscal Year: 2015-2016

Odometer Summary		
District/Contractor	Mileage	Status
Show/Hide Details		
Total Odometer Mileage	271,039	

Mileage Details:	Start Date	End Date	# of Miles	Mileage Type	Action
Show/Hide Details					
Details	7/1/2015- 6/30/2016		23,173	Extracurricular/Activities (NR)	Edit/Delete
Details			1,525	Shuttle Trips (R)	Edit/Delete
Details			187,415	To/From School (R)	Edit/Delete
Details			24,525	Field Trips (NR)	Edit/Delete
Details			2,019	Summer Programs (R)	Edit/Delete
Details			2,661	Other (NR)	Edit/Delete
Details			11,516	Unique To/From School (NR)	Edit/Delete

Show "Mileage Details" to view, edit, or delete entries

Actions

[New Mileage Entry](#)

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Review the Mileage Summary screen once all mileage entries are saved. The "Total Odometer Mileage" should match the "Total Miles" reported in the mileage summary. Click on "Show/Hide Details" to view total categorized Reimbursable or Non-Reimbursable mileage claimed.

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DISTRICT

Mileage Summary - 2015-2016

(July 1 - June 30) Fiscal Year: 2015-2016
VIEW

Odometer Summary			
District/Contractor	Show/Hide Details	Mileage	Status
Total Odometer Mileage		271,039	

Reimbursable: Show/Hide Details	Mileage	Adjustment	Adjusted Mileage
Shuttle Trips (R)	1,525	0	1,525
Summer Programs (R)	2,019	0	2,019
To/From School (R)	187,415	0	187,415
Reimbursable Total:	190,959	0	190,959

Non Reimbursable: Show/Hide Details	Mileage	Adjustment	Adjusted Mileage
Extracurricular/Activities (NR)	23,173	0	23,173
Field Trips (NR)	24,525	0	24,525
Other (NR)	2,661	0	2,661
Unique To/From School (NR)	11,516	0	11,516
Non Reimbursable Total:	61,875	0	61,875

Lent Miles / Other:	Miles
Total Lent Miles:	0

Total Miles:	252,834
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Mileage Details: Show/Hide Details	Start Date	End Date	# of Miles	Mileage Type	Action

Summary of total miles entered as Reimbursable and Non-Reimbursable

Actions

[New Mileage Entry](#)

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