

**STUDENT TRANSPORTATION REIMBURSEMENT MATRIX July 1, 2016
FOR REIMBURSEMENT YEAR 2015-2016**

CATEGORY	Reimbursable		
	Yes 50%	Yes 85%	No
Schedule A/B			
100 - Salaries (Districts wishing to claim indirect administrator salaries must use Schedule B) (Contracting districts are eligible for one district transportation contract manager)			
Bus Drivers (Schedule A/B - Record all school bus driver salary)	Yes 50%		
Bus Assistants (Schedule A/B – Record all school bus assistant salary tied to an IEP or documented safety need)	Yes 50%		
Bus Technician (Schedule A/B – Prorate: Record all time charged to pupil transportation program)		Yes 85%	
Transportation Supervisor (Schedule A only – Prorate: Record all time charged to pupil transportation program)	Yes 50%		
Driver Trainer/Other Program Coordinator (Schedule A/B – Prorate: Record all time charged to pupil transportation program)	Yes 50%		
Dispatcher/Secretary (Schedule A/B – Prorate: Record all time charged to pupil transportation program)	Yes 50%		
Other Pupil Transportation Staff (Schedule A/B – Prorate: Record all time charged to pupil transportation program)	Yes 50%		
Indirect Salary Costs (Any administrative or support position above transportation supervisor is not reimbursable)			No
Superintendent, assistant superintendent, school principal, payroll personnel, building maintenance supervisors, etc.			No
Crossing guards, loading/unloading area monitors, and transportation building cleaning salaries.			No
Employee incentive awards; individual salary bonus, hotel nights, etc.			No
200 - Benefits (Districts wishing to claim indirect administrator benefits must use Schedule B) (Contracting districts are eligible for one district transportation contract manager) (Only bus technician benefits are eligible at 85%; all others at 50%)			
Life Insurance (Schedule A only – Prorate: Record at same percentage as salary)	Yes 50%	Yes 85%	
Health Insurance (Schedule A only – Prorate: Record at same percentage as salary)	Yes 50%	Yes 85%	
Workers Compensation (Schedule A only – Prorate: Record at same percentage as salary)	Yes 50%	Yes 85%	
FICA (Schedule A/B – Prorate: Record at same percentage as salary)	Yes 50%	Yes 85%	
PERSI (Schedule A/B – Prorate: Record at same percentage as salary)	Yes 50%	Yes 85%	
Other Benefit, Must Be Identified (Schedule A only – Prorate: Record at same percentage as salary); reimbursement of plug-ins, mileage for training, road condition check, and parts retrieval	Yes 50%	Yes 85%	
300 - Purchased Services (Contracting districts are not eligible)			
Leasing School Bus (Schedule A/B – Short-term, emergency only. Must have prior SDE written reimbursement approval)		Yes 85%	No
Equipment Rental (Schedule A/B – Short-term, emergency only. Must have prior SDE written reimbursement approval)		Yes 85%	No

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300 - Purchased Services (Contracting districts are not eligible)			
Contracted Repairs & Maintenance (Schedule A/B – On yellow school bus only. Not for shop repairs or improvement.) Eligible repairs not directly related to or on yellow school buses are reimbursed at 50%.	Yes 50%	Yes 85%	
Two-way radio (school bus installed radio only) repair and/or maintenance. (Portable radios, batteries and radio maintenance agreements are not reimbursable.)		Yes 85%	
Shop or property improvements, painting of curbs, signing, snow removal, grading, road base fill, etc.			No
Contracted Laundry Service for Coveralls and Rags (Schedule A/B – See coveralls & rags under supplies); prorated for work performed on non-transportation/ non-inventoried vehicles	Yes 50%		
Contracted Office/Shop Cleaning/Custodial Service			No
Utilities in Bus Garage (Schedule A/B – Telephone service, garbage collection, water, heat, electricity, sewer, etc.); reimbursement for plug-ins under other benefits	Yes 50%		
Cellular telephone, purchase of			No
Cellular telephone, basic service agreement (Limit of two (2) service contracts per district without prior approval – exception allowed with prior SDE written reimbursement approval) up to \$50 per phone per month; up to two cell phone maximum totaling \$1,200 per year	Yes 50%		
Internet basic service agreement (Limit of one (1) service contract per district specific to transportation when not networked with district server(s). Up to \$35 per month totaling \$420 per year	Yes 50%		
Communications Repeater, purchase of			No
Communications Repeater, service contract at reasonable cost	Yes 50%		
Bus Routing Software (Schedule A/B – Must have prior SDE written reimbursement approval contingent upon efficiencies demonstrated with documented results)	Yes 50%		No
Annual License and Maintenance Fees Contingent Upon Efficiencies Demonstrated with annual documented results.	Yes 50%		No
Software and hardware used for maintenance diagnostics, routing, and student accountability. Subject to the annual pre-approval process for initial purchases and software and hardware updates	Yes 50%		
Software training			No
Training – Registration & Travel Costs (Schedule A only – For attending SDE approved training conferences & workshops); Must receive prior SDE approval	Yes 50%	Yes 85%	
CPR or First-Aid Training costs for presenters, workbooks, or cards – Up to \$20 per driver/technician per year.	Yes 50%		
Idaho State Regional Safety Competition			No
Trophies, Gifts, Meals, e.g., breakfast, lunch or dinner (refreshments at training workshops are reimbursable expenses)			No
Idaho State Safety Competition (Limited to winners of regional safety competition according to IAPT rules.)	Yes 50%		
SDE sponsored Train-the-Trainer, Train-the-Tech Workshops, Regional training, IAPT/SDE combined conference		Yes 85%	

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300 - Purchased Services (Contracting districts are not eligible)			
School Transportation News Conference (Limited to two (2) participants)	Yes 50%		
IAPT dues that are not part of Idaho Pupil Transportation Summer Conference registration			No
National Association of Pupil Transportation and Transporting Students with Special Needs conferences. One representative from each region, individual chosen at regional supervisors meeting and approved by district and SDE, shall be allowed to attend annual NAPT and Special Needs Conference	Yes 50%		
Out-of-State Training Conference/Workshop/Seminar (Must have prior SDE written approval)	Yes 50%		No
Regional professional development & training registration fees to bring in professional presenters – Must have prior SDE written approval, must be multi-district attended, not to exceed \$5 per attendee	Yes 50%		
Employee Benefit Related Costs (Schedule A only) Eligible benefits reimbursed at 85% if technician or bus repair related; all others at 50% reimbursement.	Yes 50%	Yes 85%	No
Vehicle Mileage Reimbursement – (For use of personal vehicle for pupil transportation program mileage only)	Yes 50%	Yes 85%	
Commercial Drivers License (CDL) Costs – (Licensing costs, third-party testing, vehicle rental, etc.)			No
FMCSA Physicals	Yes 50%	Yes 85%	
FMCSA Drug Testing Compliance	Yes 50%	Yes 85%	
FMCSA Drug Testing Compliance - Drug and Alcohol Training for Supervisors	Yes 50%		
Criminal Background Check (33-130, Idaho Code)			No
In-house or regional training costs	Yes 50%		
Refreshments, handouts	Yes 50%		
Videos, meals, professional presenters (must have prior SDE approval), lodging			No
Newspaper Ads – limited to employment, calls for bus bids and contracting of transportation system; routing ads are not reimbursable	Yes 50%		
Other Purchased Service, Must Be Identified (Schedule A/B)	Yes 50%		No
400 – Supplies (Contracting districts are not eligible)			
Fuel (Schedule A/B – Must submit documentation of fuel tax rebates. Do not combine with oils or lubricants)	Yes 50%		
Oils & Lubricants (Schedule A/B – Do not combine with fuel costs)		Yes 85%	
Shop Materials & Parts (Schedule A/B)	Yes 50%	Yes 85%	
Fuel for district owned non-conforming vehicles, e.g., pupil transportation shop truck, supervisor/trainer car, van			No
Oil & Lubricants for district owned non-conforming vehicles, e.g., pupil transportation shop truck, supervisor/trainer car, van			No

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400 – Supplies (Contracting districts are not eligible)			
Replacement wheelchair lift in used school bus		Yes 85%	
Replacement two-way communications radio/telephone in used school bus with prior SDE written approval (must show cost effectiveness, i.e., less expensive than repairing)		Yes 85%	No
Shop Materials & Parts for district owned non-conforming vehicles, e.g., pupil transportation shop truck, supervisor/trainer car, van			No
Consumable Office Supplies (Schedule A/B)	Yes 50%		
Office paper, printer cartridges, employment newspaper ads, small print jobs (e.g., work order forms, student conduct forms, pre-trip inspection forms, rules posted in bus, etc.	Yes 50%		
Office furniture, computer hardware/networking, printer, copier lease/maintenance, magazine subscriptions, telephone equipment, fax machine, computer software, training videos, in-school pupil transportation manuals and/or book, large print jobs, large newspaper ads, student policy books/materials/letters, individual student rules (should be incorporated into student conduct violation form), etc.			No
Cleaning Supplies (Schedule A/B – Detergent, soap, wax, bus interior broom/mop/brush)	Yes 50%		
Coveralls and Rags (Schedule A/B – Coveralls and rags may be reimbursable when in-lieu of laundry service)	Yes 50%		
Shop & Hand Tools, District Owned or Employee Tool Allowance – Up to \$500/technician/year; no preapproval required but tool account still needs to be maintained		Yes 85%	
500 – Capital Outlay (Contracting districts are not eligible)			
Lease of Real Property			No
Yellow School Bus (Schedule C only – Amortized depreciation over 12 years or amortized based on use and mileage)		Yes 85%	
Communications (Schedule C only) – Amortized depreciation over 12 years or amortized based on use and mileage)		Yes 85%	
Voice communication base station			No
VCR & video cameras installed in new bus – Amortized depreciation over 12 or amortized based on use and mileage. Repairs and supplies for existing cameras. <u>(Reimbursement for replacement of system allowable with prior approval documenting replacement is more cost effective then repairs. No reimbursements for system or its installation in a vehicle which did not have a camera system included at the bus's original purchase.)</u>		Yes 85%	
Bus delivery costs when not FOB district			No
Interior Overhead Storage Compartments			No
Wheelchair lift in new bus		Yes 85%	
Activity-style passenger seats			No
Air-conditioning (Reimbursable only when IEP driven)		Yes 85%	No
Any purchased option not part of the original bid without prior approval			No

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600 – Interest (Contracting districts are not eligible)			
Interest Charges – (Finance, late fees, interest, leases, special fees etc. are non-reimbursable costs)			No
700 – Insurance (Contracting districts are not eligible)			
Real Property Loss Insurance (Schedule A only – Building structure only, no contents)	Yes 50%		
Vehicle insurance (6-927, Idaho Code)			No
Schedule C			
All mileage shall be tracked on all vehicles used to transport students and transportation personnel. All mileage shall be categorized according to program and recorded as “reimbursable” or “non-reimbursable.” Districts will not be penalized when combining “reimbursable programs” with “non-reimbursable programs” when there is no appreciable increase in costs or resources and when in compliance with federal or state law. Districts may request special reimbursement consideration for special and/or unique educational programs.	Reimb.	Non-R	Exempt
To –from school for regular school attendance during regular days and hours.	X		
Reasonable and necessary shuttle trips that are between any district-owned or exclusively-leased facilities, for regular school attendance, for regularly recurring days, and on regular days and hours.	X		
Field trips		X	
Mileage related to Idaho Reading Indicator (IRI) program	X		
Summer Migrant Education and Special Education Extended School Year (ESY) program	X		
Before and after school programs, other summer school programs, summer alternative school, extra-curricular activity trips, club-affiliated trips, award trips, competition trips, overnight trips, weekend trips or trips outside the regularly-scheduled school week/year		X	
<u>Miles on “yellow school buses” specifically for bus maintenance purposes (e.g. mileage to service facility, troubleshooting mechanic’s miles, etc.) and which do not include mileage which is otherwise currently non-reimbursable (e.g. fueling miles, training miles, etc.) shall be recorded as exempt from the mileage ratio calculation.</u>			X
Mileage in support of yellow school buses, e.g., to shuttle drivers to and from remotely parked route buses, repair school buses, deliver parts, check road/route/bus stop conditions. Mileage is tracked separately and reimbursed at the State Board of Examiners rate established at the beginning of the applicable school year.	Yes 50%	Yes 85%	
Mileage for transportation personnel home-to-work-to-home that is not cost effective in-lieu of a bus route. Mileage in vans or other non-conforming vehicles to transport students or district personnel.			No
In-lieu of transportation costs (Must be least expensive method); no fuel cards	Yes 50%		
Depreciation (See capital outlay above) (Contracting districts are not eligible)		Yes 85%	
Districts Contracting for Transportation Services	Yes at Avg Dist Rate		
Reimbursable contract costs	X		
District Liaison Personnel, district liaison office(s) and related costs			X

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Schedule C			
Specific district operational costs secondary to contracting transportation services considered on case-by-case basis. Non-reimbursable costs embedded within the contract must be reported as non-reimbursable costs.	X		X
Bus assistants (aides); Must be reasonable and necessary	X		

Transportation Reimbursement

Office		
Batteries, for office phone		No
Books, handbooks, legal, auto diagnosis, etc.		No
Employment banner	50%	
Calculator, office		No
CDL skills test		No
Coffee supplies, etc.		No
Computer, lap top/ desk top		No
Copier maintenance/lease/rental		No
Copies: timesheets, purchase orders, student handbooks		No
Copies: business cards, pre-trip forms, trip forms, discipline forms	50%	
Driver record fees (available at no cost using SDE contract form)		No
Driver record fees from a state other than Idaho	50%	
Extension Cord, for office		No
Furniture, office		No
Laminating route maps, within reasonable cost	50%	
Late billing fees		No
Legal notices, for bus bidding/employment/contracting	50%	
Magazine subscriptions		No
Mailing charges	50%	
Memory stick/thumb drive	50%	
NAPT membership		No
Notary stamp & bond		No
Routing Software (pre-approval & annual documented efficiencies: overlay map by routes)	50%	No
Software and hardware used for maintenance diagnostics, routing, and student accountability, with preapproval.	50%	
Water, purified/stand rental		No
Travel/Training		
ASE test fees & registration	50%	
CDL/S Endorsement license fees		No
CPR/First Aid Training (maximum of \$20 per year per driver)	50%	
Driver drug testing travel	50%	
Drug and alcohol training for supervisor	50%	
IAPT regional bus safety competition fee		No
IAPT regional meeting expenses		No
Online Moreton training (transportation personnel approx \$1.50/yr ea), w/SDE training	50%	
Parking fees for bus on trip		No
Registration fees, handbooks, and presenter fees for Non-SDE driver training		No
SDE Buster training, within region		85%
Steering Committee Travel (85%)		85%
Supervisor personal vehicle - reimb mileage to check bus stops (yes). To follow bus (no).	50%	
Technician trainings, other than SDE's (prior approval required)	50%	No
Employee		
Custodian salary to clean transportation facility		No
Employee Assistance, i.e. Business Psychology Associates	50%	
Incentives, rewards		No
Legal Services, for personnel issues		No
Per diem on field trips		No
Snow removal hired out as a contracted service		No
Parts/Supplies		
Accident kits in buses (disposable camera, forms, etc in package)		No
Air hose, for shop compressor (tool)		85%
Barrel pump		No
Batteries, for tools on SDE list	50%	
Batteries, handheld 2-way radios		No
Bug screen/winter front		85%
Bungee cords	50%	
Car seats, for IEP	50%	
Car seats, for children of student parents		No
Camera, in new bus/tapes/on bus repair, limited extra digital hard drives (w/pre-approval)		85%
Camera, replacement		No
CB radio		No
Cleaning supplies, for shop	50%	
Clip boards, for bus	50%	
D-Con/Raid/Wasp Spray	50%	
Extension Cord, for buses	50%	
Extension Cord, for shop	50%	
Fire blanket		No
First aid supplies: yes for required bus items; no for medicine in driver's lounge		85%
Floor dry, absorbent, ice melt for bus	50%	

Transportation Reimbursement

Fuel hose on filling station		No
Fueling station parts/repairs, nozzle, monitoring stick tests		No
Garden hose	50%	
Gas can		No
Gloves, disposable	50%	
Gloves, mechanics	85%	
Head lice spray	50%	
Integrated/Child Safety Restraint Seats - pre-approval required beyond first 2 rows in new bus (seek special ed funds first)	85%	
Ladder		No
Laundry, service for rugs	50%	
License plate, exempt	85%	
Light bulbs, tuff, trouble lights	50%	
Locksmith for bus		No
Maintenance contracts (i.e. radios)		No
Nozzle, Wash Hose	50%	
Oil sample testing (for diagnostic purposes)	85%	
Orange cones/ traffic cones (and paint for cones)		No
Oxygen tank rental, Propane/Acetylene (welding)	85%	
Pager		No
Parts Washer, maintenance/recycling	85%	
Parts Washer, parts & repair		No
Passenger vest	50%	
Pressure Washer/Steam Cleaner, parts & repair		No
Propane tank rental for heating building or bus fuel		No
Radio, 2-way, on bus only, repair & installs	85%	
Radio, Base station and repair to		No
Radio, FCC License	50%	
Repairs to pressure washer		No
Repeater, purchase/installation/equipment/repairs/property lease. (May reimb if dist can show it will pay for itself within 2-3yrs)	50%	No
Safety vest		No
Saw Blades	85%	
Seat pouches (with prior SDE approval)	50%	
Shop tools; \$500 limit per tech per year; no preapproval required but tool account still needs to be maintained; full amount for split between tech and supervisor	85%	
Shop truck, routine maintenance items/fuel (No), mileage in support of yellow bus (Yes), mileage to/from home that is not cost effective in-lieu of a bus route (No)	50%	No
Shop vacuum		No
Signage - road signs, loading signs, etc		No
Snow shovel		No
Test equipment (prior approval required)	85%	
Toilet, portable		No
Tow rope	85%	
Towing	85%	
Wash brush	50%	
Washing, buses	50%	
Weather station		No
Welding/brazing rods, wire for welder	85%	
Wheel chair for lift bus training		No
Window route changers		No
Windshield washer fluid	50%	
Facility/Utilities		
Cell phone service: if district uses in-lieu of 2-way radios, allowed over the maximum. Shared minutes plan. Pre-approval and must show cost effective.	50%	
Ice melt custodial		No
Kleenex		No
Repeater rental	50%	
Sanitation tax		No
Softener salt		No
Storage rental		No
Toilet paper		No
Misc		
Deductible, bus collision insurance. Or, reimburse bus repairs.	85%	
Deductible, bus liability insurance		No
Insurance, garage structure only. Pro-rate for shared facility.	50%	
Rental car for bus accident		No

By Line Items

Line	Category	50% - Description
15	Other Benefits	mileage reimb to supv to check roads
15	Other Benefits	Reimbursement for bus plug ins
18	Contracted Repairs/Services	sump pump, wash bay recycle serv
18	Contracted Repairs/Services	bus washing, contracted
18	Contracted Repairs/Services	FCC license
18	Contracted Repairs/Services	Allowable technician laundry service
19	Utilities	repeater rental
19	Utilities	Cell phone allowance to \$50 per phone; up to two cell phone maximum totaling \$1,200 per year
19	Utilities	Internet data allowance to \$35 per month totaling \$420 per year
20	Office	Software and hardware used for maintenance diagnostics, routing, and student accountability. Subject to the annual pre-approval process for initial purchases and software and hardware updates.
21	Training and Travel	ASE registration/testing
21	Training and Travel	CPR training, Red Cross supplies (\$20/trainee)
21	Training and Travel	district training, snacks
21	Training and Travel	NAPT/Sp Needs Conference
21	Training and Travel	STN Conference/ two attendees
21	Training and Travel	district state instructors,in-dist training
21	Training and Travel	Supervisor drug and alcohol training
23	Fuel	Fuel, Fuels tax refund, DEF
26	Shop Materials/Parts	broom, dust pan, spray bottles, in bus
26	Shop Materials/Parts	clip boards, clocks, flashlights, in bus
26	Shop Materials/Parts	garbage cans, in bus
26	Shop Materials/Parts	washer fluid, in bus
26	Shop Materials/Parts	wasp spray, decon for buses
26	Shop Materials/Parts	extension cord, trouble light, tuff bulb
26	Shop Materials/Parts	floor dry, absorbent
26	Shop Materials/Parts	garden hose/nozzle
26	Shop Materials/Parts	ice melt for buses
26	Shop Materials/Parts	disposable gloves
26	Shop Materials/Parts	hand cleaner, orange
26	Shop Materials/Parts	small batteries
26	Shop Materials/Parts	bungee cords
26	Shop Materials/Parts	headlight cleaners
26	Shop Materials/Parts	tire protectant
26	Shop Materials/Parts	window cleaner
26	Shop Materials/Parts	paper towels, disinfectant wipes, cloths
26	Shop Materials/Parts	trash can liners
26	Shop Materials/Parts	bus wash soap
26	Shop Materials/Parts	wash brush
26	Shop Materials/Parts	Shop towels, allowable technician uniform purchases
27	Office	newspaper advertisements, bus bids
Line	Category	85% - Description
15	Other Benefits	mileage reimb for parts run
15	Other Benefits	mileage reimb to SDE trainings
18	Contracted Repairs/Services	fire extinguisher service, annual
18	Contracted Repairs/Services	parts washer recycling
18	Contracted Repairs/Services	oil recycling
18	Contracted Repairs/Services	repairs, outsourced bus
18	Contracted Repairs/Services	tire repairs
18	Contracted Repairs/Services	towing
18	Contracted Repairs/Services	bus radio repairs
21	Training and Travel	Combined SDE/IAPT Conference
21	Training and Travel	SDE training fees, TTT, tech
21	Training and Travel	travel expense to SDE trainings
21	Training and Travel	Steering Committee travel
21	Training and Travel	regional SDE supervisors meetings
21	Training and Travel	expenses while on long bus repair trip
26	Shop Materials/Parts	antifreeze, brake fluid, trans fluid
26	Shop Materials/Parts	brake cleaner, WD-40, penetrating oil, degreaser, solvent
26	Shop Materials/Parts	decals
26	Shop Materials/Parts	lap belts, wheelchair tie downs
26	Shop Materials/Parts	first aid kits, in bus
26	Shop Materials/Parts	license plates
26	Shop Materials/Parts	oxygen/acetylene
26	Shop Materials/Parts	paint, wheels
26	Shop Materials/Parts	repair parts, bus
26	Shop Materials/Parts	mechanics gloves
26	Shop Materials/Parts	repairs, 2-way radios and cameras
26	Shop Materials/Parts	radio, am/fm replacement in bus
26	Shop Materials/Parts	seat repairs
26	Shop Materials/Parts	tires
26	Shop Materials/Parts	welding rods/wire
26	Shop Materials/Parts	nuts/bolts
30	Tools	\$500 limit per tech per year; no preapproval required but tool account still needs to be maintained

Transportation Claim Form - Line Items

Line	50%	85%
1	Bus Drivers	
2	Bus Assistants	
3		Bus Technicians/Mechanic
4	Transportation Supervisor	
5	Driver Trainers/Other Program Coordinators	
6	Dispatcher/Secretary	
7	Other Program Staff Salary (identify)	
8	Life Insurance	Technician Life Insurance
9	Health Insurance	Technician Health Insurance
10	Physicals/Drug Screening	Technician Physical/Drug Screening
11	Workers' Compensation	Technician Workers' Compensation
12	FICA	Technician FICA
13	PERSI	Technician PERSI
14	PERSI Sick Leave	Technician PERSI Sick Leave
15	Other Benefits (identify)	Technician Other Benefits (identify)
16		Preapproved Leased & Chartered School Buses
18	Contracted Repairs/Maintenance	Contracted Repairs/Maintenance
19	Utilities in Bus Garage	
21	Training and Travel Expense	SDE Training and Travel Expense
23	Fuel in Yellow School Buses Only	
26	Shop Materials and Parts	Shop Materials and Parts
27	Office and Training Supplies	
30		Hand Tools; \$500 per technician
31		Radios - Two-Way Communications
32	Property Loss for Garage Structure Only	
57	IRI Reimbursement	
58	Medicaid Transportation Reimbursement	
59	Other Reimbursements	
60	Adjustment for Non-Student Riders & Non-Public Students	
64	In-Lieu/Special Contract Payments; In-lieu not to exceed current mileage rate set by Board of Examiners; no fuel cards	
67	District Owned Trans Support Vehicle Mileage at current rates; watch for rate changes throughout the fiscal year.	
68		SDE Program Assessment Fee
69		Depreciation Allowance
20	Computer Bus Routing Software	