

Charter Advance Transportation Payment Instructions

"Advance Payment Request" is the area in IBUS where eligible charter schools request and update transportation advance payments.

ADVANCE PAYMENT REQUEST FOR

FY 2017-2018

- **Type of Busing Operation**
 - **Contracted Busing**
 - **Internal Busing**
 - **Home-Based Public Virtual**

- **Advance Payment Request Timelines**
 - **June/July (before school starts)**
 - **January 1st**
 - **May 15th (near end of school year)**

- **Revisions and True-Up Period**
 - **Submit Revisions/Updates**

Charter Advance Transportation Payment Instructions

Log-in to IBUS to access your district's home page. At this location, select Advance Payment Request to access the data form.

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Home Page

Links

IBUS Home Page

Claim Year 2016-2017

Advance Payment Year 2017-2018

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

• [Advance Payment Request](#)

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650 West State Street, PO Box 83720 Boise, Idaho 83720-0027
Toll Free: (800) 432-4601 Local: (208) 332-6800 Fax: (208) 334-2228

This link will lead to the data request form. This information can be updated at any time throughout the fiscal year. If the initial estimate changes, submit a revision for more accurate payments. At a minimum, the Advance Payment Request should be submitted on the following timeline:


2017-2018 Advance Payment Timeline

- June 2017 – Submit 2017-2018 estimated data if charter is eligible for early advance per [IC 33-5208](#) (first year, serving more grades, or at least 10% more classes than prior year)
- December 15, 2017 – Submit 2017-2018 estimated data if charter was not eligible for early advance per [IC 33-5208](#). May also submit a revision if needed.
- May 15, 2018 – Submit a revision to “true up” estimate with actual 2017-2018 expenditures.

Select the type of Busing Operation.

- Contracted Busing Operation
- Internal Busing Operation
- Home-Based Public Virtual Charter School

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Advance Payment Request for 2017-2018

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Busing Operation

- Contracted Busing Operation
- Internal Busing Operation
- Home-Based Public Virtual Charter School


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CONTRACTED BUSING OPERATION

Charter schools that contract out busing services will complete the Contracted Busing Operation form. Complete all requested data with total fiscal year expenditures for the applicable advance payment request year. The applicable year is noted at the top of the IBUS form.

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IBUS Home Page **Advance Payment Request for 2017-2018**

Busing Operation
 Contracted Busing Operation

Original

Provide estimated total fiscal year expenditures or requested data for the following categories:

Reimbursable Miles:


Non-Reimbursable Miles:

Reimbursable Contract Cost:

Non-Reimbursable Contract Cost:

Average Daily Ridership/Attendance:

Additional Request Details:

Complete/Submit 

Save as draft Submit revision Delete revision Cancel

Version	Status	Date	Amount
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A copy of the request is saved here each time the advance payment is revised.


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INTERNAL BUSING OPERATION

Charter schools that operate their own busing services will complete the Internal Busing Operation form. Complete all requested data with total fiscal year expenditures for the applicable advance payment request year. The applicable year is noted at the top of the IBUS form.

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Links **CHARTER**

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Busing Operation
 Internal Busing Operation

Original

Provide estimated total fiscal year expenditures or requested data for the following categories:

Salaries:

Benefits:

Purchased Services:

Fuel/Supplies:

Capital Outlay:

Insurance:

SDE Assessment Fee:

In-Lieu/Special Contracts:

Bus Depreciation:

Reimbursable Miles:

Non-Reimbursable Miles:

Average Daily Ridership/Attendance:

Additional Request Details:

Complete/Submit

Save as draft Submit revision Delete revision Cancel

Version	Status	Date	Amount
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HOME-BASED PUBLIC VIRTUAL SCHOOL

Charter schools that meet the Home-Based Public Virtual School eligibility criteria outlined in [Idaho Code 33-1006 \(6\)](#) will complete the Home-Based Public Virtual form. Complete all requested data with total fiscal year expenditures for the applicable advance payment request year. The applicable year is noted at the top of the IBUS form.

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[IBUS Home Page](#)

Advance Payment Request for 2017-2018

Busing Operation

Home-Based Public Virtual Charter School

Original

Provide estimated total fiscal year expenditures or requested data for the following categories:

Internet Connection:

Student Electronic/Computer Equipment:


Toll-Free Telephone Service:

Education-Related Mileage Cost:

Bus Transportation Cost:

Average Daily Ridership/Attendance:

Additional Request Details:

Complete/Submit 

Version	Status	Date	Amount
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COMPLETION AND REVISIONS

Once Submit Revision is clicked, the form is sent to SDE for approval. A new revision may be submitted at any time if any advance payment request amounts appear to be changing significantly during the year.

At a minimum, the Advance Payment Request should be submitted on the following timeline:

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