

2017-2018 Instruction for Completing Reimbursement Claim

*****Reimbursement Form completed in IBUS DUE SEPTEMBER 1, 2018*****

“Reimbursement Claim” is the area in IBUS where users request reimbursement of annual eligible transportation expenses.

*****Supporting Documentation to be submitted immediately following reimbursement form completion*****

2017-2018 REIMBURSEMENT CLAIM SCHEDULES

- **District Owned – Actual Cost Method**
- **District Owned – 7.5% Admin Allowance**
- **Contracted Operation**
- **Combination District/Contracted**
- **Home-Based Public Virtual School Operation**
- **In-Lieu Only**

REPORTABLE ITEMS – Varies based on type of schedule selected

Schedule A/B

Salaries	Benefits	Purchased Services
Capital Outlay	Insurance	Supplies

Reimbursements Received

IRI/ Literacy Intervention Reimbursement Adjustment for Non-Student Riders & Non-Public Students	Medicaid Transportation Reimbursement	Other Reimbursements
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Other Direct Costs

In-Lieu/Special Contract Payments	District Owned Transportation Support Vehicle Mileage	SDE Program Assessment Fee
Depreciation Allowance	Computer Bus Routing Software	

Questionnaire

Mileage – complete under separate “Mileage Summary” link; see separate instructions for mileage summary.

Reimbursement Claim Training

Log-in to IBUS to access your district’s home page. At this location, select Reimbursement Claim to access the claim form.

The screenshot shows the IBUS District Home Page. At the top, there are navigation links: DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, and ADMINISTRATORS. Below this is a header with the IDAHO State Department of Education logo on the left and 'Log Off' and 'User@edu.id' on the right. The main content area is titled 'DISTRICT Home Page' and includes a 'Links' sidebar on the left with a link to 'IBUS Home Page'. The main content area displays 'Claim Year 2017-2018' and a message: 'This area contains a list of available reports. Select the link that corresponds with the training topic.' Below this message is a list of links, with 'Reimbursement Claim' highlighted and a red arrow pointing to it. At the bottom of the page, there is contact information for the State Board of Education, including the address, phone numbers, and a 'Contact Us' link.

This link will lead to the claim form. Begin by selecting the type of claim form schedule that applies to the district or charter school operation.



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Links

[IBUS Home Page](#)

DISTRICT

Claim for 2017-2018

Schedule:

Status: **Draft** Select the calculation type applicable to the district. There are six schedules to choose from. This selection will change what data areas are available on the claim form. The most common schedule is District Owned - Actual Cost Method.

Prepared By:

The initial Reimbursement Claim screen provides a condensed list of reportable and calculated areas within the claim form based on type of schedule selected. Each area may be expanded by clicking the Show/Hide Details link.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO

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Links

DISTRICT

IBUS Home Page

Claim for 2017-2018

Schedule A/B Show/Hide Details	Salaries, Benefits, Purchased Services, Supplies, Capital Outlay, Insurance	Cost
<i>Schedule A/B Total</i>		0
Contract Busing Operations Show/Hide Details	Reimbursable and Non-Reimb Contract	Cost
<i>Contract Busing Operations Total</i>		0
Home-Based Public Virtual School Operation Show/Hide Details	Internet, Equipment, Telephone, Mileage	Cost
<i>Home-Based Public Virtual School Operation Total</i>		0
Reimbursements Received Show/Hide Details	IRI, Medicaid, Other, Adjustments	Cost
<i>Reimbursements Received Total</i>		0
Other Direct Costs Show/Hide Details	In-Lieu, Support Vehicles, Assessment Fee, Depreciation	Cost
<i>Other Direct Costs Total</i>		0
Questionnaire Show/Hide Details	Fuel Tax Refund, Accidents, Pro-Rating Ineligible/Non-Conforming Vehicles	
Mileage Show/Hide Details	Complete under separate "Mileage Summary" link. Auto fills info from Mileage Summary into Claim.	Mileage
<i>Mileage (R) Total</i>		0
<i>Mileage (NR) Total</i>		0
Adjusted Cost Show/Hide Details	Informational: Formula to remove expenses tied to NR miles and other reimbursements.	
<i>Total Adjusted Cost</i>		0
Reimbursement Calculation Show/Hide Details	Informational: Formula to show amounts reimbursed at 50% and 85%.	Cost
Reimbursement Total Show/Hide Details	Informational: Total reimbursement with preliminary funding cap and block grant.	Amount
<i>Total Reimbursement Amount</i>		0

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The current version resides at <http://sde.idaho.gov/student-transportation/index.html>. Printed or electronic copies of this document may be obsolete. Before using a copy for work direction, verify that it is current by comparing version date to that shown in the online version. Revision Date: 12/20/2017

SCHEDULE A/B

Click Show/Hide Details to access sections of the Schedule A/B form. To add data to each section click Edit Section.

Districts that provide student transportation in district-owned non-conforming vehicles or buses removed from the SDE odometer/inventory must pro-rate all related expenses.

Pro-rating will be evaluated for proper coding and adjusted as necessary based on **percent of miles traveled in ineligible vehicles compared to eligible school buses**, plus any repair time on vehicles outside transportation. A prorating worksheet can be found [here](#).

For example, if 10% of district's total transportation miles are in district-owned ineligible vehicles, 10% of all overhead expenses must be removed prior to reporting expenses on Lines 1-32. District should calculate the appropriate pro-rate amount and **apply the deduction to applicable Lines 1-32.**

When reporting prorated expenses, provide detailed calculation of such proration.

Salaries – Edit Section

Line 1. **Bus Drivers** - Salaries paid to all bus drivers who drive "yellow school buses" for both reimbursable and non-reimbursable miles. All salaries paid to bus drivers while attending SDE approved "yellow school bus" driver training sessions should be included. Drivers must have CDL license and approved training. Expenses related to any non-conforming or support vehicle are removed through proration.

Line 2. **Bus Assistants** - Salaries paid to on-bus assistants. Bus assistants not assigned pursuant to an IEP requirement or documented safety need should not be included. Expenses related to any non-conforming or support vehicle are removed through proration.

Line 3. **Bus Technicians/Mechanics** - Salaries paid to school bus technicians (mechanics) for time spent working on "yellow school buses" and eligible support vehicles used solely in transportation (shuttle car or shop truck).

District must prorate technician's ineligible salary between programs for time spent working on other non-conforming vehicles, over-the-road coach buses, student vans, grounds or maintenance vehicles and equipment, etc.

Time spent on ineligible student transportation vehicles should be pro-rated based on proportion of non-conforming miles used in student transportation compared to eligible school bus miles. Submit documentation with the claim form that verifies how the prorating was determined.

Expenses related to any non-conforming or support vehicle are removed through proration.

Line 4. **Transportation Supervisor** - Salary paid to the designated transportation supervisor for supervisory duties directly related to the student transportation operation. Also includes contract manager for multiple contract operation.

Transportation supervisors with other student transportation responsibilities (route driver, technician, driver trainer, etc.) should report their salary split between responsibilities on Lines 1-7. If district employs one person that is supervisor and technician, time should be reported consistent with previous year's report, most typically 30% supervisor and 70% technician.

Liaison, superintendent, assistant superintendent, business manager, payroll personnel, building maintenance supervisor, and principal salaries do not qualify.
Expenses related to any non-conforming or support vehicle are removed through proration.

Line 5. **Driver Trainers/Other Program Coordinators** - Salaries paid to driver trainers and other program coordinators.

Expenses related to any non-conforming or support vehicle are removed through proration.

Line 6. **Dispatcher/Secretary** - Salary paid to dispatcher, transportation administrative assistant, transportation record keeper, etc. (may be full-time or part-time).

Expenses related to any non-conforming or support vehicle are removed through proration.

Line 7. **Other Program Staff (Identify)** - Salary paid to persons responsible for the cleaning, washing, and moving of "yellow school buses." These costs must be clearly identified as transportation related. Crossing guards, loading or unloading area monitors, and custodian salaries do not qualify.

Expenses related to any non-conforming or support vehicle are removed through proration.

NOTE: *Personnel who divide their responsibilities between the different job classifications listed above should have their salaries prorated and posted accordingly. No individual shall exceed FTE of all funding sources (ISEE).*

Benefits – Edit Section

Line 8-50. **Life Insurance** - Premiums paid for life insurance to cover employees listed on Lines 1-2 & 4-7. Expenses related to any non-conforming or support vehicle are removed through proration.

Line 8-85. **Life Insurance (Mechanic Only)** - Premiums paid for life insurance to cover school bus technicians/mechanics. Expenses related to any non-conforming or support vehicle are removed through proration.

Line 9-50. **Health Insurance** - Premiums paid for health insurance to cover employees listed on Lines 1-2 & 4-7. This includes premiums for dental, vision, and employee assistance coverage as well. Expenses related to any non-conforming or support vehicle are removed through proration.

Line 9-85. **Health Insurance (Mechanic Only)** - Premiums paid for health insurance to cover school bus technicians/mechanics. This includes premiums for dental, vision, and employee assistance coverage as well. Expenses related to any non-conforming or support vehicle are removed through proration.

Line 10-50. **Physical Examinations and Drug Screening** - Costs for physical examinations, drug testing, and alcohol testing for employees listed on Lines 1-2 & 4-7. Fingerprinting and criminal background checks are non-reimbursable costs ([Idaho Code § 33-130](#)). Expenses related to any non-conforming or support vehicle are removed through proration.

Line 10-85. **Physical Examinations and Drug Screening (Mechanic Only)** - Costs for physical examinations, drug testing, and alcohol testing for school bus technicians/mechanics. Fingerprinting and criminal background checks are non-reimbursable costs ([Idaho Code § 33-130](#)). Expenses related to any non-conforming or support vehicle are removed through proration.

- Line 11-50. **Workers Compensation** - Premiums paid for Workers Compensation to cover employees listed on Lines 1-2 & 4-7. Amount claimed should reflect all workers compensation credits, experience modifications, and premium discounts. Amount claimed should also be adjusted for any workers compensation tied to prorated bus driver salary while driving ineligible vehicles (vans or over-the-road coach buses). Expenses related to any non-conforming or support vehicle are removed through proration.
- Line 11-85. **Workers Compensation (Mechanic Only)** - Premiums paid for Workers Compensation to cover school bus technicians/mechanics. Amount claimed should reflect all workers compensation credits, experience modifications, and premium discounts. Amount claimed should also be adjusted for any workers compensation tied to prorated technician salary while repairing ineligible vehicles (vans or over-the-road coach buses). Expenses related to any non-conforming or support vehicle are removed through proration.
- Line 12-50. **FICA** - Employer's portion of FICA costs for employees listed on Lines 1-2 & 4-7. Expenses related to any non-conforming or support vehicle are removed through proration.
- Line 12-85. **FICA (Mechanic Only)** - Employer's portion of FICA costs for school bus technicians/mechanics. Expenses related to any non-conforming or support vehicle are removed through proration.
- Line 13-50. **PERSI** - Employer's portion of PERSI contribution for employees listed on Lines 1-2 & 4-7. Expenses related to any non-conforming or support vehicle are removed through proration.
- Line 13-85. **PERSI (Mechanic Only)** - Employer's portion of PERSI contribution for school bus technicians/mechanics. Expenses related to any non-conforming or support vehicle are removed through proration.
- Line 14-50. **PERSI Sick Leave** – Include any sick-leave benefit costs for employees listed on Lines 1-2 & 4-7. Expenses related to any non-conforming or support vehicle are removed through proration.
- Line 14-85. **PERSI Sick Leave (Mechanic Only)** – Include any sick-leave benefit costs for school bus technicians/mechanics. Expenses related to any non-conforming or support vehicle are removed through proration.
- Line 15-50. **Other – Identify** - Any other costs the district incurs pursuant to negotiated benefits for employees listed on Lines 1-2 & 4-7. For example, mileage paid to supervisor for use of personal vehicle to check route/road conditions, reimbursement for bus plugs ins. Other employee incentives (early retirement, bonus payments, awards, personal mileage, etc.) are non-reimbursable costs. Expenses related to any non-conforming or support vehicle are removed through proration.
- Line 15-85. **Other – Identify (Mechanic Only)** - Any other costs the district incurs pursuant to negotiated benefits for school bus technicians/mechanics. For example, mileage paid to transportation personnel for use of personal vehicle to attend SDE training or to obtain bus maintenance/parts. Other employee incentives (early retirement, bonus payments, awards, personal mileage, etc.) are non-reimbursable costs. Expenses related to any non-conforming or support vehicle are removed through proration.

NOTE: *All benefits are directly related to student transportation program salaries. Any prorated personnel salaries on Lines 1-7 should generate proration of all related benefits. No benefit amounts should be claimed on personnel whose salaries (or prorated salaries) are not reflected in Lines 1-7.*

Purchased Services – Edit Section

Line 16. **Pre-approved Leased and Chartered School Buses** - Costs for leasing "yellow school buses." Leasing "yellow school buses" on a short-term, emergency basis must receive prior SDE approval. Not to be confused with lease-purchase or contracting service. Do not report depreciation here.

Line 18-50. **Contracted Repairs and Maintenance** - Costs of contracting or outsourcing repairs and maintenance not directly related to or on "yellow school buses" (district personnel do not perform the work). For example, laundry service, contracted bus washing, FCC license, sump pump, and wash bay recycle service.

Repairs to any non-conforming or support vehicle, radio maintenance agreements, property improvements, and snow removal are non-reimbursable and removed through proration.

Line 18-85. **Contracted Repairs and Maintenance (Bus Specific)** - Costs of contracting or outsourcing repairs and maintenance related to or on "yellow school buses" (district personnel do not perform the work). For example, annual fire extinguisher service, towing, radio repairs, tire repairs, outsourced bus repairs, parts washer recycling, oil recycling.

Repairs to any non-conforming or support vehicle, radio maintenance agreements, property improvements, and snow removal are non-reimbursable and removed through proration.

Line 19. **Utilities in Bus Garage** - Utility costs for the transportation facility (electricity, garbage, telephone, water, etc). Transportation facilities shared by other programs should have utility costs prorated and reported accordingly. Costs for two-way radio repeater rental service and limited cell phone service (two per district up to \$50 per month each) should be reported here; internet services up to \$35 per month.

Base station, portable two-way radio, telephone equipment, and pagers are non-reimbursable. Expenses related to any non-conforming or support vehicle are removed through proration.

Line 21-50. **Training and Travel Expense** - Costs incurred by employees on Lines 1-6 for transportation related travel. For example, eligible in-district training expenses, STN Conference, ASE registration/testing, and limited CPR training.

NOTE: As the June 2017-2018 IAPT conference was mixed with the Train the Trainer conference, all reimbursable expenses for the IAPT conference should be claimed on Line 21-85.

Reimbursement for travel expenses and registration fees is limited 2 persons for the STN Conference (2 persons).

Reimbursement for NAPT and Special Needs Conference is limited to one person per region.

All other workshops or trainings are non-reimbursable without prior SDE approval. Professional fees and travel expenses charged by experts in their field for training presentations are reimbursable only with prior SDE approval.

Employee salary for training attendance should be reported under salaries.

Employee mileage reimbursement and other employment entitlements should be shown under "other benefits." Bus driver per diem expenses for field/extracurricular trips, driver training meals, regional bus safety competition, and videos are non-reimbursable.

Expenses related to any non-conforming or support vehicle are removed through proration.

Line 21-85. **Training and Travel Expense (SDE Specific)** - Costs incurred by employees on Lines 1-6 for transportation related travel expenses and registration fees to SDE workshops or trainings.

NOTE: As the June 2017-2018 IAPT conference was mixed with the Train the Trainer conference, all reimbursable expenses for the IAPT conference should be claimed on Line 21-85.

Expenses related to any non-conforming or support vehicle are removed through proration.

Supplies – Edit Section

Line 23. **Fuel in Yellow School Buses** - All fuel (gasoline and/or diesel), fuel treatment or additive, and diesel exhaust fluid costs for "yellow school buses" for both reimbursable and non-reimbursable trips. Includes credit card purchases when related mileage is included on the Mileage Summary. Fuel tax refunds should be credited to the district's fuel account; include appropriate Fuels Tax Returns with documentation. Gas cards are not reimbursable.

Fuel in non-conforming support vehicles, shop trucks, shuttle cars, over-the-road coach buses, student vans is non-reimbursable. Fuel expenses for such vehicles need to be removed from the total in account before entering onto the claim form.

Expenses related to any non-conforming or support vehicle are removed through proration.

Line 26-50. **Shop Materials and Parts** - All costs for replacement materials not used directly on "yellow school buses" included on the district's annual certification/inventory odometer report. Items in a bus, such as: broom, spray bottle, clip board, clock, flashlight, passenger vest, washer fluid, and garbage can. Shop materials, such as: floor dry absorbent, garden hose or nozzle, bus step ice melt, disposable gloves, hand cleaner, small batteries, bungee cords, extension cord or trouble light bulb, and bus wasp spray or decon.

Parts used on non-conforming support vehicles, shop trucks, shuttle cars, over-the-road coach buses, and student vans are non-reimbursable.

Expenses related to any non-conforming or support vehicle are removed through proration.

Line 26-85. **Shop Materials and Parts (Bus Specific)** - All costs for materials or replacement parts used on "yellow school buses" included on the district's annual certification/inventory odometer report. For example, bus decals, first aid kit, license plate, wheel paint, repair parts, mechanics gloves, radio and camera repairs, seat repairs, tires, welding rods or wire, nuts or bolts, brake cleaner, WD-40, penetrating oil, degreaser, and oxygen or acetylene. All lubrication, oil, antifreeze, transmission fluid, and brake fluid costs for "yellow school buses" only. Includes credit card purchases when related mileage is included on the Mileage Summary.

Parts used on non-conforming support vehicles, shop trucks, shuttle cars, over-the-road coach buses, and student vans are non-reimbursable. Insurance claim revenues (related to a collision) should not be reported as revenue but should be credited to the district's shop materials and parts account.

Expenses related to any non-conforming or support vehicle are removed through proration.

Line 27. **Office Supplies** - Office supplies used in the transportation facility. Supplies are things that can be "used up."

Large maps, large print jobs, large newspaper ads, training videos, office equipment (computer, printer), office furniture, copier lease/maintenance, magazine subscriptions, water purifier stands, and driver medicine cabinet supplies are non-reimbursable.

Expenses related to any non-conforming or support vehicle are removed through proration.

Line 30. **Shop Hand Tools** - Costs for expendable hand tools used only in the student transportation program. \$500 limit per tech per year; no preapproval required but tool account still needs to be maintained; no more amortization over three years, full amount for split between tech and supervisor. **Diagnostics software to be claimed on Line 20; subject to preapproval.**

Expenses related to any non-conforming or support vehicle are removed through proration.

Do not report on Schedule A or B any maintenance and operational costs on district-owned student transportation shop trucks or vehicles used to shuttle drivers to and from their remotely parked route buses. Mileage will be reported under Other Direct Costs for a flat reimbursement rate.

Capital Outlay – Edit Section

Line 31. **Radios – Two-Way Communications** - Costs for new two-way radios purchased and installed in new school buses only. All other radio purchases require pre-approval. Radios are the only capital outlay expenditure reimbursable other than the purchase of school buses.

Cell phone equipment, base station, repeater equipment, and lease of real property are non-reimbursable. Exceptions allowed on cell phone service and repeater equipment with advance SDE approval on a case-by-case basis.

Expenses related to any non-conforming or support vehicle are removed through proration.

Insurance – Edit Section

Line 32. **Property Loss for Garage Structure Only** - Insurance premiums paid for property loss insurance on the transportation facility only. Transportation facilities shared by other programs should have insurance costs prorated and reported accordingly.

Other insurance premium costs (injury, loss of contents, liability, etc.) are not to be included ([6-927, Idaho Code](#)).

Expenses related to any non-conforming or support vehicle are removed through proration.

CONTRACT BUSING OPERATIONS – Edit Section

Line 43. **Reimbursable Contract** - Reimbursable costs for contractor-owned school buses and related student transportation service provided to the school district. Reimbursable costs are those tied to reimbursable miles. Report fuel escalators costs only tied to reimbursable miles.

Contract busing service is reimbursable at the same average rate as district-owned operations. The reimbursement percentage will be finalized at the end of the payment cycle and should calculate somewhere between 50% and 85%.

Line 45. **Non-Reimbursable Contract** – Non-reimbursable costs for contractor-owned school buses. Non-reimbursable costs embedded within the contract must be reported as non-reimbursable costs. Report fuel escalators costs tied to non-reimbursable miles.

HOME-BASED PUBLIC VIRTUAL SCHOOL OPERATION – Edit Section

Line 47. **Internet Connection** - Costs for providing an internet connection service between the student and the education provider, not including cost of telephone service. Server hosting cost is non-reimbursable.

Line 48. **Student Electronic/Computer Equipment** - Costs for providing electronic and computer equipment used by the student to transmit educational material between the student and the education provider. Eligible virtual schools shall only be reimbursed for cost incurred from supplying **student** with electronic/computer equipment. **Teacher** electronic/computer equipment is non-reimbursable.

Line 49. **Toll-Free Telephone Service** - Costs for providing an education provider toll-free telephone service for students to communicate with education provider. Long distance and cell phone service are non-reimbursable.

Line 50. **Education-Related Mileage** - Costs for providing education-related, face to face visits by representatives of the home-based public virtual school, limited to mileage cost set for state employee travel by the state board of examiners. This reimbursement shall be limited to mileage incurred by the educational provider for providing face to face visits.

Representative mileage for education-related field trips or activities is non-reimbursable. Hotel and rental car travel expenses are non-reimbursable.

The only reimbursable **student** mileages are costs necessary to meet requirements of an IEP.

REIMBURSEMENTS RECEIVED – Edit Section

Line 57. **IRI/ Literacy Intervention Reimbursement** – IRI money (transportation related) received in fiscal year 2017-2018. Enter amount received and submit IRI reconciliation worksheet provided to SDE Assessment.

Line 58. **Medicaid Transportation Reimbursement** – Enter any Medicaid money (transportation related) received in fiscal year 2017-2018.

Line 59. **Other Reimbursements** - Enter any money received by the district for transportation service provided when mileage associated with the service provided is reported as reimbursable (see [33-1501, Idaho Code](#)).

Revenues received for leasing of school buses to private or other public entities should not be reported here (see [33-1512, Idaho Code](#)); however, the mileage associated with the lease or rental shall be reported as non-reimbursable. Other revenue examples are fees paid to the district by non-public students or non-students riding to-from school with eligible riders.

Line 60. **Adjustment for Non-Student Riders & Non-Public Students** - Enter adjustment for district-absorbed costs of transporting non-public students and non-student riders on a "yellow school bus". District-generated formulas used to calculate these costs should provide rationale for verifying true costs of the service provided. For example, district receives payment for transporting non-public student and any costs not covered by that private reimbursement must be adjusted for on Line 60. (Examples: parents riding to schools to serve as classroom aides, non-public school riders, non-student riders, district patrons, etc.) Dually enrolled and ineligible students may ride existing bus runs, and to and from an eligible bus stop, on a "space available" basis provided that neither time, mileage, or other appreciable cost is added as a result of this service.

OTHER DIRECT COSTS – Edit Section

Line 64. **In-Lieu/Special Contract Payments** - If district pays any in-lieu or special contract costs, enter the total figure. In-lieu payments are made to parents for transporting their students to and from the nearest bus stop or school. Gas cards are not reimbursable.

In-lieu payments do not include payments made to district employees for mileage or travel reimbursements (see Line 15). Special contracts are payments made to any out-of-state school district for transporting and educating Idaho students, or other SDE pre-approved contracts on a case-by-case basis (See [33-1503, Idaho Code](#)).

Line 67. **District-Owned Transportation Support Vehicle Mileage** – Multiply miles in district-owned non-conforming support vehicles operated by transportation personnel for eligible support trips by current rate established by the State Board of Controller's Office and report the dollar amount on Line 67. Provide detailed mileage log indicating the purpose of the trips.

If there is no detailed mileage log to support dollar amount, the dollar amount will be removed.

The mileage rate set by the State Controller's Office usually changes at the beginning of the calendar year.

This category may include miles traveled in district-owned vehicles to cost effectively shuttle drivers to and from remotely parked route buses, miles traveled to repair a school bus, deliver parts, check road/route/bus stop conditions, and mileage to eligible meetings or conferences.

Mileage on trips for multiple programs may be reported when the vehicle is operated by transportation personnel and transportation is the main purpose of the trip. Mileage to or from work, personal errands, transporting students, and miles not in support of transportation are non-reimbursable.

If the support vehicle is used to commute from home to work to home in conjunction with on-call status, commuter mileage for days during which an on-call situation took place is claimable. Clearly indicate on mileage log if support vehicle is used for commuting and whether on-call incident took place.

Do not report mileage in personal vehicles on Line 67.

Line 68. **SDE Program Assessment Fee** – Enter payments made to SDE during fiscal year 2017-2018 for student transportation financial review costs, pursuant to [33-1006](#) and [33-1513](#), Idaho Code.

Line 69. **Depreciation Allowance** - Enter school bus depreciation amount for claim year from depreciation schedule available in IBUS.

When retrieving data from IBUS, make sure to change the data range to the appropriate FY as the system defaults to the current year.

Line 20 **Software with prior approval** - Costs incurred for the purchase and maintenance of software designed to assist in "yellow school bus" routing efficiencies. Annual maintenance fee must be pre-approved annually at the beginning of each school year. Computer hardware, software training, and field trip or maintenance software are non-reimbursable. Diagnostics software to be claimed on Line 20; subject to preapproval.

QUESTIONNAIRE – Edit Section

1, 2, 3) **Fuel Tax Refund Amount or Dyed Fuel Purchased** – Did the district receive Fuel Tax Refund(s)? Yes/No/NA. If yes, report amount received; otherwise report zero. Fuel Tax refunds should be shown as a credit to the fuel account. The amount shown on this line indicates the amount of tax credits received that were credited to the fuel account on Line 23. Answer if dyed fuel is purchased? Yes/No/NA. Submit a copy of all tax refund applications or proof of dyed fuel purchase for use in school buses.

4, 5, 6, 7) **Collisions/Accidents** - Collisions (accidents) should be reported in IBUS to the State Department of Education Student Transportation staff within 15 days following the incident. Any insurance claim proceeds related to school bus repairs subsequent to a collision should be credited to the district's shop materials and parts account.

8) **District-Owned Transportation Shop and Support Vehicles** - Indicate total number of district-owned non-conforming transportation shop and support vehicles.

9,10) **Transportation Director Vehicle** - Indicate if the district provides a technician or supervisor with a shop-type vehicle or indicate mileage if the district reimburses the technician or supervisor for use of a privately owned vehicle.

11, 12, 13) **Transportation Mechanics** - Provide information whether transportation mechanics are servicing vehicles outside IBUS fleet vehicles. Include calculation showing how you arrived at the proration percentage.

14, 15, 16) **Non-IBUS Fleet Mileage** – Report total student transportation miles in vehicles not reported as your IBUS fleet. Provide Include calculation showing how you arrived at the proration percentage.

MILEAGE – Show/Hide Details

This area of the claim form is reported under a separate "Mileage Summary" link on the district's IBUS home page. Instructions on how to complete the Mileage Summary is available on the SDE Transportation Web site. **Claim form reimbursement categories will not calculate correctly if the Mileage Summary is not completed prior to submitting the claim form.**

All categorized bus miles should be reconciled with annual bus mileage using fiscal year beginning and ending odometer readings as reported on the district's annual school bus odometer report. The total miles traveled will report on the Mileage Summary to reconcile all mileage.

Provide mileage worksheets, etc. to support mileage reported in IBUS.

Reimbursable Mileage Types – "Mileage Summary" Add Mileage Entry

Regular To/From School (R) - Miles traveled by "yellow school buses" while transporting students to and from school, including year-round schools. Miles reported should include both district and contractor mileage.

Unique To/From School (R) - Miles traveled by "yellow school buses" while transporting students to and from special school programs, such as IRI/ Literacy Intervention.

Shuttle Trips (R) - Shuttle trip mileage for educational programs are reimbursable miles, but shuttle trips between schools for extracurricular activities or at student request are not reimbursable. Activity buses that take students and/ or athletes home after regular school hours are non-reimbursable miles.

Summer Programs (R) - Miles traveled by "yellow school buses" for to and from school transportation for Idaho Reading Indicator/Literacy Intervention (IRI), Extended School Year (ESY) special education, and summer migrant education programs.

Field Trips (R) - Miles traveled by "yellow school buses" for school activities that are part of the total education program in line with content standards as well visits to colleges and universities. Recreational trips, rewards, social, overnight or weekend trips are not reimbursable. Refer to flow chart.

Maintenance (R) – Maintenance (R) – Maintenance mileage is reimbursable if tracked and identified as such on the claim form. This includes moving the "yellow school bus" to facilities for repairs/maintenance, test driving, driving a replacement bus out to the site of an inoperable vehicle currently transporting students, etc. This includes fueling mileage.

Training (R) - Training mileage is reimbursable if tracked and identified on the claim form. Training mileage pertains to mileage incurred for new and existing drivers' behind the-wheel and in-service training.

If needed, provide description of Unique To/From School (R), Shuttle Trips (R), and Summer Programs (R)

Non-Reimbursable Mileage Types – “Mileage Summary” Add Mileage Entry

Extracurricular/Activities (NR) - Miles traveled by "yellow school buses" on extracurricular trips for those activities under the jurisdiction and sponsorship of the Idaho High School Activities Association and any other school activity that is scheduled and held for competition purposes.

Field Trips (NR) - Recreational trips, rewards, social, overnight or weekend trips that are competitive or under IHSAA, that are not supported by content standards are not reimbursable. Refer to flow chart.

Other (NR) - All other "yellow school bus" miles not included in another category. Mileage related to the leasing of district-owned "yellow school buses" (shown on the annual certification/inventory report) to private groups or other public entities shall be reported on the claim as non-reimbursable and any costs associated with the non-reimbursable miles (salaries, benefits, fuel, depreciation, etc.) shall be appropriately reported on the claim.

Miles traveled by contractor-owned "yellow school buses," not associated with district's student transportation program, should be tracked by the contractor, but not reported on the claim. This **does not** include maintenance mileage which has a separate category below.

Regular To/From School (NR) - Miles traveled by "yellow school buses" while transporting students to and from school that is out of a district's eligible transportation zone, duplicates busing services, or provides services to ineligible out of district students.

Unique To/From School (NR) - Miles traveled by "yellow school buses" while transporting students to and from special school programs, such as before/after school tutoring, detention, flexible scheduling, etc. Mileage for programs duplicating service and after school programs should be reported as non-reimbursable.

Shuttle Trips (NR) - Miles traveled by "yellow school buses" while transporting students that do not meet the reimbursable shuttle criteria of regularly recurring days and regular school attendance.

Summer Programs (NR) - Miles traveled by "yellow school buses" for to and from school transportation for all summer programs outside IRI/ Literacy Intervention, ESY, and summer migrant education. Costs for transporting non-eligible, non-public students and non-student riders shall be calculated and reflected under Reimbursements Received.

If needed, provide description of Unique To/From School (NR), Shuttle Trips (NR), and Summer Programs (NR), Other Student Miles – Non Conf. (NR)

ADJUSTED COST – Show/Hide Details

This area reports the calculations used to remove a portion of expenses tied to non-reimbursable miles on “yellow school buses” and other reimbursements.

REIMBURSEMENT CALCULATION – Show/Hide Details

This area reports the totals of adjusted costs and direct costs to reach the total reimbursable cost.

REIMBURSEMENT TOTAL – Show/Hide Details

This area reports the total reimbursement amount, including capped amounts, block grant, prior year adjustments, and the proportion moved to discretionary funding per [Idaho Code 33-1006\(8\)](#).

The numbers are preliminary until all audits are complete and the final Funding Cap is published.

SUBMIT CLAIM

The claim form may be saved as a draft as often as needed.

Once all data is complete and the Mileage Summary is completed, attach the supporting documentation under the link Reimbursement Claim Supporting Documents and click the "Submit Claim" button.

Claim Year 2016-2017

- [District Reviews](#)
- Funding Cap Model not published
- [Reimbursement Claim](#)
- [Reimbursement Claim Supporting Documents](#)
- [Pre-Approvals](#)
- [Vehicle Maintenance](#)
- [Odometer Report - Submitted](#)
- [Route and Ridership Data Upload](#)
- [Accident Reports](#)
- [Depreciation Summary](#)
- [Safety Busing Areas](#)
- [Mileage Summary](#)
- [Pending Inspections](#)

The claim cannot be submitted unless the supporting documentation is attached in IBUS:

Save as Draft *Claim cannot be submitted without supporting documentation!*
Back

Any number and type of documents can be attached to the claim form:

Reimbursement Claim Supporting Documents

16-17 Reimb Claim Acct Dtl Ledger.xlsx	12/19/2017 1:56:11 PM	<input type="checkbox"/> Delete
26.50 Invoices.pdf	12/19/2017 1:56:11 PM	<input type="checkbox"/> Delete
26.85 Invoices.pdf	12/19/2017 1:56:11 PM	<input type="checkbox"/> Delete
27.00 Invoices.pdf	12/19/2017 1:56:11 PM	<input type="checkbox"/> Delete
Audited WkComp Form.pdf	12/19/2017 1:56:11 PM	<input type="checkbox"/> Delete
Chart of Accounts.pdf	12/19/2017 1:56:11 PM	<input type="checkbox"/> Delete
route driver 2017.docx	12/19/2017 1:56:11 PM	<input type="checkbox"/> Delete
Fuel Tax Refund Applic.pdf	12/19/2017 1:56:11 PM	<input type="checkbox"/> Delete
vehicle list with mileages 2017.docx	12/19/2017 1:56:11 PM	<input type="checkbox"/> Delete

Add File Save Changes

Make sure that the following required information is legible.

DISTRICT-OWNED OPERATIONS:

1. Chart of Accounts
2. Account detail ledger for accounts 100-681, 100-682, and 100-683. Please also include any applicable utility accounts as well as the account where depreciation and bus sale funds are stored. **Please also include complete Excel downloads of your ledger files.**
3. Any working papers used to complete the FY2017-2018 Reimbursement Claim form. **Include complete PDF of your ledgers.**
4. List of student transportation employees, regular and substitute drivers, mechanics, supervisors, etc.
5. List of equipment operated or maintained by student transportation personnel, excluding school buses on inventory/odometer report. Include non-yellow buses, vans, grounds vehicles, and maintenance equipment. Include beginning and ending fiscal year odometers on non-conforming vehicles and buses not on SDE inventory used to transport students.
6. If claiming support vehicle miles under Other Direct Costs, a report of support vehicles with beginning and ending odometers and total miles traveled. If support vehicles are shared with non-transportation programs, submit a mileage/trip log that details miles eligible for transportation reimbursement.
7. Copy of Workers Compensation Audited Premium Report from the State Insurance Fund's website for the July 1, 2017 to July 1, 2018 period. If district received an in-district audit from the State Insurance Fund and an adjustment was paid/received, submit copy of audit adjustment invoice with the adjustment amount pertaining to transportation clearly identified. A premium calculator can be found [here](#). **NOTE: This is not required for programs submitting under the 7.5% Admin Allowance model.**
8. Copy of fuel tax refund application or verification of dyed fuel purchase.
9. If in-lieu payments are made, documentation of the rate paid to parents must be provided in the form of a blank or representative sample payment form.

If combination of District Owned/ Contracted Operation:

10. Detailed 2017-2018 account detail ledger reporting transportation payments made to the school bus contractor, plus copies of matching invoices with trip mileage and type clearly identified.
11. If invoices list different types of programs for which bussing was done, include detailed description of such programs and type of miles associated with the program. If the invoice lists any adjustments to fuel costs, identify what mileage/ costs were affected.

CONTRACTED OPERATIONS:

1. Detailed 2017-2018 account detail ledger reporting transportation payments made to the school bus contractor, plus copies of matching invoices with trip mileage and type clearly identified.

2. If invoices list different types of programs for which bussing was done, include detailed description of such programs and type of miles associated with the program. If the invoice lists any adjustments to fuel costs, identify what mileage/ costs were affected.
3. Copy of Workers Compensation Audited Premium Report from the State Insurance Fund's website for the July 1, 2017 to July 1, 2018 period. If district received an in-district audit from the State Insurance Fund and an adjustment was paid/received, submit copy of audit adjustment invoice with the adjustment amount pertaining to transportation clearly identified. A premium calculator can be found [here](#).
4. Any working papers used to complete the 2017-2018 Reimbursement Claim form.
5. If in-lieu payments are made, documentation of the rate paid to parents must be provided in the form of a blank or representative sample payment form.

HOME-BASED PUBLIC VIRTUAL SCHOOL OPERATIONS:

1. Chart of Accounts
2. Account detail ledger for accounts 100-681, 100-682, 100-683, and any other transportation-related funds.
3. Working papers that detail per student, instructor, or mile expenses claimed as Home-Based Public Virtual School Operation. Information should outline how individual expenses are billed, i.e. cost per internet connection fee, cost per student for equipment, and cost per mile for education-related travel.
4. If also claiming school bus expenses, submit requirements listed under either district-owned or contracted operations.
5. Any working papers used to complete the 2017-2018 Reimbursement Claim form.

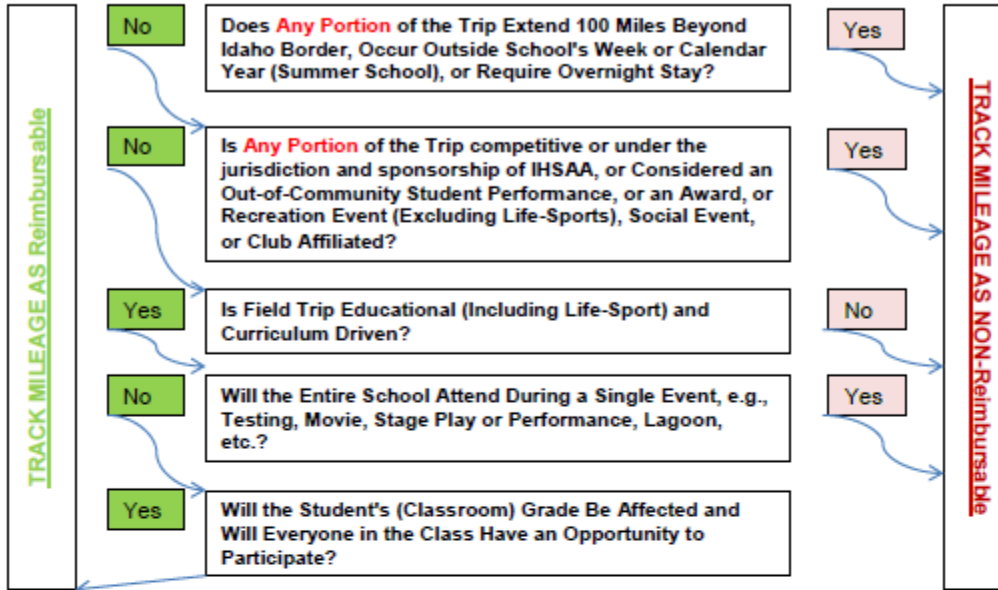
IN-LIEU ONLY OPERATIONS:

1. Chart of Accounts
2. Account detail ledger for accounts 100-681, 100-682, and 100-683.
3. Report on the number of parents/guardians receiving in-lieu transportation payments, including the per mile rate paid.
4. Any working papers used to complete the 2017-2018 Reimbursement Claim form.

If you have any questions, please contact Alexandra McCann, Financial Specialist, Sr., at amccann@sde.idaho.gov or 208-332-6832.

Appendix A

SDE Field Trip Flow Chart



All allowable costs (salaries, benefits, fuel, etc.) associated with all field trips and activity trips (reimbursable or non-reimbursable) taken on "yellow school buses" should be reported on the Student Transportation Reimbursement Claim Form. Cost associated with **lodging and meals for drivers while on field trips are non-allowable costs** and should be posted to a non-reimbursable account or sub-account (e.g., 100-882410-000 or 100-881410-001) and should NOT be reported on the Student Transportation Reimbursement Claim Form.

Revenues received from non-reimbursable field trips and/or leases should be posted to a plant facility fund for the replacement of school buses. Revenues received from reimbursable field trips should be reported on the Student Transportation Reimbursement Form under "Other Revenues Received."

Mileage related to visits to colleges and universities is considered reimbursable field trip mileage if such visits are part of the school district college and career advising and mentoring plan. Mileage needs to be tracked as such.

Shuttle trip mileages for educational programs are reimbursable miles, but shuttle trips between schools for extracurricular activities or at student request are not reimbursable. Activity buses that take students and/or athletes home after regular school hours are non-reimbursable miles.

Maintenance mileage is reimbursable if tracked and identified as such on the claim form. Examples of maintenance mileage are taking buses to and from repair facilities and test drives of buses after repairs.

Training mileage is reimbursable if tracked and identified on the claim form. Training mileage pertains to mileage incurred for new and existing drivers' behind-the-wheel and in-service training.

Revised October 2017