

Pupil Transportation Claim Reimbursement System



**USER'S GUIDE FOR
DOCUMENT AUTHORS**

Revised March 2023

TABLE OF CONTENTS

	Page #
ISBE Web Application Security/Pupil Transportation Claim Reimbursement System	1
District Homepage in PTCRS	2-3
Entering Data in the Electronic Depreciation Schedule	
Add Assets	3-4
Field Definitions & Data Validation Rules for Asset Details	5-7
Modify/Delete Assets	8-10
List of Possible Errors/System Messages on the Asset Details Screen	10-12
Delete/Dispose of Asset	13-17
Modifying the Deletion Date	18
Calculate & Update Depreciation Allowance	18-19
Updating the Current-Year Depreciation Allowance	20-22
Field Definitions and Data Validation Rules for Depreciation Details	23
List of Possible Errors/System Messages on the Calculate Depreciation Details Screen	24-25
Updating the Depreciation Allowance for Leased Assets	26
Updating the Depreciation Allowance after the Asset Details Have Been Revised	27
Depreciation Schedule Summary	27-28
Entering Data in the Electronic Pupil Transportation Reimbursement Claim	
Pupil Head Count	29-30
Mileage	31
Expenditures & Deductions	32-34
Claim Review & Submit	35-37
PTCRS On-Line Editing	38
PTCRS Error Listing	38-40
Computation Summary	41
Current FY Claim History	42
Archived Claims	43
Status History	44
Estimated Pupil Transportation Claim Reimbursement Tool	45-46
Revise Claim	47-49

TABLE OF CONTENTS (Cont.)

PTCRS Reports	50-51
Worksheets for School Districts	52
Resident Pupils Transported Worksheet	53
Reimbursable Field Trips Worksheet	54
Estimated Pupil Transportation Claim Form (see also page 45)	55
Pupil Transportation Mileage & Cost Allocation Worksheets	55-58
Close PTCRS	59

ISBE WEB APPLICATION SECURITY AND PUPIL TRANSPORTATION CLAIM REIMBURSEMENT SYSTEM

All public school districts, vocational centers, charter schools, and special education cooperatives must enter the claim data online through the web-based Pupil Transportation Claim Reimbursement System (PTCRS) and transmit the pupil transportation reimbursement claim electronically via a secure connection over the internet.

ISBE customers must use their ISBE Web Application Security (IWAS) account to access PTCRS. You can access the IWAS User Guide on the IWAS homepage by going to the ISBE website at www.isbe.net. Click on the "IWAS" link to go to the IWAS homepage and then click on the "IWAS User Guide" link.

For the PTCRS web-based system, there are three levels of system security that IWAS refers to as "approval groups." The approval groups for PTCRS are as follows:

Document Author is the person(s) responsible for entering the electronic pupil transportation reimbursement claim data and the depreciation schedule data, if applicable, in PTCRS.

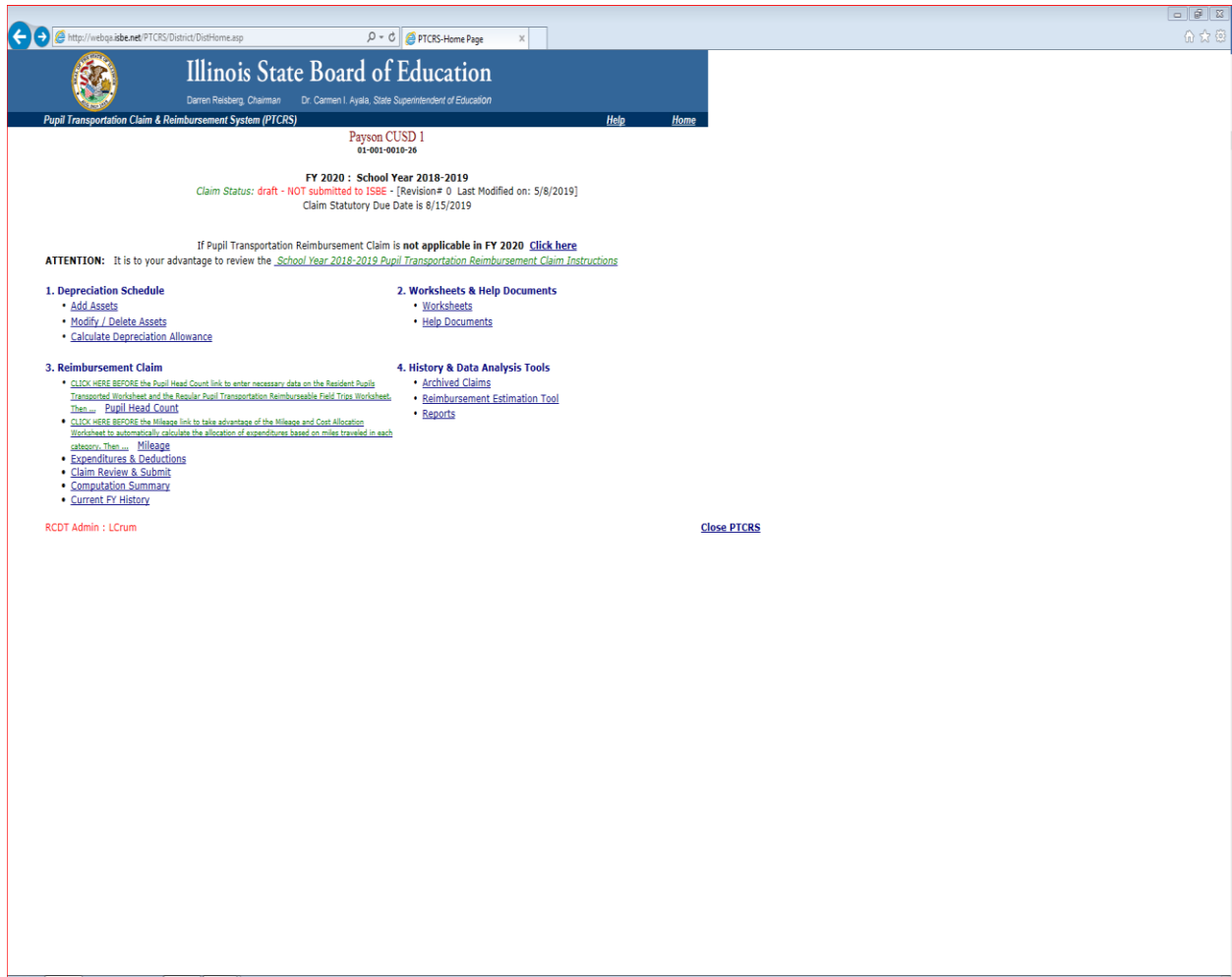
RCDT Admin is the District Superintendent, Vocational Director/Administrator, Charter School Administrator, or Special Education Cooperative Director/Administrator or his/her delegated designee who has district signatory authority for the pupil transportation reimbursement claim. The RCDT Admin or delegated designee is responsible for reviewing, approving, and transmitting the pupil transportation reimbursement claim to the ISBE for approval by the August 15 statutory due date. The RCDT Admin may also revise the claim or send the claim back to the Document Author for any revisions.

ISBE Administrator is for ISBE use only.

When you sign up through IWAS to use the Pupil Transportation Claim Reimbursement System, your district superintendent will assign you to one of two groups: Document Author or RCDT Admin. If he or she places you into the RCDT Admin group, you will have signatory authority on the claim and can transmit the claim to the ISBE for approval without involvement from your District Superintendent.

District Homepage in PTCRS

When a Document Author logs into the Pupil Transportation Claim Reimbursement System (PTCRS) for the first time during the current fiscal year, the homepage for a District looks like the screen below:



Clicking on **“Home”** on the header from any screen in PTCRS takes the user back to the District homepage.

Clicking on **“Help”** on the header from any screen in PTCRS opens the Help screen for that page in a new browser window.

The District homepage is divided into four (4) quadrants:

- Depreciation Schedule
- Reimbursement Claim
- Worksheets & Help Documents
- History & Data Analysis Tools

District Homepage in PTCRS (Cont.)

When you see “open circles” (o) next to the links under the **Depreciation Schedule** and **Reimbursement Claim** headings on the homepage, the links are open and action may be taken. If the circles are closed (•), no action may be taken. The bullets next to the links under the **Depreciation Schedule** and **Reimbursement Claim** headings will remain “open” until the document author transmits the claim to the District Superintendent (RCDT Admin) or the District Superintendent transmits the claim to the ISBE for approval. Once the claim is transmitted to the District Superintendent for approval, the links will be “closed” until the District Superintendent returns the claim back to the Document Author.

The system will display the IWAS Login Access Group and the Login ID of the user currently logged into the system at the bottom left corner on the District homepage.

PLEASE UTILIZE ALL HELP WORKSHEETS TO ASSIST IN COMPLETING THE STUDENT TRANSPORTATION CLAIM.

Entering Data in the Electronic Depreciation Schedule

The electronic Depreciation Schedule is divided into 3 modules:

Add Assets – New assets added to the district’s pupil transportation inventory may be entered any time during the year. Effective January 16, 2002, pupil transportation assets with a principal cost of \$2,500 or more and having a useful life of more than 1 year must be depreciated. Assets with a principal cost of less than \$2,500 are claimed as a direct cost on the Pupil Transportation Reimbursement Claim.

Modify/Delete Assets – Revisions to the asset details may be made any time during the year (i.e., the date acquired was originally entered as 01/01/03, but the date should have been 03/01/03). The date an asset is deleted/disposed of may be entered any time during the year.

Calculate Depreciation Allowance – The depreciation allowance is calculated based upon information entered for the asset details. Changes to the depreciation allowance may be made until the claim is transmitted for approval. Once the claim is transmitted, no changes to the depreciation allowance may be made unless the district contacts the Illinois State Board of Education (ISBE) to return the claim for corrections.

Entering Data in the Electronic Depreciation Schedule (Cont.)

Document Authors or District Superintendents that enter information into the electronic Depreciation Schedule for the first time must enter all assets using the following procedures:

Add Assets

Click on the “Add Assets” link under the “Depreciation Schedule” heading on the District homepage. This provides a quick link to the “Transportation Assets Item Details” screen shown below:

The screenshot shows a web browser window with the URL <http://webqa.ibe.net/PTCRS/District/AssetDetails.asp?RP=A>. The page header for the Illinois State Board of Education is visible, including the names of the Chairman and Superintendent of Education. The main heading is "Pupil Transportation Claim & Reimbursement System (PTCRS)". Below this, the district is identified as "Payson CUSD 1" with ID "01-001-0010-26". The form title is "TRANSPORTATION ASSETS Item Details".

The form contains the following fields and controls:

- Sequence Number* (text box)
- Asset Type* (dropdown menu: "-- Please select type of asset --")
- Description* (text box)
- Details (text box)
- Date Acquired* (text box: 05/08/2019)
- Ownership* (dropdown menu: "-- Please select type of ownership --")
- Principal Cost / Market Value* (text box: 0, with red text "excluding interest & finance charges")
- Useful Life / Lease Period (text box: 0, with "Years" label)
- Annual Rate of Depreciation (text box: 0)
- Total Lease Amount (annual lease payment * number of years of lease) (text box: 0, with red text "excluding interest & finance charges")
- Vehicle Type (dropdown menu: "-- Please select type of vehicle (required for asset type of vehicle) --")
- Vehicle Registration Number (text box)
- Vehicle Seating Capacity (text box: 0)

A note below the Vehicle Type dropdown states: "NOTE: Vehicle Type C: only includes first division vehicles designed to carry not more than 10 persons total including the driver." At the bottom left, there is a red asterisk note: "* Data must be entered." and two buttons: "Cancel" and "Save Data".

Enter data in each text box on the “Transportation Assets Item Details” screen. **Data must be entered in text boxes that have an asterisk (*) at the end.**

Field Definitions & Data Validation Rules for Asset Details

Sequence Number	Enter the existing or pre-assigned sequence number or item code in any format up to 10 characters. Users should keep sequence numbers in sequential order (i.e. 1, 2, 3, 4...) and never re-use a sequence number if an asset has been deleted. This is a compulsory field.
Type	<p>Click on the down arrow at the end of the text box and select one of the following from the drop-down menu:</p> <p>B – Buildings/Land/Property</p> <p>E - Equipment/Other Vehicles (not used to transport students)</p> <p>N – Non-Reimbursable</p> <p>R – Repairs & Modifications</p> <p>S – Site Improvements</p> <p>V – Vehicles (used to transport students)</p> <p>The Useful Life and Annual Rate of Depreciation for an asset depends on the “Type” of asset selected. Selecting a new value for the “Type” of asset automatically resets the Annual Rate of Depreciation and Useful Life fields. Carefully decide what asset “Type” is applicable for the asset. This is a compulsory field.</p>
Description	Enter the name of the asset as it should appear on the Depreciation Schedule (max. 50 characters). This is a compulsory field.
Details	Enter a brief description or notes about the asset. This field is optional. Maximum of 450 characters.
Date Acquired	The current date is defaulted in this field. Enter the date the asset was acquired in MM/DD/YYYY format. This is a compulsory field.

Field Definitions & Data Validation Rules for Asset Details (Cont.)

Ownership	<p>Click on the down arrow at the end of the text box and select one of the following from the drop-down menu: Purchased, One Year Lease (Annual), or Multiple Year Lease/Leased Purchased.</p> <p>The value selected in this field determines the formula used to calculate the depreciation allowance. This is a compulsory field.</p>
Principal Cost/Market Value	<p>Enter the Principal Cost/Fair Market Value for the asset. Do not include any finance charges, service fees or interest in this amount. Assets with a principal cost/fair market value of \$2,500 or more and a useful life of one year or more must be depreciated. Enter whole dollar amounts (no \$, commas, decimals, zeroes, or cents). This is a compulsory field.</p>
Useful Life/Lease Period	<p>This field is automatically populated with the expected useful life of the asset (in years) based upon the “Type” of asset selected and the “Ownership” selected. For example, when the “Type” of asset selected is “V” (vehicle used to transport students) and the “Ownership” selected is “Purchased,” the system automatically defaults the “Useful Life” with “5 Years.” When the “Ownership” selected is “One Year Lease” (annual), the system automatically defaults the “Useful Life/Lease Period” to “1 Year.” The user must enter the correct “Useful Life/Lease Period” when the “Ownership” selected is “Multiple Year Lease/Leased Purchased.” Assets leased for multiple years could have any number of years greater than one. The default is set to 0. Enter the correct lease period. Changing the ownership of an asset resets this field.</p>
Annual Rate of Depreciation	<p>This column is automatically populated based on the “Type” of asset selected.</p>
Total Lease Amount	<p>If the asset is leased or leased/purchased, enter the total lease amount to be paid over the lease period <u>excluding finance charges, service fees or interest</u>. If the value entered is more than the Annual Rate of Depreciation times the Principal Cost or Market Value per year, the system shows a warning message. Enter whole dollars only (no \$, commas, decimals, zeroes, or cents). This field is compulsory for leased assets.</p>
Registration Number	<p>If the asset is a vehicle, enter the VIN number. The VIN number entered must contain 17 characters. If the VIN number entered does not contain 17 characters, the system shows an error and your claim submission will be denied.</p>
Seating Capacity	<p>If the asset is used to transport students, enter the maximum number of occupants, including the driver.</p>

Field Definitions & Data Validation Rules for Asset Details (Cont.)

You must click the **“Save Data”** button to retain the asset detail information. If you click on the **“Cancel”** button, the data will not be saved. When you click on the **“Save Data”** button, a confirmation prompt appears (see below). Click on the **“OK”** button to save the data. The asset detail information is saved, the page is closed, and PTCRS takes you back to the District homepage.

Payson CUSD 1
01-001-0010-26

TRANSPORTATION ASSETS
Item Details

Sequence Number* 114
Asset Type* V-Vehicles (Student Transportation)
Description* 2018 Micro Bird Bus #1
Details
Date Acquired* 06/29/2018
Ownership* Multiple Year Lease / Lease Purchased
Principal Cost / Market Value* 61041 excluding interest & finance charges
Useful Life / Lease Period 3 Years
Annual Rate of Depreciation 0.2
Total Lease Amount 25873 excluding interest & finance charges
(Annual lease payment * number of years of lease)
Vehicle Type Y - Yellow School Bus
NOTE: Vehicle Type C: only includes first division vehicles designed to carry not more than 10 persons total including the driver.
Vehicle Registration Number 1HAGJUBG4JN001076
Vehicle Seating Capacity 29

* Data must be entered.

NOTE: delete an asset ONLY if it is not in your possession. You will be asked to confirm today as the deletion date in a POPUP box.

Cancel Delete Asset Save Data

Message from webpage
Are you sure you want to save changes?
OK Cancel

To continue adding new assets, click on the **“Modify/Delete Assets”** link under the **“Depreciation Schedule”** heading. PTCRS will take you to the **“Transportation Assets Summary”** screen. Click on the **“Add New Asset”** button at the bottom of the screen. A new asset detail screen will appear. Enter the data and save. PTCRS will take you back to the **“Transportation Assets Summary”** screen again. Continue to repeat this process until all assets have been entered and saved.

Modify / Delete Assets

To modify or delete an asset, click on the “**Modify/Delete Asset**” link under the “**Depreciation Schedule**” heading on the District homepage. The “**Transportation Assets Summary**” screen will appear with a list of all assets entered to date in sequential order (see below).

The screenshot displays the "Illinois State Board of Education" website, specifically the "PTCRS Asset Details" page for "Payson CUSD 1". The page header includes the ISBE logo and the names of the Chairman and Superintendent. The main content area is titled "TRANSPORTATION ASSETS Item Details". It contains a form with the following fields and values:

- Sequence Number: 114
- Asset Type: V - Vehicles (Student Transportation)
- Description: 2018 Micro Bird Bus #1
- Date Acquired: 06/29/2018
- Ownership: Multiple Year Lease / Lease Purchased
- Principal Cost / Market Value: 61041 (excluding interest & finance charges)
- Useful Life / Lease Period: 3 Years
- Annual Rate of Depreciation: 0.2
- Total Lease Amount (annual lease payment * number of years of lease): 25873 (excluding interest & finance charges)
- Vehicle Type: Y - Yellow School Bus
- Vehicle Registration Number: 1HA6GUBG4JN001076
- Vehicle Seating Capacity: 29

A confirmation dialog box titled "Message from webpage" is displayed, asking "Are you sure you want to save changes?" with "OK" and "Cancel" buttons. At the bottom of the form, there are links for "Cancel", "Delete Asset", and "Save Data". A note at the bottom states: "NOTE: delete an asset ONLY if it is not in your possession. You will be asked to confirm today as the deletion date in a POPUP box!"

Click on the “**Sequence Number**” link to open the “**Transportation Asset Item Details**” screen for the asset to be modified or deleted.

Asset details can be modified any time of the year however, changing information in some of the fields (i.e. type of asset, date acquired, etc.) could affect the depreciation allowance calculation for the asset. If the Pupil Transportation Reimbursement Claim for the current fiscal year has been transmitted for approval, but the Pupil Transportation Reimbursement Claim File has not been closed by the ISBE, the district may contact the ISBE to return the claim. This will allow the Document Author or District Superintendent to revise the Depreciation Schedule and/or the Pupil Transportation Reimbursement Claim.

Modify / Delete Assets (Cont.)

If the claim is returned to the District Superintendent by the ISBE, the claim must be retransmitted to the ISBE by the district for approval. If the ISBE has closed the files, the depreciation allowance for the next fiscal year will be calculated using the revised asset details, however, changes for prior years must be completed through the state audit process. Changing asset details cannot affect any previously transmitted claims and depreciation schedules once the claim file is closed by the ISBE.

After you have completed the revisions to the transportation asset details, click on the “**Save Data**” button at the bottom of the screen. When the “**Save Data**” button is clicked on, a warning is displayed as shown on page below.

Illinois State Board of Education
Darren Reisberg, Chairman Dr. Carmen I. Ayala, State Superintendent of Education
Pupil Transportation Claim & Reimbursement System (PTCRS) Help Home

Payson CUSD 1
01-001-0010-26

TRANSPORTATION ASSETS
Item Details

Sequence Number* 114
Asset Type* V - Vehicles (Student Transportation)
Description* 2018 Micro Bird Bus #1
Details
Date Acquired* 06/29/2018
Ownership* Multiple Year Lease / Lease Purchased
Principal Cost / Market Value* 61041 (excluding interest & finance charges)
Useful Life / Lease Period 3 Years
Annual Rate of Depreciation 0.2
Total Lease Amount 25873 (annual lease payment * number of years of lease)
Vehicle Type Y - Yellow School Bus
NOTE: Vehicle Type C: only includes first division vehicles designed to carry not more than persons total including the driver.
Vehicle Registration Number 1HA6GUBG4JN001076
Vehicle Seating Capacity 29

* Data must be entered.

NOTE: delete an asset ONLY if it is not in your possession. You will be asked to confirm today as the deletion date in a POPUP box.

Cancel Delete Asset Save Data

Message from webpage
Please verify the Depreciation Allowance for the Asset being modified / deleted.
OK

Changing the “**Sequence Number**” or “**Description**” values will also cause the same changes to appear on the “**Depreciation Schedule Summary**” screen.

Modify / Delete Assets (Cont.)

Changing any other details, except the “Sequence Number” and the “Description,” affects the depreciation allowance computed for an asset, but **does not change that value on the “Depreciation Schedule Summary” if the Pupil Transportation Reimbursement Claim has already been transmitted.** Revisions are only effective when the asset’s data is updated and saved and the claim is revised and retransmitted for approval.

Please refer to “Field Definitions & Data Validation Rules for Asset Details” and the “List of Possible Errors on Asset Details” for more details.

List of Possible Errors/System Messages on the Asset Details Screen

“Please Verify the Depreciation Allowance for the Asset Being Modified / Deleted.”

This warning message is displayed when the details for an asset have been modified/revised. The user should verify if the “**Depreciation Allowance for the Fiscal Year Being Claimed**” needs to be revised. Please refer to “**Modify/Delete Assets**” and “**Updating the Depreciation Allowance after the Asset Details Have Been Revised**” for instructions.

“Action Canceled by the User”.

When the user clicks on the “Delete Asset” button, the system prompt, “**Are you sure you want to delete/dispose of this asset?**” appears on the screen. If the user clicks on the “Cancel” button, this message is displayed.

“Changing the Asset Type Will Change the Rate of Depreciation.”

This warning is displayed when the user modifies the “**Type**” field of a previously saved asset. Changing the “**Type**” field for an asset automatically overwrites the “**Rate of Depreciation**” and the “**Useful Life**” columns with the default values based on the new “**Type**” of asset selected.

“Please Enter a Sequence Number.”

This error message appears when the user has omitted the “**Sequence Number**” while saving data.

“Please Select Type of Asset.”

This error message appears when the user has omitted the “**Type**” of asset while saving data.

“Please Enter Item Description.”

This error message appears when the user has omitted the “**Item Description**” while saving data.

List of Possible Errors/System Messages on the Asset Details Screen (Cont.)

“Please Enter a Valid Date. Please Use MM/DD/YYYY Format.”

This error message appears when the user has omitted either the **“Date Acquired”** or **“Date Deleted”** (as applicable) or has an invalid date in these fields while saving data.

Date of Deletion Should Be Later Than the Date Acquired.

The deletion date entered for an asset cannot be prior to the acquisition date for the asset.

“Please Select the Type of Ownership.”

This error message appears when the user has omitted the type of **“Ownership”** while saving data.

“Please Enter a Valid Principal Cost/Market Value.”

This error message appears when the user has omitted or has an invalid number (do not use \$ sign, commas, decimals, or cents) in the **“Principal Cost/Market Value”** field.

“Principal Cost/Market Value Should be Greater Than \$?????.”

For assets added on or after 01/16/2002, the minimum principal cost should be \$2500 or more. For assets added prior to 01/16/2002, the minimum principal cost could be \$500 or more.

“Please Enter Useful Life (Years).”

This error message appears when the user has omitted the **“Useful Life/Lease Period”** field for a leased asset.

“Useful Life Should Be 1 Year.”

When **“One Year Lease”** is selected for **“Ownership”**, the **“Useful Life/Lease Period”** may not be more than one year.

“For Multiple Year Lease, the Lease Period Should Be More Than 1 Year.”

When **“Multiple Year Lease”** is selected for **“Ownership,”** the **“Useful Life/Lease Period”** must be greater than zero or one.

“Please Enter a Valid Lease Amount.”

This error message appears when the user tries to update an invalid value in the **“Lease Amount”** field. Only whole dollars may be entered (do not use \$ sign, commas, decimals, or cents).

“Please Enter the Lease Amount.”

This error message appears when the user has omitted the **“Total Lease Amount”** field for a leased asset.

List of Possible Errors/System Messages on the Asset Details Screen (Cont.)

“Please Do Not Enter a Lease Amount for Purchased Assets.”

This error message appears when the user tries to enter data in the **“Total Lease Amount”** field for an asset and the **“Ownership”** field selected is **“Purchased.”**

“Please Enter the Vehicle Registration or VIN number.”

This error message appears when the user omits the **“Registration Number”** field for transportation vehicles. The VIN number entered must contain 17 characters.

“The Vehicle Registration or VIN number must be at least 17 characters to be valid.”

This error message appears when the user tries to enter a VIN number with less than 17 characters. If the VIN number entered does not contain 17 characters, the system shows an error and claim submission will be denied.

“Please Enter Seating Capacity.”

This error message appears when the user omits the **“Seating Capacity”** field for transportation vehicles.

“Useful Life for Purchased Assets Cannot Be Changed.”

This error message appears when the user tries to modify the **“Useful Life/Lease Period”** of a **“Purchased”** asset.

“Please Enter a Valid Lease Amount.”

This warning appears when the user modifies the **“Ownership”** field for an asset to **“One Year Lease”**.

“Please Enter a Valid Lease Amount and Useful Life/Lease Period.”

This warning appears when the user modifies the **“Ownership”** field for an asset to **“Multiple Year Lease.”**

Delete / Dispose of Asset

The user must click on the “**Modify/Delete Assets**” link under the “**Depreciation Schedule**” heading on the District homepage to delete an asset on the Depreciation Schedule. When the link is selected, the “**Transportation Assets Summary**” appears on the screen. Select the “**Sequence Number**” for the asset to be deleted/disposed of. The system loads the “**Transportation Assets Item Details**” screen. Click the “**Delete Asset**” button at the bottom of the screen (see below).

The screenshot shows a web browser window with the URL <http://webqa.isbe.net/PTCRS/District/AssetDetails.asp?Action=E&ID=68901>. The page header includes the Illinois State Board of Education logo and the text "Illinois State Board of Education", "Darren Reesberg, Chairman", "Dr. Carmen I. Ayala, State Superintendent of Education", and "Pupil Transportation Claim & Reimbursement System (PTCRS)".

The main content area displays "Payson CUSD 1" and "01-001-0010-26". Below this is the "TRANSPORTATION ASSETS Item Details" section. The form includes the following fields:

- Sequence Number*: 114
- Asset Type*: V - Vehicles (Student Transportation)
- Description*: 2018 Micro Bird Bus #1
- Details: (empty text area)
- Date Acquired*: 06/29/2018
- Ownership*: Multiple Year Lease / Lease Purchased
- Principal Cost / Market Value*: 61041 (excluding interest & finance charges)
- Useful Life / Lease Period: 3 Years
- Annual Rate of Depreciation: 0.2
- Total Lease Amount: 25873 (annual lease payment * number of years of lease) (excluding interest & finance charges)
- Vehicle Type: Y - Yellow School Bus
- Vehicle Registration Number: 1HA6GUBG4JN001076
- Vehicle Seating Capacity: 29

A confirmation dialog box titled "Message from webpage" is displayed, asking "Are you sure you want to delete / dispose of this Asset?". The dialog has "OK" and "Cancel" buttons.

At the bottom of the form, there is a note: "NOTE: delete an asset ONLY if it is not in your possession. You will be asked to confirm today as the deletion date in a POPUP box." Below the note are three buttons: "Cancel", "Delete Asset", and "Save Data".

A confirmation prompt will ask, “**Are you sure you want to delete/dispose of this asset?**” Click on the “**OK**” button to continue deleting the asset (see below).

Delete / Dispose of Asset (Cont.)

The system will provide a text box to enter the date the asset was deleted/disposed of (see below). The system automatically defaults the current date in the text box. **Enter the correct date** the asset was deleted/disposed using the MM/DD/YYYY format. Click the “OK” button to continue, or the “Cancel” button if you do not wish to delete the asset.

The screenshot shows a web browser window with the URL "PTCS-Asset Details". The page header includes "Board of Education" and "megan I. Ayala, State Superintendent of Education". The main content area is titled "TRANSPORTATION ASSETS Item Details" and contains a form for "Payson CUSD 1 01-001-0010-26". The form fields include:

- Sequence Number: 114
- Asset Type: Y - Vehicles (Student Transportation)
- Description: 2018 Micro Bird Bus #1
- Date Acquired: 06/29/2018
- Ownership: Multiple Year Lease / Lease Purchased
- Principal Cost / Market Value: 61041 (excluding interest & finance charges)
- Useful Life / Lease Period: 3 Years
- Annual Rate of Depreciation: 0.2
- Total Lease Amount: 25873 (excluding interest & finance charges)
- Vehicle Type: Y - Yellow School Bus
- Vehicle Registration Number: 1HA6GUBG4JN001076
- Vehicle Seating Capacity: 29

A modal dialog box is open in the top left corner with the title "isbe.net needs some information". It contains the text "Script Prompt: Please confirm the date deleted / disposed. (mm/dd/yyyy)" and a text box with the date "06/29/2018". There are "OK" and "Cancel" buttons.

At the bottom of the form, there is a note: "NOTE: delete an asset ONLY if it is not in your possession. You will be asked to confirm today as the deletion date in a POPUP box." Below the note are three buttons: "Cancel", "Delete Asset", and "Save Data".

The system will show a message box containing “Action canceled by the user” if you click on the “Cancel” button. “Please Enter a Valid Date. Please use mm/dd/yyyy format” will appear on the screen if an invalid date has been entered in the text box. The current “Transportation Asset Item Details” screen will remain open if the user clicks on the “Cancel” button in the prompt text box.

Delete / Dispose of Asset (Cont.)

Once the user has entered the deletion date and clicked on the “OK” button, the system will issue the following warning message, “**Please verify the depreciation allowance of the asset being modified/deleted**”.

The screenshot displays the 'PTCRS-Asset Details' page for Payton CUSD 1, asset ID 01-001-0010-26. The page is titled 'TRANSPORTATION ASSETS' and shows details for a '2018 Micro Bird Bus #1'. A warning message box is overlaid on the page, stating: 'Please verify the Depreciation Allowance for the Asset being modified / deleted.' The message box includes a yellow warning icon and an 'OK' button. The background form contains the following fields:

- Sequence Number*: 114
- Asset Type*: V - Vehicles (Student Transportation)
- Description*: 2018 Micro Bird Bus #1
- Date Acquired*: 06/29/2018
- Ownership*: Multiple Year Lease / Lease Purchased
- Principal Cost / Market Value*: 61041 (excluding interest & finance charges)
- Useful Life / Lease Period: 3 Years
- Annual Rate of Depreciation: 0.2
- Total Lease Amount: 25873 (excluding interest & finance charges)
- Vehicle Type: Y - Yellow School Bus
- Vehicle Registration Number: 1HA6GUBG4JN001076
- Vehicle Seating Capacity: 29

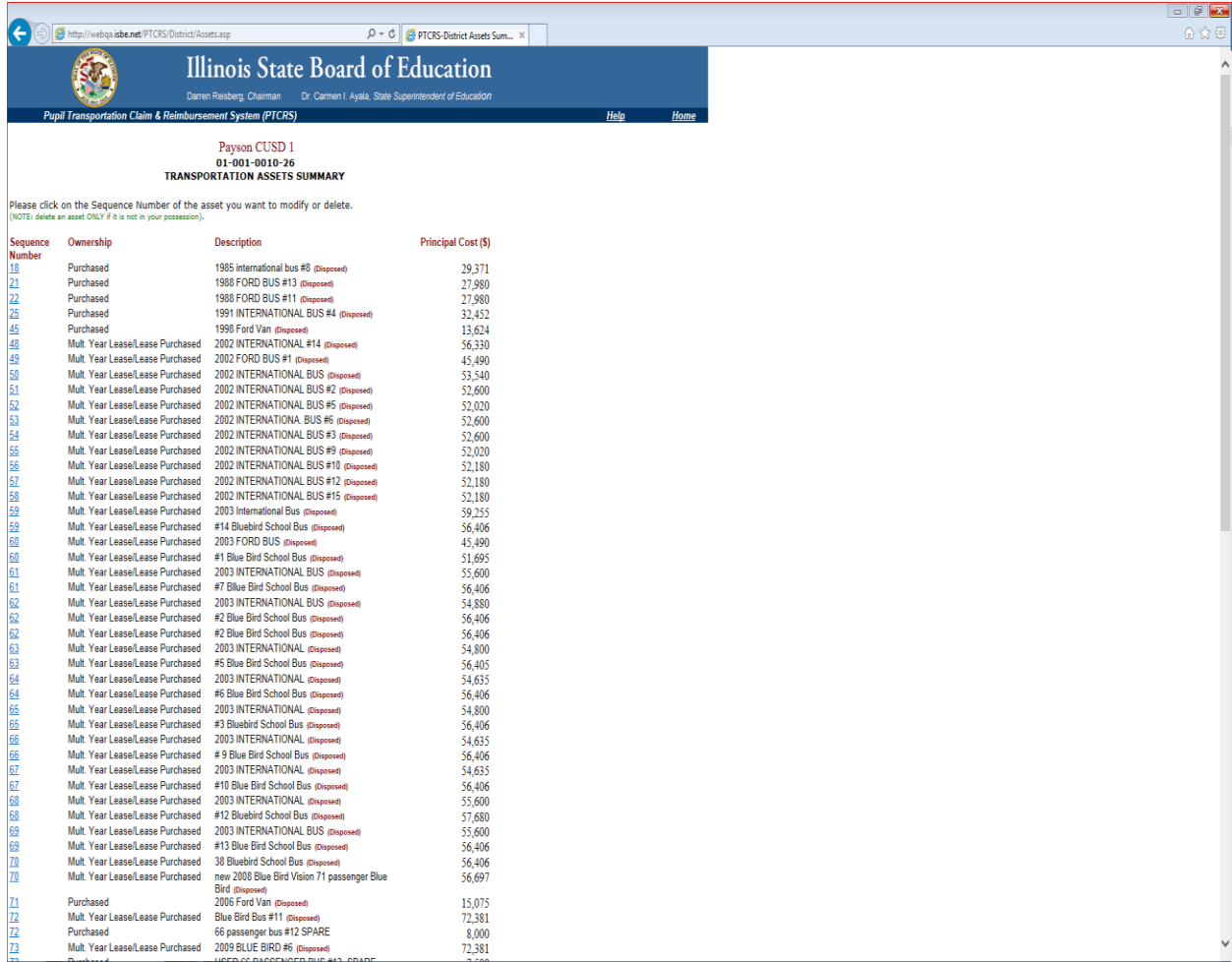
* Data must be entered.

NOTE: delete an asset ONLY if it is not in your possession. You will be asked to confirm today as the deletion date in a POPUP box).

Buttons: Cancel, Delete Asset, Save Data

Delete / Dispose of Asset (Cont.)

The “**Transportation Assets Summary**” page will appear again on the screen with the deleted asset marked, “**(Disposed)**” in red.

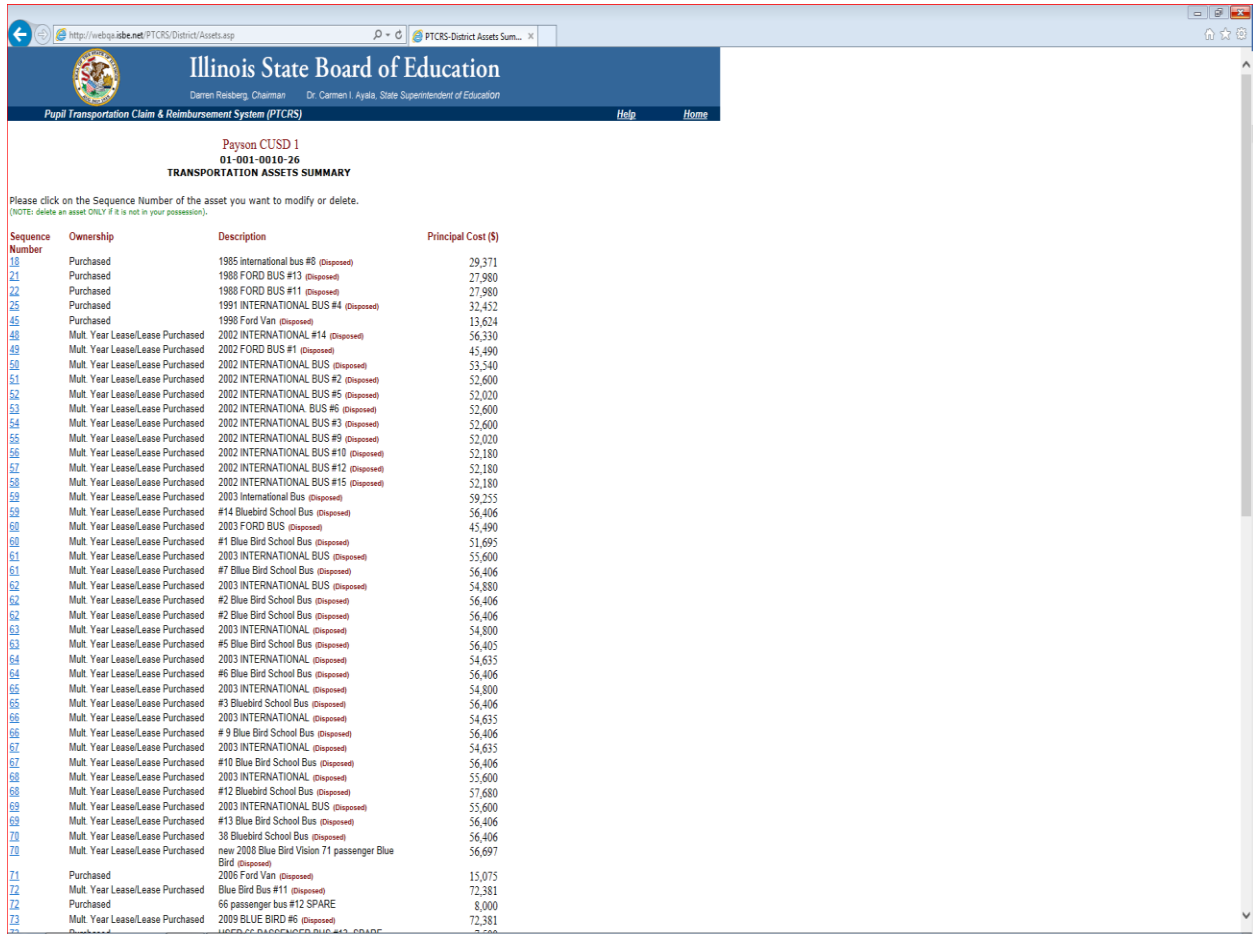


Sequence Number	Ownership	Description	Principal Cost (\$)
18	Purchased	1985 international bus #8 (Disposed)	29,371
21	Purchased	1988 FORD BUS #13 (Disposed)	27,980
22	Purchased	1988 FORD BUS #11 (Disposed)	27,980
25	Purchased	1991 INTERNATIONAL BUS #4 (Disposed)	32,452
45	Purchased	1988 Ford Van (Disposed)	13,624
48	Mult. Year Lease/Lease Purchased	2002 INTERNATIONAL #14 (Disposed)	56,330
49	Mult. Year Lease/Lease Purchased	2002 FORD BUS #1 (Disposed)	45,490
50	Mult. Year Lease/Lease Purchased	2002 INTERNATIONAL BUS (Disposed)	53,540
51	Mult. Year Lease/Lease Purchased	2002 INTERNATIONAL BUS #2 (Disposed)	52,600
52	Mult. Year Lease/Lease Purchased	2002 INTERNATIONAL BUS #5 (Disposed)	52,020
53	Mult. Year Lease/Lease Purchased	2002 INTERNATIONAL BUS #6 (Disposed)	52,600
54	Mult. Year Lease/Lease Purchased	2002 INTERNATIONAL BUS #3 (Disposed)	52,600
55	Mult. Year Lease/Lease Purchased	2002 INTERNATIONAL BUS #9 (Disposed)	52,020
56	Mult. Year Lease/Lease Purchased	2002 INTERNATIONAL BUS #10 (Disposed)	52,180
57	Mult. Year Lease/Lease Purchased	2002 INTERNATIONAL BUS #12 (Disposed)	52,180
58	Mult. Year Lease/Lease Purchased	2002 INTERNATIONAL BUS #15 (Disposed)	52,180
59	Mult. Year Lease/Lease Purchased	2003 International Bus (Disposed)	59,255
59	Mult. Year Lease/Lease Purchased	#14 Bluebird School Bus (Disposed)	56,406
60	Mult. Year Lease/Lease Purchased	2003 FORD BUS (Disposed)	45,490
60	Mult. Year Lease/Lease Purchased	#1 Blue Bird School Bus (Disposed)	51,695
61	Mult. Year Lease/Lease Purchased	2003 INTERNATIONAL BUS (Disposed)	55,600
61	Mult. Year Lease/Lease Purchased	#7 Blue Bird School Bus (Disposed)	56,406
62	Mult. Year Lease/Lease Purchased	2003 INTERNATIONAL BUS (Disposed)	54,880
62	Mult. Year Lease/Lease Purchased	#2 Blue Bird School Bus (Disposed)	56,406
62	Mult. Year Lease/Lease Purchased	#2 Blue Bird School Bus (Disposed)	56,406
63	Mult. Year Lease/Lease Purchased	2003 INTERNATIONAL (Disposed)	54,800
63	Mult. Year Lease/Lease Purchased	#5 Blue Bird School Bus (Disposed)	56,405
64	Mult. Year Lease/Lease Purchased	2003 INTERNATIONAL (Disposed)	54,635
64	Mult. Year Lease/Lease Purchased	#6 Blue Bird School Bus (Disposed)	56,406
65	Mult. Year Lease/Lease Purchased	2003 INTERNATIONAL (Disposed)	54,800
65	Mult. Year Lease/Lease Purchased	#3 Bluebird School Bus (Disposed)	56,406
66	Mult. Year Lease/Lease Purchased	2003 INTERNATIONAL (Disposed)	54,635
66	Mult. Year Lease/Lease Purchased	# 9 Blue Bird School Bus (Disposed)	56,406
67	Mult. Year Lease/Lease Purchased	2003 INTERNATIONAL (Disposed)	54,635
67	Mult. Year Lease/Lease Purchased	#10 Blue Bird School Bus (Disposed)	56,406
68	Mult. Year Lease/Lease Purchased	2003 INTERNATIONAL (Disposed)	55,600
68	Mult. Year Lease/Lease Purchased	#12 Bluebird School Bus (Disposed)	57,680
69	Mult. Year Lease/Lease Purchased	2003 INTERNATIONAL BUS (Disposed)	55,600
69	Mult. Year Lease/Lease Purchased	#13 Blue Bird School Bus (Disposed)	56,406
70	Mult. Year Lease/Lease Purchased	38 Bluebird School Bus (Disposed)	56,406
70	Mult. Year Lease/Lease Purchased	new 2008 Blue Bird Vision 71 passenger Blue Bird (Disposed)	56,697
71	Purchased	2006 Ford Van (Disposed)	15,075
72	Mult. Year Lease/Lease Purchased	Blue Bird Bus #11 (Disposed)	72,381
72	Purchased	66 passenger bus #12 SPARE	8,000
73	Mult. Year Lease/Lease Purchased	2009 BLUE BIRD #6 (Disposed)	72,381
73	Purchased	2009 BLUE BIRD #13 SPARE	8,000

Deleting an asset from the district’s Depreciation Schedule means that the asset is no longer retained by the district for pupil transportation and removed from inventory on the deletion date. All assets deleted in the current fiscal year will appear on the “**Depreciation Schedule Summary**” and the depreciation allowance will be calculated, as applicable. The asset will not appear on the “**Depreciation Schedule Summary**” the following fiscal year but will remain archived in the history file on the Depreciation Schedule Summary for the fiscal year the asset was deleted.

Delete / Dispose of Asset (Cont.)

All assets should remain on the Depreciation Schedule until they are deleted/disposed of even if the asset is fully depreciated.



Payson CUSD 1
01-001-0010-26
TRANSPORTATION ASSETS SUMMARY

Please click on the Sequence Number of the asset you want to modify or delete.
(NOTE: delete an asset ONLY if it is not in your possession).

Sequence Number	Ownership	Description	Principal Cost (\$)
18	Purchased	1985 International bus #9 (Disposed)	29,371
21	Purchased	1988 FORD BUS #13 (Disposed)	27,980
22	Purchased	1988 FORD BUS #11 (Disposed)	27,980
25	Purchased	1991 INTERNATIONAL BUS #4 (Disposed)	32,452
45	Purchased	1998 Ford Van (Disposed)	13,624
48	Multi Year Lease/Lease Purchased	2002 INTERNATIONAL #14 (Disposed)	56,330
49	Multi Year Lease/Lease Purchased	2002 FORD BUS #1 (Disposed)	45,490
50	Multi Year Lease/Lease Purchased	2002 INTERNATIONAL BUS (Disposed)	53,540
51	Multi Year Lease/Lease Purchased	2002 INTERNATIONAL BUS #2 (Disposed)	52,600
52	Multi Year Lease/Lease Purchased	2002 INTERNATIONAL BUS #5 (Disposed)	52,020
53	Multi Year Lease/Lease Purchased	2002 INTERNATIONAL BUS #6 (Disposed)	52,600
54	Multi Year Lease/Lease Purchased	2002 INTERNATIONAL BUS #3 (Disposed)	52,600
55	Multi Year Lease/Lease Purchased	2002 INTERNATIONAL BUS #9 (Disposed)	52,020
56	Multi Year Lease/Lease Purchased	2002 INTERNATIONAL BUS #10 (Disposed)	52,180
57	Multi Year Lease/Lease Purchased	2002 INTERNATIONAL BUS #12 (Disposed)	52,180
58	Multi Year Lease/Lease Purchased	2002 INTERNATIONAL BUS #15 (Disposed)	52,180
59	Multi Year Lease/Lease Purchased	2003 International Bus (Disposed)	59,255
60	Multi Year Lease/Lease Purchased	#14 Bluebird School Bus (Disposed)	56,406
60	Multi Year Lease/Lease Purchased	2003 FORD BUS (Disposed)	45,490
60	Multi Year Lease/Lease Purchased	#1 Blue Bird School Bus (Disposed)	51,695
61	Multi Year Lease/Lease Purchased	2003 INTERNATIONAL BUS (Disposed)	55,600
61	Multi Year Lease/Lease Purchased	#7 Blue Bird School Bus (Disposed)	56,406
62	Multi Year Lease/Lease Purchased	2003 INTERNATIONAL BUS (Disposed)	54,880
62	Multi Year Lease/Lease Purchased	#2 Blue Bird School Bus (Disposed)	56,406
62	Multi Year Lease/Lease Purchased	#2 Blue Bird School Bus (Disposed)	56,406
63	Multi Year Lease/Lease Purchased	2003 INTERNATIONAL (Disposed)	54,800
63	Multi Year Lease/Lease Purchased	#5 Blue Bird School Bus (Disposed)	56,405
64	Multi Year Lease/Lease Purchased	2003 INTERNATIONAL (Disposed)	54,635
64	Multi Year Lease/Lease Purchased	#6 Blue Bird School Bus (Disposed)	56,406
65	Multi Year Lease/Lease Purchased	2003 INTERNATIONAL (Disposed)	54,800
65	Multi Year Lease/Lease Purchased	#3 Bluebird School Bus (Disposed)	56,406
66	Multi Year Lease/Lease Purchased	2003 INTERNATIONAL (Disposed)	54,635
66	Multi Year Lease/Lease Purchased	#9 Blue Bird School Bus (Disposed)	56,406
67	Multi Year Lease/Lease Purchased	2003 INTERNATIONAL (Disposed)	54,635
67	Multi Year Lease/Lease Purchased	#10 Blue Bird School Bus (Disposed)	56,406
68	Multi Year Lease/Lease Purchased	2003 INTERNATIONAL (Disposed)	55,600
68	Multi Year Lease/Lease Purchased	#12 Bluebird School Bus (Disposed)	57,680
69	Multi Year Lease/Lease Purchased	2003 INTERNATIONAL BUS (Disposed)	55,600
69	Multi Year Lease/Lease Purchased	#13 Blue Bird School Bus (Disposed)	56,406
70	Multi Year Lease/Lease Purchased	38 Bluebird School Bus (Disposed)	56,406
70	Multi Year Lease/Lease Purchased	new 2008 Blue Bird Vision 71 passenger Blue Bird (Disposed)	56,697
71	Purchased	2006 Ford Van (Disposed)	15,075
72	Multi Year Lease/Lease Purchased	Blue Bird Bus #11 (Disposed)	72,381
72	Purchased	66 passenger bus #12 SPARE	8,000
73	Multi Year Lease/Lease Purchased	2009 BLUE BIRD #6 (Disposed)	72,381
73	Purchased	4009 CC PASSENGER BUS #413 CRAP	0

Please refer to “Updating the Depreciation Allowance” for more details on the “Depreciation Schedule Summary.”

Please refer to “Field Definitions & Data Validation Rules for Asset Details” and the “List of Possible Errors/System Messages on the Asset Details Screen.”

Modifying the Deletion Date

If the deletion date for an asset is incorrect in the system, the date can be modified. The deletion date cannot precede the date acquired.

Assets having a deletion date prior to July 1 of the fiscal year being reimbursed will not appear on the Depreciation Schedule Summary and no depreciation allowance may be claimed.

Please refer to “**Modify/Delete Assets,**” the “**Field Definitions & Data Validation Rules for Asset Details,**” and the “**List of Possible Errors/System Messages on the Asset Details Screen**” for more details.

Calculate & Update Depreciation Allowance

If the Pupil Transportation Reimbursement Claim has not been transmitted to the District Superintendent for approval, the depreciation allowance can be modified and updated in the current fiscal year. Changes may not be made to depreciation allowances for prior fiscal years.

Click on the “**Calculate Depreciation Allowance**” link under the “**Depreciation Schedule**” heading on the District homepage. The system opens the “**Depreciation Schedule Summary**” screen.

The “**Depreciation Schedule Summary**” lists all of the pupil transportation assets currently retained by the district. Assets deleted in the prior fiscal year will not appear on the current fiscal year depreciation schedule.

Click on the “**Sequence Number**” of the asset to calculate and update the current-year depreciation allowance.

Districts using the electronic Depreciation Schedule module for the first time must enter the Accumulated Prior Year(s) Depreciation. **All assets appearing on the “Depreciation Schedule Summary” must be updated annually (even if the asset is fully depreciated) until the asset is deleted/disposed of in order to have the depreciation allowance calculated before the claim is transmitted to the ISBE.** To update an asset and to calculate the current-year depreciation allowance (if applicable), click on each “**Sequence Number**” with an asterisk indicator, and then on the next page make any changes applicable and click the Update button.

Calculate & Update Depreciation Allowance (Cont.)

The “**Calculate Depreciation Allowance**” link on the District’s homepage is available until the pupil transportation claim has been transmitted for approval. Once the claim has been transmitted for approval, the link is changed to “**Depreciation Schedule Summary**” and the information is changed to “read-only” format. If the district needs to revise the depreciation schedule after the claim has been transmitted, the district can request the claim be returned for revisions as long as the pupil transportation claim file has not been closed by the ISBE.

The screenshot shows a web browser window with the URL <http://webqa.isbe.net/PTCRS/District/DepSchd.asp>. The page header includes the Illinois State Board of Education logo and the text "Illinois State Board of Education", "Darren Reisberg, Chairman", and "Dr. Carmen I. Ayala, State Superintendent of Education". Below this is the "Pupil Transportation Claim & Reimbursement System (PTCRS)" header with "Liberty CUSD 2" and "01-001-0020-26" listed. The main title is "CALCULATE DEPRECIATION ALLOWANCE - PAGE 1" for "FY 2020 : School Year 2018-2019". The claim status is "draft - NOT submitted to ISBE" with a revision count of 0 and a last modified date of 5/8/2019. A note states: "All assets on the depreciation schedule must be updated annually, even if an asset is fully depreciated, in order for PTCRS to carry the data forward each year until the asset is disposed. Click on each Sequence Number with an asterisk indicator, then on the next page make any changes applicable and click the Update button." The table below lists various assets with their sequence numbers, descriptions, depreciation allowances, and undepreciated balances.

Sequence Number	Item Description	Depreciation Allowance(\$)	Undepreciated Balance(\$)
23 *	Bus Garage	0.00	0.00
27 *	Two Way Radio Tower	0.00	0.00
35 *	Lincoln Grease Gun	0.00	0.00
37 *	TR3 Sony Video Camera	0.00	0.00
38 *	Fuel Storage Tank	0.00	0.00
45 *	Sony Camera	0.00	0.00
47 *	CRM Audio/Video Camera	0.00	0.00
50 *	High Pressure Washer	0.00	0.00
51 *	1999 Chevrolet Suburban, White	0.00	0.00
54 *	Bus #3	0.00	0.00
57 *	1998 Ford F150/Maroon	0.00	0.00
58 *	Bus #11	0.00	0.00
59 *	Bus #14	0.00	0.00
60 *	Bus #7	0.00	0.00
63 *	Bus # 1	0.00	0.00
65 *	2007 Blue Bird	0.00	0.00
66 *	2006 Chevrolet Suburban, White	0.00	0.00
68 *	Freightliner	0.00	0.00
69 *	2010 Freightliner Bus # 8	0.00	0.00
70 *	2009 Chevrolet Activity Van	0.00	0.00
71 *	2011 Thomas	0.00	0.00
75 *	Repair brake system on bus # 6	0.00	0.00
76 *	Service	0.00	0.00
77 *	2017 International	0.00	0.00
78 *	2017 International	0.00	0.00
79 *	2017 International	0.00	0.00
80 *	2017 Suburban - Chevrolet	0.00	0.00
81 *	Repairs to bus 10	0.00	0.00
82 *	Repair to bus 10	0.00	0.00
83 *	Repairs on bus 8	0.00	0.00
84 *	Repairs on bus 9	0.00	0.00
85 *	Transmission in white bus	0.00	0.00
86 *	2016 IC CE 72	0.00	0.00
87 *	2016 IC CE 72	0.00	0.00
88 *	Rebuilt transmission on bus #11	0.00	0.00
Totals		0.00	0.00

Updating the Current Year Depreciation Allowance

When a “Sequence Number” is clicked on the “Depreciation Schedule Summary” screen, the “Asset Details for Depreciation Schedule” screen (see below) is displayed:

Illinois State Board of Education
Darren Reisberg, Chairman Dr. Carmen I. Ayala, State Superintendent of Education

Pupil Transportation Claim & Reimbursement System (PTCRS) Help Home

Liberty CUSD 2
01-001-0020-26

CALCULATE DEPRECIATION ALLOWANCE - PAGE 2
FY 2020 : School Year 2018-2019

Asset Details for Current Year Depreciation

Sequence Number	77
Description	2017 International
Asset Type	Vehicles (Student Transportation)
Vehicle Type (if applicable)	Yellow School Bus
Ownership	Purchased
Date Acquired	8/12/2016
Principal Cost / Market Value (excluding interest & finance charges)	\$79620
Annual Rate of Depreciation	0.2
Useful Life / Lease Period	5 years
Registration Number	4DRBUC8P2HB373357
Seating Capacity	72
Details	2017 International, 72 passenger

[Edit Asset Details](#)

Current Year Depreciation	Claimed Amount (\$)
Principal Cost / Market Value	79620
Accumulated Prior Year(s) Depreciation*	30521
Current Year Depreciation Allowance	15924
Accumulated Depreciation Through the Fiscal Year Being Claimed	46445
Undepreciated Balance	33175

* Indicates data must be entered.

[Cancel](#) [Recompute Default Values](#) [Update](#)

Prior Year(s) Depreciation Allowance (READ-ONLY)

School Year Ending	2018
Ownership	Purchased
Date Acquired	8/12/2016
Principal Cost / Market Value	79620
Annual Rate of Depreciation	0.2
Useful Life / Lease Period	5 years
Prior Year Accumulated Depreciation	14597
Depreciation Allowance	15924
Accumulated Depreciation Through the Fiscal Year Being Claimed	30521
Undepreciated Balance	49099

School Year Ending	2017
Ownership	Purchased
Date Acquired	8/12/2016
Principal Cost / Market Value	79620
Annual Rate of Depreciation	0.2
Useful Life / Lease Period	5 years
Prior Year Accumulated Depreciation	0
Depreciation Allowance	14597
Accumulated Depreciation Through the Fiscal Year Being Claimed	14597
Undepreciated Balance	65023

The upper-half of this screen displays the “Asset Details” data previously entered for the asset selected. Verify the data shown prior to updating the depreciation allowance. If there is an error in the asset details, a correction can be made by clicking on the “Edit Asset Details” button. This is a shortcut to open the “Transportation Asset Item Details” screen for the asset.

Updating the Current Year Depreciation Allowance (Cont.)

When the “**Asset Details for Depreciation Schedule**” screen is first displayed, the “**Current Year Depreciation Allowance**” field under “**Depreciation Details**” is automatically computed by the system based upon the “**Asset Details.**” The “**Accumulated Prior Year(s) Depreciation**” is automatically defaulted with data from the “**Accumulated Depreciation through the Fiscal Year Being Claimed**” field on the prior fiscal year’s Depreciation Schedule. The system will default the “**Accumulated Prior Year(s) Depreciation**” to zero if no data is on file in PTCRS for the prior fiscal year. **New users to the electronic Depreciation Schedule must enter the correct amount for the “Accumulated Prior Year(s) Depreciation.”** The user can also modify the “**Prior Year(s) Accumulated Depreciation.**

Allowance” and the “**Current Year Depreciation Allowance**” fields. Editing these fields automatically recalculates

The values for the “**Accumulated Depreciation through the Fiscal Year Being Claimed**” field and the “**Undepreciated Balance**” field.

The “**Current Year Depreciation Allowance**” may be revised; however, the revision should be under the limits as described in “**Field Definitions and Data Validation Rules for Asset Details.**” Users should review the “**List of Possible Errors/System Messages on the Assets Details Screen**” if an error message is received when saving data.

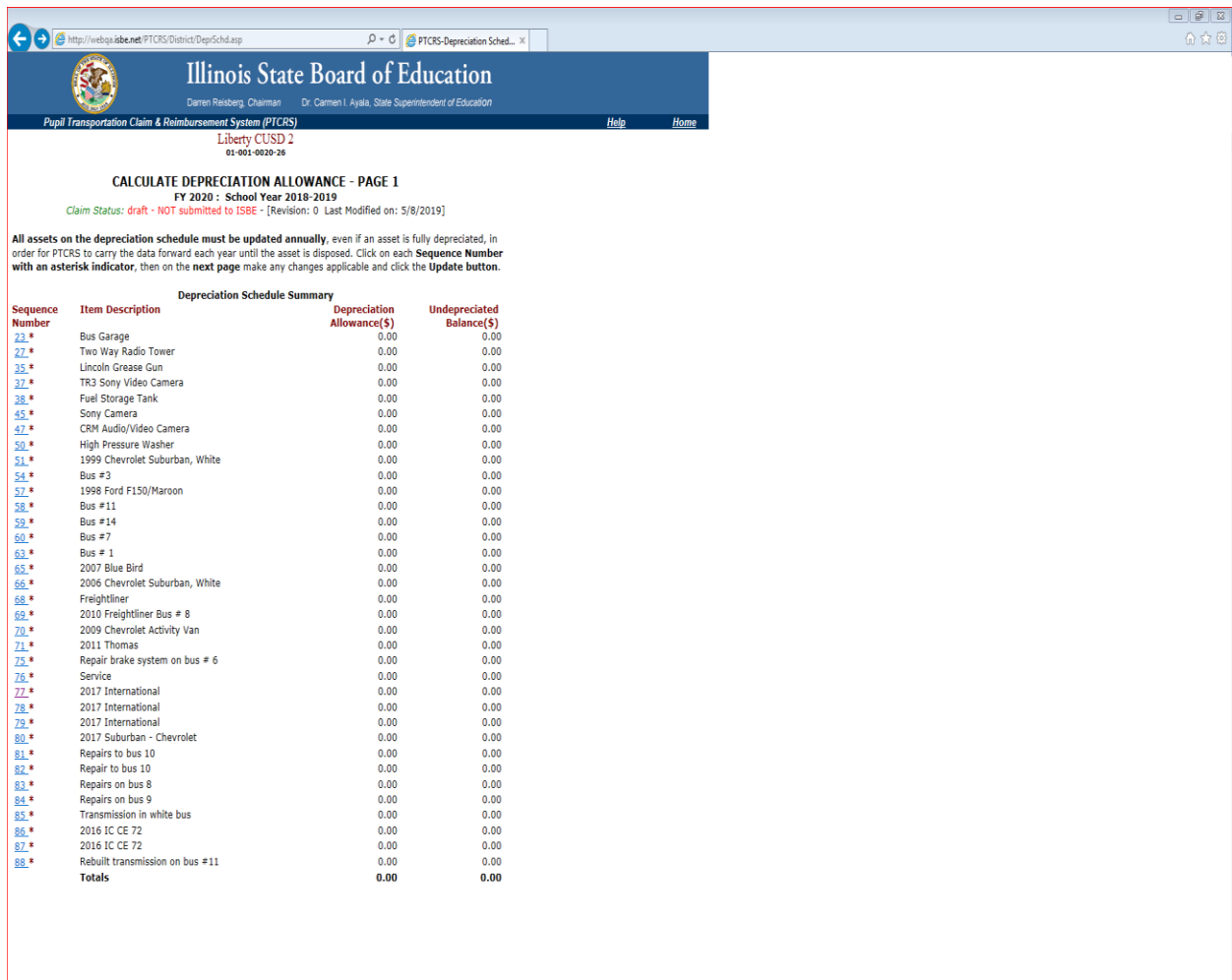
When an asset is fully depreciated and retained by the district, the system will default to zero in the “**Current Year Depreciation Allowance**” and “**Undepreciated Balance**” fields. **New users must enter the “Accumulated Prior Year(s) Depreciation” amount.**

The “**Re-compute Default Values**” button at the bottom of the screen forces the system to recalculate all of the “**Depreciation Details**” fields based on the current asset details. Click on the “**Re-compute Default Values**” button if you have entered incorrect data in the “**Depreciation Details**” fields and want to revert back to the system default values calculated in PTCRS. The “**Re-compute Default Values**” button **does not** save data in system.

Updating the Current Year Depreciation Allowance (Cont.)

Once you have completed entering the “**Depreciation Details**,” click the “**Update**” button at the bottom of the screen to save the current depreciation allowance data. Click the “**OK**” button on the confirmation prompt and the “**Depreciation Schedule Summary**” page will be displayed again with updated values for the asset. Update the depreciation allowance for all assets listed on the “**Depreciation Schedule Summary**” using the same procedures.

Reminder - An asterisk (*) mark next to the sequence number indicates that the asset has not been updated in the current fiscal year (see below). You must update all assets each current fiscal year.



http://webgis.ibe.net/PTCRS/District/DepSchd.asp PTCRS-Depreciation Sched... X

Illinois State Board of Education
Darren Reisberg, Chairman Dr. Carmen I. Ayala, State Superintendent of Education

Pupil Transportation Claim & Reimbursement System (PTCRS) Help Home

Liberty CUSD 2
01-001-0020-26

CALCULATE DEPRECIATION ALLOWANCE - PAGE 1
FY 2020 : School Year 2018-2019
Claim Status: draft - NOT submitted to ISBE - [Revision: 0 Last Modified on: 5/8/2019]

All assets on the depreciation schedule must be updated annually, even if an asset is fully depreciated, in order for PTCRS to carry the data forward each year until the asset is disposed. Click on each **Sequence Number** with an asterisk indicator, then on the **next page** make any changes applicable and click the **Update** button.

Sequence Number	Item Description	Depreciation Allowance(\$)	Undepreciated Balance(\$)
23 *	Bus Garage	0.00	0.00
27 *	Two Way Radio Tower	0.00	0.00
35 *	Lincoln Grease Gun	0.00	0.00
37 *	TR3 Sony Video Camera	0.00	0.00
38 *	Fuel Storage Tank	0.00	0.00
45 *	Sony Camera	0.00	0.00
47 *	CRM Audio/Video Camera	0.00	0.00
50 *	High Pressure Washer	0.00	0.00
51 *	1999 Chevrolet Suburban, White	0.00	0.00
54 *	Bus #3	0.00	0.00
57 *	1998 Ford F150/Maroon	0.00	0.00
58 *	Bus #11	0.00	0.00
59 *	Bus #14	0.00	0.00
60 *	Bus #7	0.00	0.00
63 *	Bus # 1	0.00	0.00
65 *	2007 Blue Bird	0.00	0.00
66 *	2006 Chevrolet Suburban, White	0.00	0.00
68 *	Freightliner	0.00	0.00
69 *	2010 Freightliner Bus # 8	0.00	0.00
70 *	2009 Chevrolet Activity Van	0.00	0.00
71 *	2011 Thomas	0.00	0.00
75 *	Repair brake system on bus # 6	0.00	0.00
76 *	Service	0.00	0.00
77 *	2017 International	0.00	0.00
78 *	2017 International	0.00	0.00
79 *	2017 International	0.00	0.00
80 *	2017 Suburban - Chevrolet	0.00	0.00
81 *	Repairs to bus 10	0.00	0.00
82 *	Repair to bus 10	0.00	0.00
83 *	Repairs on bus 8	0.00	0.00
84 *	Repairs on bus 9	0.00	0.00
85 *	Transmission in white bus	0.00	0.00
86 *	2016 IC CE 72	0.00	0.00
87 *	2016 IC CE 72	0.00	0.00
88 *	Rebuilt transmission on bus #11	0.00	0.00
Totals		0.00	0.00

Field Definition and Data Validation Rules for Depreciation Details

All numeric vales in these fields should be whole dollars only.

Principal Cost / Market Value	This is a “read-only” field for a quick reference to the Principal Cost / Market value of the asset as entered in the “Asset Details” page.
Accumulated Prior Year(s) Depreciation	<p>This field should have a whole dollar value greater than zero if the asset was purchased prior to July 1.</p> <p>New assets entered on the Depreciation Schedule for the first time, should have zero in this field. The system defaults this field automatically if the last year’s data is available.</p>
Current Year Depreciation Allowance	<p>The default value for this field is computed by a formula using the “Date Acquired,” “Rate of Depreciation,” “Principal Cost/Fair Market Value,” “Lease Payment” (if applicable) and the “Deletion Date” (if applicable). The user can change the amount entered in this field by the system with a value between zero and the maximum claimable amount for the asset.</p> <p>A detailed description is found in the “Instructions” located under the “Help” link.</p>
Accumulated Depreciation Through the Fiscal Year Being Claimed	This field is automatically populated by the system using a formula of “Prior Year(s) Accumulated Depreciation” plus “Current Year Depreciation Allowance.” Data will be entered in this field by the system when the user leaves any field on this page.
Undepreciated Balance	This field is automatically populated by the system using a formula of “Cost of the Asset as of June 30” minus “Accumulated Depreciation Through the Fiscal Year Being Claimed.” Data will be entered in this field by the system when the user leaves any field on this page.

List of Possible Errors / System Messages on the Calculate Depreciation Details Screen

"All values will be recomputed and refreshed."

This warning message is displayed when the user clicks on the **"Re-compute Default Values"** button on the **"Asset Details for Depreciation Schedule"** screen under the **"Depreciation Details"** heading for an asset.

"Accumulated Depreciation cannot be more than the Principal Cost."

The **'Accumulated Prior Year Depreciation'** or the **'Accumulated Depreciation through the Fiscal Year being claimed'** fields cannot have a value more than the **'Principal Cost'** or **'Total Lease Amount'** of the asset.

"Depreciation Allowance exceeds allowable limit." OR "Prorated Depreciation Allowance exceeds allowable limit."

The depreciation allowance amount entered into the **"Current Year Depreciation Allowance"** field cannot be greater than the value computed by PTCRS (**"Rate of Depreciation"** times the **"Principal Cost/Fair Market Value"** prorated for the number of months the asset was in district's inventory).

"This asset has been deleted or passed the useful life in prior fiscal year(s) and cannot have a Depreciation Allowance."

No depreciation allowance can be claimed for the assets that were either deleted/disposed of or passed their useful lives prior to the first day of the current fiscal year.

"Accumulated depreciation cannot be more than the Principal Cost/Fair Market Value. Please verify depreciation data."

This error message appears if the value entered in the **"Current Year Depreciation Allowance"** field causes the **"Accumulated Depreciation through the Fiscal Year Being Claimed"** amount calculated by the system to be more than the **"Principal Cost/Fair Market Value"** of the asset.

"A new asset cannot have "Accumulated Prior Year(s) Depreciation Allowance."

New assets will only have data entered in the **"Current Year Depreciation Allowance"** field. The system conducts an online edit based upon data entered in the **"Date Acquired"** field for the asset.

List of Possible Errors / System Messages on the Calculate Depreciation Details Screen (Cont.)

"This is a continuing asset and should have data entered in the 'Accumulated Prior Year(s) Depreciation' field."

PTCRS conducts an online edit based upon the data entered in the **"Date Acquired"** field for the asset. There should be data entered in the **"Accumulated Prior Year(s) Depreciation"** field for all assets added prior to the first day of the current fiscal year. New users of the electronic Depreciation Schedule must enter this data in the system. PTCRS will automatically calculate the **"Accumulated Prior Year(s) Depreciation"** field in subsequent years until the asset is deleted / disposed of.

"No Depreciation Allowance may be claimed if there is no current fiscal year Lease Payment."

If there was no lease payment made during the current fiscal year for a leased asset, no **"Current Year Depreciation Allowance"** may be claimed, because no expense was incurred.

"The 'Current Year Depreciation Allowance' cannot exceed the 'Current Fiscal Year Lease Payment'."

The system conducts an online edit of the **"Current Year Depreciation Allowance"** field upon a comparison of the **"Principal Cost/Fair Market Value"** for the asset multiplied by the **"Rate of Depreciation"** (prorated if applicable based on the date the asset was acquired) to the **"Current Fiscal Year Lease Payment."** The user is allowed to enter the **lesser of** the amounts into the system.

"Accumulated Depreciation for Current Fiscal Year exceeds Maximum Total Allowable Depreciation Allowance."

The maximum depreciation allowance cannot exceed the **"Principal Cost/Market Value"** of the asset. The system conducts an online edit based upon the **"Type"** of asset, the **"Useful Life/Lease Period,"** and the **"Principal Cost/Market Value."**

"Depreciation Data does not match Asset data. Please click on the 'Re-compute Default Value's button to update the computations."


This error message is displayed if the user tries to update the depreciation details of an asset without first clicking on the **"Re-compute Default Values"** button for an asset that has been modified through the **"Transportation Assets Item Details"** screen.

"Value in this field cannot be changed."

The user cannot change data in the **'Principal Cost/Market Value'**, the **'Accumulated Depreciation through the Fiscal Year Being Claimed,'** or the **'Undepreciated Balance'** fields. This warning message appears when the user tries to modify these fields.

Updating the Depreciation Allowance for Leased Assets

A new field, “**Current Fiscal Year Lease Payment**,” appears for leased assets on the “**Depreciation Details**” page (see below). The depreciation allowance for leased assets is the **lesser** of the annual rate of depreciation times the fair market value (prorated if applicable based on date acquired and/or deleted) or the current year lease payment. All other fields may be updated as described in “**Updating Depreciation Allowance**.”



Illinois State Board of Education

Darren Reisberg, Chairman Dr. Carmen I. Ayala, State Superintendent of Education

Pupil Transportation Claim & Reimbursement System (PTCRS)
[Help](#) [Home](#)

Liberty CUSD 2

01-001-0020-26

CALCULATE DEPRECIATION ALLOWANCE - PAGE 2

FY 2020 : School Year 2018-2019

Asset Details for Current Year Depreciation

Sequence Number	23
Description	Bus Garage
Asset Type	Buildings / Land / Property
Ownership	Purchased
Date Acquired	10/1/1985
Principal Cost / Market Value (excluding interest & finance charges)	\$53189
Annual Rate of Depreciation	0.02
Useful Life / Lease Period	50 years
Registration Number	
Seating Capacity	0
Details	

Edit Asset Details

Current Year Depreciation	Claimed Amount (\$)
Principal Cost / Market Value	53189
Accumulated Prior Year(s) Depreciation*	35108
Current Year Depreciation Allowance	1064
Accumulated Depreciation Through the Fiscal Year Being Claimed	36172
Undepreciated Balance	17017

* Indicates data must be entered.

Cancel

Recompute Default Values

Update

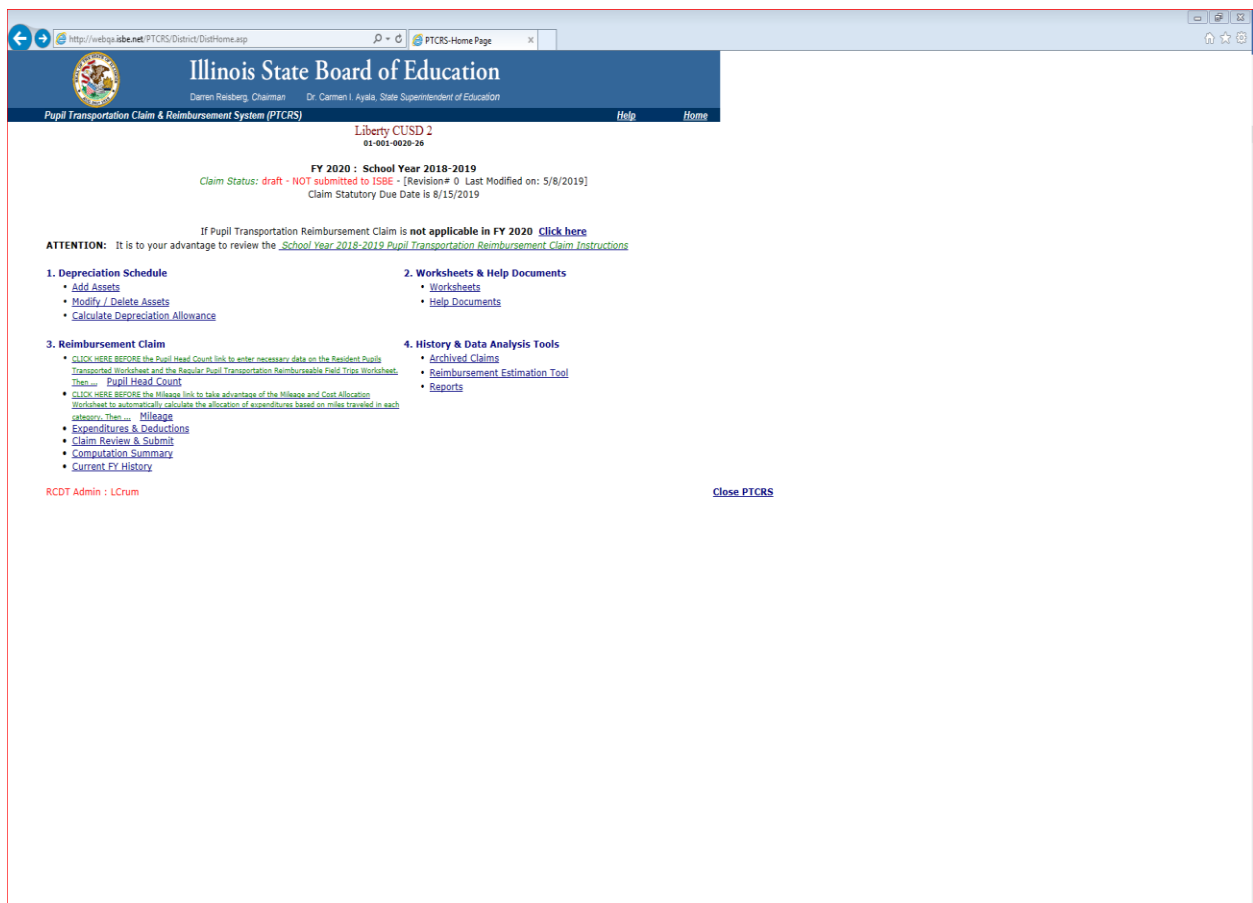
Updating the Depreciation Allowance after the Asset Details Have Been Revised

If the details for an asset have been revised, a warning message appears in red under the asset details on the “**Calculate Depreciation Allowance –Page 2**” screen when the user views the revised data. The user should re-compute the depreciation allowance by clicking on the “**Re-compute Default Values**” button at the bottom of the page.

Don’t forget to click on the “Update” button to save the data in PTCRS.

Depreciation Schedule Summary

Once a Pupil Transportation Reimbursement Claim is transmitted, the “**Calculate Depreciation Allowance**” link under the “**Depreciation Schedule**” heading on the District homepage is changed to “**Depreciation Schedule Summary**”. The Depreciation Schedule Summary is now in “read-only” format and shows the Depreciation Allowances and Undepreciated Balances for all assets in the district’s pupil transportation inventory.



If an asset is added after the claim is transmitted for approval and the claim is now being revised prior to the close of the pupil transportation reimbursement claim file for the current fiscal year, the newly added asset will appear on the list with an asterisk (*), a zero-depreciation allowance and a zero undepreciated balance. The user must update the “**Depreciation Details**” before re-transmitting the claim.

Clicking on the “**Sequence Number**” of an asset on the “**Depreciation Schedule Summary**” page (“read-only” format) shows the asset details and current-year depreciation allowance. The claim must be returned to the district to revise any depreciation schedule data once the claim has been transmitted.

Please utilize the Depreciation Worksheet provided to you on the ISBE website under Student Transportation Claim Completion Tools.

<https://www.isbe.net/Pages/Funding-and-Disbursements-Transportation-Programs.aspx>

Transportation-Depreciation-Schedule-2020 (10) - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do...

Clipboard Font Paragraph Styles Cells Editing

G11 =IF(2017-2018 Dep Sch 'U111-0,2017-2018 Dep Sch 'U111,0)

1 COPY DOWN AND EXPAND PRINT AREA AS NECESSARY - IF ROW IS BLANK, DELETE ALL FORMULAS IN THAT ROW AND HIDE ROW

2 Fiscal Year 2020 Pupil Transp. Claim Capital Outlay - Depreciation Schedule - (Line 17 of Claim)

3 School District Name: 0.0 Initial Date

4 Region/County/District/Type #: 0.0 Prepared by 0.0 5/9/2019

5 Reviewed by

6

7 TOTALS 0 0 0 0 0.00 0.00 0.00 0.00 0.00

8

Seq	Code	Equipment	Bus #	Cap	Purchased	Date	Cost July 1	Additions	Deletions	Cost June 30	Dep. Rate	Accum. Dep. July 1	Depreciation Allowance	Deletions	Accum. Dep. June 30	Undepreciated Balance
11							0			0		0.00	0.00	0.00	0.00	0.00
12							0			0		0.00	0.00	0.00	0.00	0.00
13							0			0		0.00	0.00	0.00	0.00	0.00
14							0			0		0.00	0.00	0.00	0.00	0.00
15							0			0		0.00	0.00	0.00	0.00	0.00
16							0			0		0.00	0.00	0.00	0.00	0.00
17							0			0		0.00	0.00	0.00	0.00	0.00
18							0			0		0.00	0.00	0.00	0.00	0.00
19							0			0		0.00	0.00	0.00	0.00	0.00
20							0			0		0.00	0.00	0.00	0.00	0.00
21							0			0		0.00	0.00	0.00	0.00	0.00
22							0			0		0.00	0.00	0.00	0.00	0.00
23							0			0		0.00	0.00	0.00	0.00	0.00
24							0			0		0.00	0.00	0.00	0.00	0.00
25							0			0		0.00	0.00	0.00	0.00	0.00
26							0			0		0.00	0.00	0.00	0.00	0.00
27							0			0		0.00	0.00	0.00	0.00	0.00
28							0			0		0.00	0.00	0.00	0.00	0.00
29							0			0		0.00	0.00	0.00	0.00	0.00
30							0			0		0.00	0.00	0.00	0.00	0.00
31							0			0		0.00	0.00	0.00	0.00	0.00
32							0			0		0.00	0.00	0.00	0.00	0.00
33							0			0		0.00	0.00	0.00	0.00	0.00
34							0			0		0.00	0.00	0.00	0.00	0.00
35							0			0		0.00	0.00	0.00	0.00	0.00
36							0			0		0.00	0.00	0.00	0.00	0.00
37							0			0		0.00	0.00	0.00	0.00	0.00
38							0			0		0.00	0.00	0.00	0.00	0.00
39							0			0		0.00	0.00	0.00	0.00	0.00
40							0			0		0.00	0.00	0.00	0.00	0.00
41							0			0		0.00	0.00	0.00	0.00	0.00
42							0			0		0.00	0.00	0.00	0.00	0.00
43							0			0		0.00	0.00	0.00	0.00	0.00
44							0			0		0.00	0.00	0.00	0.00	0.00

2013-2014 Dep Sch 2014-2015 Dep Sch 2015-2016 Dep Sch 2016-2017 Dep Sch 2017-2018 Dep Sch 2018-2019 Dep Sch 2019-2020 Dep Sch

Ready

ENTERING DATA IN THE ELECTRONIC PUPIL TRANSPORTATION REIMBURSEMENT CLAIM

Pupil Head Count

“**Pupil Head Count**” is the first link found under the “**Reimbursement Claim**” heading on the District homepage. Lines 1 through 9 of the Pupil Transportation Reimbursement Claim are found in this section and relate to the number of pupils transported in three of the four categories of pupil transportation - regular, vocational, and special education.

Data entered in Lines 1, 2, 3, 4, 5, 6, 8, and 9 on the electronic reimbursement claim must be a **whole number**. Do not enter comma separators. The total for Line 5 and the average number of regular pupils transported on Line 7 are calculated automatically by the system.

Click on the “**Pupil Head Count**” link. Enter an **unduplicated headcount** by category - lines 1-4 for regular transportation; line 8 for vocational transportation; and line 9 for special education pupil transportation. **Only students that have transportation as a related service on the student’s IEP should be reported on line 9.**

Illinois State Board of Education
Darren Reisberg, Chairman | Dr. Carmen I. Ayala, State Superintendent of Education
Pupil Transportation Claim & Reimbursement System (PTCRS) | Help | Home

Payson CUSD 1
01-001-0010-26

STUDENT HEAD COUNT
FY 2020 : School Year 2018-2019
Claim Status: draft - NOT submitted to ISBE - [Revision# 0 Last Modified on: 5/8/2019]

ATTENTION: The Resident Students Transported Work Sheet or a similar district-designed database containing the same information must be completed BEFORE Lines 1, 2, 3, and 5 are entered. The Regular Student Transportation Reimbursable Field Trips Worksheet must be completed BEFORE Line 4 is entered.
NEW! [Click here for the Resident Students Transported Worksheet and the Regular Student Transportation Reimbursable Field Trips Worksheet.](#)

Regular Education Student Transportation (Regular School Term ONLY)		Current Year Entry	Last Year View
1	K-12 Public Regular Education Students Enrolled for Transportation - Regular Route		
1a	residing 1.5 miles or more from school	0	323
1b	residing less than 1.5 miles from school WITHOUT an approved vehicular and/or a criminal gang activity safety hazard	0	12
1c	residing less than 1.5 miles from school WITH an approved vehicular safety hazard	0	98
1d	residing less than 1.5 miles from school WITH an approved criminal gang activity safety hazard	0	0
1e	total number of public school K-12 regular education students enrolled on a regular route	0	433
2	K-12 Non-Public Regular Education Students Enrolled for Transportation - Regular Route		
2a	residing 1.5 miles or more from school	0	0
2b	residing less than 1.5 miles from school WITHOUT an approved vehicular and/or a criminal gang activity safety hazard	0	0
2c	residing less than 1.5 miles from school WITH an approved vehicular safety hazard	0	0
2d	residing less than 1.5 miles from school WITH an approved criminal gang activity safety hazard	0	0
2e	total number of Non-public school K-12 regular education students enrolled on a regular route	0	0
3	PreK Regular Education Students Enrolled for Transportation - Regular Route (NOT on an exclusive PreK Route)		
3a	residing 1.5 miles or more from school	0	17
3b	residing less than 1.5 miles from school WITHOUT an approved vehicular and/or a criminal gang activity safety hazard	0	0
3c	residing less than 1.5 miles from school WITH an approved vehicular safety hazard	0	7
3d	residing less than 1.5 miles from school WITH an approved criminal gang activity safety hazard	0	0
3e	total number of PreK students enrolled for transportation - Regular Route (line 3a + line 3b + line 3c + line 3d)	0	24
3f	total number of PreK students enrolled for transportation - Exclusive PreK Route	0	0
3g	total number of PreK students enrolled for transportation - Regular and Exclusive PreK Route (line 3e + line 3f)	0	24
4	Students Transported for Curriculum-Related Field Trips (Not Enrolled on a Regular Route)		
4a	Unduplicated headcount of students transported for Curriculum-Related Field Trips	0	67
4b	Total days for students transported for Curriculum-Related Field Trips	0	90
4c	Number of Curriculum-Related Field Trips (Line 4b divided by Line 4a) - Verify if value greater than five	0	
5	Total Days for PreK-12 Regular Education Students Enrolled for Transportation - Regular Route		
5a	days for PreK-12 students residing 1.5 miles or more from school plus reimbursable field trip days	0	58910
5b	days for PreK-12 students residing less than 1.5 miles from school WITHOUT an approved vehicular and/or a criminal gang	0	2076

4 Students Transported for Curriculum-Related Field Trips (Not Enrolled on a Regular Route)		
4a	Unduplicated headcount of students transported for Curriculum-Related Field Trips	0 67
4b	Total days for students transported for Curriculum-Related Field Trips	0 90
4c	Number of Curriculum-Related Field Trips (Line 4b divided by Line 4a) - Verify if value greater than five	0
5 Total Days for PreK-12 Regular Education Students Enrolled for Transportation - Regular Route		
5a	days for PreK-12 students residing 1.5 miles or more from school plus reimbursable field trip days	0 58910
5b	days for PreK-12 students residing less than 1.5 miles from school <i>WITHOUT</i> an approved vehicular and/or a criminal gang activity safety hazard	0 2076
5c	days for PreK-12 students residing less than 1.5 miles from school <i>WITH</i> an approved vehicular safety hazard	0 18165
5d	days for PreK-12 students residing less than 1.5 miles from school <i>WITH</i> an approved criminal gang activity safety hazard	0 0
5e	total number of days for PreK-12 regular education students enrolled for transportation - Regular Route (line 5a + line 5b + line 5c + line 5d)	0 79151
5f	Number of Student Attendance Days on the Final School Calendar	180 173
NOTE: Public School Districts calendar data comes from the latest approved Public School Calendar on file at ISBE, currently of the type PROPOSED . The Pupil Transportation Reimbursement Claim may be calculated & saved, but can not be submitted to ISBE until a FINAL Public School Calendar has been approved .		
6 Average Number of PreK-12 Regular Education Students Transported Per Year		
6a	PreK-12 students residing 1.5 miles or more from school plus reimbursable field trip students (line 5a divided by line 6)	0 341
6b	PreK-12 students residing less than 1.5 miles from school <i>WITHOUT</i> an approved vehicular and/or a criminal gang activity safety hazard (line 5b divided by line 6)	0 12
6c	PreK-12 students residing less than 1.5 miles from school <i>WITH</i> an approved vehicular safety hazard (line 5c divided by line 6)	0 105
6d	PreK-12 students residing less than 1.5 miles from school <i>WITH</i> an approved criminal gang activity safety hazard (line 5d divided by line 6)	0
6e	Total average number of PreK-12 regular education students enrolled for transportation	0 458
Vocational and Special Education Transportation		
7a	Number of Vocational students enrolled to be transported	0 0
7b	Number of Special Education students enrolled to be transported	0 3
<input type="button" value="Close"/> <input type="button" value="Save Data"/>		
list Id: 103057		

Click on the “**Save Data**” button at the bottom of the screen to save the data in PTCRS.

Saving data on this page does not transmit the claim to the District Superintendent or to the ISBE.

This link does not appear on the District homepage if the claim has been transmitted to the District Superintendent or to the ISBE.

Mileage

“**Mileage**” is the second link under the “**Reimbursement Claim**” heading on the District homepage. This section of the electronic Pupil Transportation Reimbursement Claim is used to report the mileage for all categories of transportation (regular, vocational, special education and non-reimbursable) for which services to students were provided.

Please see the “**Pupil Transportation Mileage & Cost Allocation Worksheet**” on page 55 prior to completing the mileage, expenditures and deductions sections of the claim.

Click on the “**Mileage**” link. Data entered on lines 10-13 must be **whole numbers only. no commas or decimals.** Enter the mileage for **Regular and Vocational Pupil Transportation (regular term only)**. Enter the mileage for **Special Education and Non-reimbursable Pupil Transportation (regular and summer terms)**.

Click on the “**Save Data**” button at the bottom of the screen to save the data in PTCRS.

Saving data on this page does not transmit the claim to the District Superintendent or to the ISBE. This link does not appear on the District homepage if the claim has been transmitted to the District Superintendent or to the ISBE.

Illinois State Board of Education
Darren Reisberg, Chairman Dr. Carmen I. Ayala, State Superintendent of Education

Pupil Transportation Claim & Reimbursement System (PTCRS) Help Home

Payson CUSD 1
01-001-0010-26

MILEAGE DETAILS
FY 2020 : School Year 2018-2019
Claim Status: draft - NOT submitted to ISBE - [Revision# 0 Last Modified on: 5/8/2019]

	Current Year	Last Year
10 Total Regular Education Transportation Miles to and from School		
10a Total regular route miles	0	51035
10b Total regular curriculum-related field trip miles	0	1588
11 Total Vocational Transportation Miles to and from School		
11a Total vocational route miles	0	0
11b Total vocational curriculum-related field trip miles	0	0
12 Total Special Education Transportation Miles to and from School		
12a Total special education route miles	0	16813
12b Total special education curriculum-related field trip miles	0	0
13 Total Non-Reimbursable Miles (Regular & Summer Terms)		
13a Total non-curriculum-related field trip miles	0	36876
13b Total pre-kindergarten miles	0	7335

Click here BEFORE continuing on to enter expenses - take advantage of the Mileage and Cost Allocation Worksheet to automatically calculate the allocation of expenditures based on miles traveled in each category.

Close Save Data

Hint 16: 103057

Expenditures & Deductions

“**Expenditures and Deductions**” is the third link under the “**Reimbursement Claim**” heading on the District homepage. This section of the electronic Pupil Transportation Reimbursement Claim is used to report all expenditures and offsetting revenue for student transportation services provided by the district.

Click on the “**Expenditures & Deductions**” link. This link does not appear when the claim has been already transmitted to the District Superintendent or to the ISBE.

The user must enter whole number values or zeros. **Do not use the “\$” sign, comma separators, or decimals when entering data on lines 14-23.**

Enter data left to right on Lines 14 – 23. The system will automatically calculate the total in Column E, as well as lines 15, 18, 20, 21, 22, and 23. These cells on the claim are “read-only” in PTCRS and have a different background color. Users cannot enter data in these cells.

Example: Line 14 (a) Salaries – the user enters 5000 for regular transportation, 4000 for vocational transportation, 3000 for special education transportation and 1000 for non-reimbursable transportation. PTCRS will automatically enter 13,000 in the total column.

Line 17 – Allowable Depreciation – The total is no longer carried over from the Depreciation Schedule Summary to the claim. **The user must update the depreciation schedule annually and enter the total allowable depreciation on the pupil transportation reimbursement claim.**

The screenshot shows the "EXPENDITURES and DEDUCTIONS" form for the fiscal year 2020 (School Year 2018-2019). The form is titled "Illinois State Board of Education" and "Pupil Transportation Claim & Reimbursement System (PTCRS)". It includes a header for "Payson CUSD 1" and a status bar indicating the claim is a draft, not submitted to ISBE, and last modified on 5/8/2019.

The form is organized into columns: A (Regular Transportation), B (Vocational Transportation), C (Special Ed. Transportation), D (Non-Reimbursable Transportation), and E (Total). The rows are categorized into two main sections: "14 Direct Costs - Paid from Fund 40 Transportation" and "16 Transportation Related Building and Building Maintenance".

Section 14: Direct Costs - Paid from Fund 40 Transportation

Line	Description	A	B	C	D	E
14a	Salaries (Full or Part-time)	0	0	0	0	0
14b	Employees Benefits	0	0	0	0	0
14c	Purchased Services (Excludes contractual reported on Lines d, e or f)	0	0	0	0	0
14d	Contractual Transportation (Excludes contractual with other districts)	0	0	0	0	0
14e	Payments to Public Transit Carriers	0	0	0	0	0
14f	Payments to Other Districts	0	0	0	0	0
14g	Supplies	0	0	0	0	0
14h	Other	0	0	0	0	0
15	Subtotal Transportation Fund 40 Expenditures	0	0	0	0	0

Section 16: Transportation Related Building and Building Maintenance

Line	Description	A	B	C	D	E
16a	Costs paid from Ed. Fund 10	0	0	0	0	0
16b	Costs paid from O&M Fund 20	0	0	0	0	0
16c	Costs paid from Capital Projects Fund 60	0	0	0	0	0
17	Allowable Depreciation (Computed=\$126,438)	0	0	0	0	0
18	Total Direct Costs (Lines 15-17)	0	0	0	0	0

Section 19: Deductions

Line	Description	A	B	C	D	E
19a	Payments received from other districts	0	0	0	0	0
19b	Payments received from parents	0	0	0	0	0
19c	Payments received from other sources	0	0	0	0	0
20	Total Deductions (Lines 19a-19c)	0	0	0	0	0

Section 21: Net Direct Costs

Line	Description	A	B	C	D	E
21	Net Direct Costs (Line 18 minus Line 20)	0	0	0	0	0
22	Indirect Costs 5% - District owned transportation service (((Line 21 - (Lines 14d+14e+14f) * 5%))	0	0	0	0	0
23	Total Transportation Costs (Line 21 + Line 22)	0	0	0	0	0

Buttons: Close, Save Data. Mail ID: 100057.

Expenditures & Deductions (Cont.)

A warning prompt appears when the user clicks on the “**Save Data**” button if all assets have not been updated in the current fiscal year’s depreciation schedule.

http://webgis.isbe.net/PTCRS/District/ClaimExpenses.asp PTCRS - Expenditures & De...

Illinois State Board of Education
 Darren Reisberg, Chairman Dr. Carmen I. Ayala, State Superintendent of Education
 Pupil Transportation Claim & Reimbursement System (PTCRS) Help Home

Payson CUSD 1
 01-001-0010-26

EXPENDITURES and DEDUCTIONS
 FY 2020 : School Year 2018-2019
 Claim Status: draft - NOT submitted to ISBE - [Revision# 0 Last Modified on: 5/8/2019]
 Click here BEFORE entering expenses below - take advantage of the Mileage and Cost Allocation Worksheet to automatically calculate the allocation of expenditures based on miles traveled in each category.

	A Regular Transportation	B Vocational Transportation	C Special Ed. Transportation	D Non-Reimbursable Transportation	E Total
14 Direct Costs - Paid from Fund 40 Transportation					
14a Salaries (Full or Part-time)	0	0	0	0	0
14b Employee Benefits	0	0	0	0	0
14c Purchased Services (Excludes contractual reported on Lines d, e or f)	0	0	0	0	0
14d Contractual Transportation (Excludes contractual with other districts)	0	0	0	0	0
14e Payments to Public Transit Carriers	0	0	0	0	0
14f Payments to Other Districts	0	0	0	0	0
14g Supplies	0	0	0	0	0
14h Other	0	0	0	0	0
15 Subtotal Transportation Fund 40 Expenditures	0	0	0	0	0
16 Transportation Related Building and Building Maintenance					
16a Costs paid from Ed. Fund 10	0	0	0	0	0
16b Costs paid from O&M Fund 20	0	0	0	0	0
16c Costs paid from Capital Projects Fund 60	0	0	0	0	0
17 Allowable Depreciation Computed=\$126,438	0	0	0	0	0
18 Total Direct Costs (Lines 15-17)	0	0	0	0	0
19 Deductions					
19a Payments received from other districts	0	0	0	0	0
19b Payments received from parents	0	0	0	0	0
19c Payments received from other sources	0	0	0	0	0
20 Total Deductions (Lines 19a-19c)	0	0	0	0	0
21 Net Direct Costs (Line 18 minus Line 20)	0	0	0	0	0
22 Indirect Costs 5% - District owned transportation service ((Line 21 - (Lines 14d+14e+14f) * 5%))	0	0	0	0	0
23 Total Transportation Costs (Line 21 + Line 22)	0	0	0	0	0

Close Save Data

Hint Id: 103057

Message from webpage

WARNING: Not all of the assets have been updated in the current Depreciation Schedule. Please verify before you submit the claim.

OK

Expenditures & Deductions (Cont.)

Illinois State Board of Education
Darren Reising, Chairman Dr. Carmen I. Ayala, State Superintendent of Education
Pupil Transportation Claim & Reimbursement System (PTCRS) Help Home

Payson CUSD 1
01-001-0010-20

EXPENDITURES and DEDUCTIONS
FY 2020 : School Year 2018-2019
Claim Status: draft - NOT submitted to ISBE - [Revision# 0 Last Modified on: 5/8/2019]
Click here BEFORE entering expenses below - take advantage of the Mileage and Cost Allocation Worksheet to automatically calculate the allocation of expenditures based on miles traveled in each category.

	A Regular Transportation	B Vocational Transportation	C Special Ed. Transportation	D Non-Reimbursable Transportation	E Total
14 Direct Costs - Paid from Fund 40 Transportation					
14a Salaries (Full or Part-time)	0	0	0	0	0
14b Employee Benefits	0	0	0	0	0
14c Purchased Services (Excludes contractual reported on Lines d, e or f)	0	0	0	0	0
14d Contractual Transportation (Excludes contractual with other districts)	0	0	0	0	0
14e Payments to Public Transit Carriers	0	0	0	0	0
14f Payments to Other Districts	0	0	0	0	0
14g Supplies	0	0	0	0	0
14h Other	0	0	0	0	0
15 Subtotal Transportation Fund 40 Expenditures	0	0	0	0	0
16 Transportation Related Building and Building Maintenance					
16a Costs paid from Ed. Fund 10	0	0	0	0	0
16b Costs paid from O&M Fund 20	0	0	0	0	0
16c Costs paid from Capital Projects Fund 60	0	0	0	0	0
17 Allowable Depreciation Computed=\$126,438	0	0	0	0	0
18 Total Direct Costs (Lines 15-17)	0	0	0	0	0
19 Deductions					
19a Payments received from other districts	0	0	0	0	0
19b Payments received from parents	0	0	0	0	0
19c Payments received from other sources	0	0	0	0	0
20 Total Deductions (Lines 19a-19c)	0	0	0	0	0
21 Net Direct Costs (Line 18 minus Line 20)	0	0	0	0	0
22 Indirect Costs 5% - District owned transportation service ((Line 21 - (Lines 14d+14e+14f) * 5%))	0	0	0	0	0
23 Total Transportation Costs (Line 21 + Line 22)	0	0	0	0	0

Close Save Data
Hint Id: 103057

Message from webpage
WARNING: Total Allowable Depreciation (line 17) does not match the value computed from the PTCRS Depreciation Schedule. Please verify before you submit the claim.
Click 'OK' to proceed and save data, or Click 'Cancel' to correct and save again.
OK Cancel

Lines 19(a) and 19(b) – **“Deductions”** should not be spread based upon the mileage per category to the total miles. Offsetting revenue should be reported in the category (regular, vocational, special education and/or non-reimbursable) for which the revenue was received, except (1) when students are transported less than 1 ½ miles without safety hazard approval on the district’s regular routes and parents pay a fee to the district for transportation. The district should report the offsetting revenue in Column D–Non-reimbursable Transportation because the reimbursement formula computes an offset for students transported less than 1½ miles without safety hazard approval and/or (2) the revenue received was for more than one category of transportation.

When all data has been entered on the Pupil Transportation Reimbursement Claim, click on the **“Save Data”** button. If you click on the **“Close”** button without saving the data, the data will be lost and must be re-entered into the system. **Saving data on this page does not transmit the claim to the District Superintendent or to the ISBE. The user must go to the **“Claim Review and Submit”** link under the **“Reimbursement Claim”** heading on the District homepage in order to transmit the claim to the District Superintendent.**

Claim Review & Submit

Click on “**Claim Review & Submit**” link under the “**Reimbursement Claim**” heading (see below) on the District homepage to open the “**Claim Review**” screen.

Illinois State Board of Education
Darren Reisberg, Chairman Dr. Carmen I. Ayala, State Superintendent of Education
Pupil Transportation Claim & Reimbursement System (PTCRS) Help Home

Payson CUSD 1
01-001-0010-26

CLAIM REVIEW
FY 2020 : School Year 2018-2019
Claim Status: draft - sent back by ISBE for review - [Revision#0 Last Modified on: 5/8/2019]

Transportation Details
Regular Education Pupil Transportation (Regular School Term ONLY)

	Current Year	Last Year
K-12 public regular education students enrolled for transportation - Regular Route		
1a residing 1.5 miles or more from school	0	323
1b residing less than 1.5 miles from school WITHOUT an approved vehicular and/or a criminal gang activity safety hazard	0	12
1c residing less than 1.5 miles from school WITH an approved vehicular safety hazard	0	98
1d residing less than 1.5 miles from school WITH an approved criminal gang activity safety hazard	0	0
1e total number of public school K-12 regular education pupils on a regular route	0	433
K-12 non-public regular education students enrolled for transportation - Regular Route		
2a residing 1.5 miles or more from school	0	0
2b residing less than 1.5 miles from school WITHOUT an approved vehicular and/or a criminal gang activity safety hazard	0	0
2c residing less than 1.5 miles from school WITH an approved vehicular safety hazard	0	0
2d residing less than 1.5 miles from school WITH an approved criminal gang activity safety hazard	0	0
2e total number of non-public school k - 12 regular education pupils on a regular route	0	0
PreK regular education students enrolled for Transportation - Regular Route (NOT on an exclusive PreK Route)		
3a residing 1.5 miles or more from school on a Regular Route (NOT on an exclusive pre-k route)	0	17
3b residing less than 1.5 miles from school WITHOUT an approved vehicular and/or criminal gang activity safety hazard	0	0
3c residing less than 1.5 miles from school WITH an approved vehicular safety hazard	0	7
3d residing less than 1.5 miles from school WITH an approved criminal gang activity safety hazard	0	0
3e total number of Prek students enrolled for transportation - Regular Route (line 3a + line 3b + line 3c + line 3d)	0	24
3f total number of Prek students enrolled for transportation - Exclusive PreK Route	0	0
3g total number of Prek students enrolled for transportation (line 3e + line 3f)	0	24
Students Transported for Curriculum-Related Field Trips (Not Enrolled on a Regular Route)		
4a Unduplicated headcount of students transported for Curriculum-Related Field Trips	0	67
4b Total days for students transported for Curriculum-Related Field Trips	0	90
Total days for PreK - 12 regular education students enrolled for transportation - Regular Route		
5a days for PreK - 12 students residing 1.5 miles or more from school plus Curriculum-Related Field Trips	0	58,910
5b days for PreK - 12 students residing less than 1.5 miles from school WITHOUT an approved vehicular and/or a criminal gang activity safety hazard	0	2,076
5c days for PreK - 12 students residing less than 1.5 miles from school WITH an approved vehicular safety hazard	0	18,165
5d days for PreK - 12 students residing less than 1.5 miles from school WITH an approved criminal gang activity safety hazard	0	0
5e total number of days for PreK - 12 regular education students enrolled for transportation (line 5a + line 5b + line 5c + line 5d)	0	79,151
6 Number of Student Attendance Days on the School Calendar	180	173
Average Number of PreK - 12 regular education students transported per year		

The “**Claim Review**” page shows the complete Pupil Transportation Reimbursement Claim in a “read-only” format with a “**Submit to District Superintendent**” button.

Click the “**Submit to District Superintendent**” button to transmit the claim to the District Superintendent (RCDT Admin) for approval. **Document Authors cannot transmit the claim directly to the ISBE.** The “**Submit to District Superintendent**” button disappears automatically once the claim has been transmitted.

Claim Review & Submit (Cont.)

Click on the “OK” button on the confirmation box to transmit the claim to the District Superintendent (RCDT Admin). Clicking on the “Cancel” button stops the submission process and the claim will remain in draft form.

The screenshot shows the 'PTCRS-Claim Review' web application. The main content area is a table with the following data:

Category	14a. Salaries	14b. Employee Benefits	14c. Purchased Services	14d. Contractual Transportation	14e. Pymts-Public Transit Carriers	14f. Payments to Other Districts	14g. Supplies	14h. Other	15. Sub Total
Direct Costs	0	0	0	0	0	0	0	0	0
Transportation Related Building and Building Maintenance									
16a. Ed. Fund	0	0	0	0	0	0	0	0	0
16b. O.M. Fund	0	0	0	0	0	0	0	0	0
17. Allowable Depreciation									0
18. Total Direct Costs									0
Deductions									
19a. Payments from Other Districts	0	0	0	0	0	0	0	0	0
19b. Other Revenue	0	0	0	0	0	0	0	0	0
20. Total Deductions	0	0	0	0	0	0	0	0	0
21. Net Direct Costs	0	0	0	0	0	0	0	0	0
22. Indirect Costs	0	0	0	0	0	0	0	0	0
23. Total Costs	0	0	0	0	0	0	0	0	0

At the bottom of the page, there are two buttons: 'Cancel' and 'Submit to District Superintendent >>'. A confirmation dialog box is overlaid on the table, with the text: 'Click OK to Submit this Claim to the District Superintendent.' and 'OK' and 'Cancel' buttons.

Claim Review & Submit (Cont.)

If there are no system errors in the Pupil Transportation Reimbursement Claim data when the Document Author transmits the claim to the District Superintendent for approval, the system will provide a confirmation message when the Pupil Transportation Reimbursement Claim is successfully transmitted to the District Superintendent.

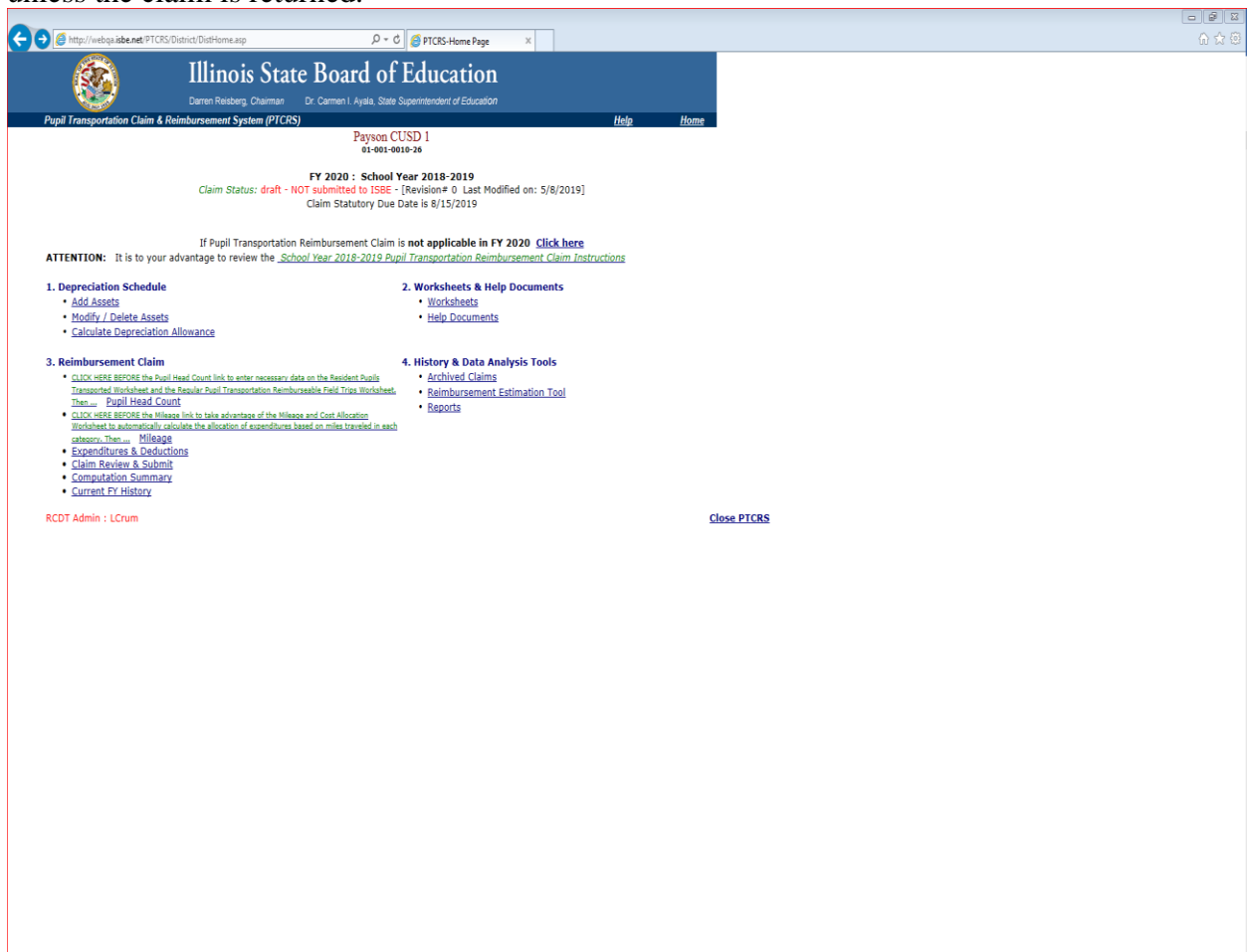
The Pupil Transportation Reimbursement Claim (rev. # 1) has been successfully submitted to the RCDT Admin (01-001-0010-26) for approval.

Click Home to continue.

A message is sent to the District Superintendent's (RCDT Admin) IWAS in box stating that there is a "pending approval document." The District Superintendent must (1) log on to IWAS; (2) click on System Listing; and (3) select the Pupil Transportation Claim Reimbursement System from the system listing.

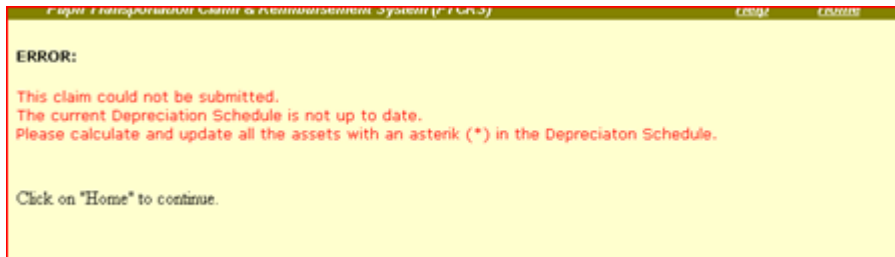
On the District homepage, the District Superintendent must click on the **"Claim Review & Submit"** link under the **"Reimbursement Claim"** heading to review the claim and transmit the Pupil Transportation Reimbursement Claim to the ISBE for approval.

After the Pupil Transportation Reimbursement Claim has been successfully transmitted, the District homepage becomes "read-only" and the bullets next to the links under the **"Reimbursement Claim"** heading are changed from "open circles" to "black dots" and no changes may be made. The "Calculate Depreciation Allowance" heading is changed to "Depreciation Schedule Summary" and no changes to the depreciation schedule may be made unless the claim is returned.



PTCRS On-Line Editing

PTCRS conducts online editing of the Pupil Transportation Reimbursement Claim when the user enters data into the system and when the claim is transmitted to the District Superintendent for approval. If the system detects errors in the reimbursement claim data, an on-line error message appears on the screen with a brief description of the error and an error code (see below).



The user must correct the error, save the data, and re-transmit the claim to the District Superintendent for approval.

PTCRS Error Listing

Days Enrolled to be Transported Exceeds the Maximum Allowable Number-Error Code: 02

The Total Number of Days Enrolled to be Transported in Column D on Line 5 cannot exceed the sum of Lines 1-4 (headcount) multiplied by Line 6 (Student Attendance Days).

Either the headcount is understated on Lines 1-4, the number of days enrolled to be transported on Line 5 is overstated and/or the student attendance days on Line 6 is incorrect.

There are ZERO students in all categories.

No students are reported on Lines 1, 2, 3, 4, 8, and 9. Students must be reported on the appropriate line for which transportation services are provided. The district cannot transmit a pupil transportation reimbursement claim if students are not transported.

Check the student's headcounts on Lines 1, 2, 3, 4, 8, and 9 and correct if applicable.

Regular Transportation Student Count and/or Regular Mileage Omitted - Error Code: 09

Lines 1, 5 and 6 are required in order to calculate the reimbursement for **regular** student transportation. **Note: If your district did not provide regular transportation but is claiming reimbursement for transportation costs incurred for reimbursable field trips, lines 4, 5, 6, and 10 must be completed.** Line 10 is required and used when more than one type of transportation is provided to spread costs based upon mileage allocation procedures. Enter the missing data.

Vocational Transportation Student Count and/or Vocational Mileage Omitted - Error Code: 10

Lines 8 and 11 must be completed if the district is claiming costs for vocational student transportation reimbursement. If the district is only providing reimbursable vocational field trips, an unduplicated headcount for the number of students transported for reimbursable field trips must be entered on line 8. Line 11, Column B for vocational field trip miles must also be completed. Enter the missing data.

Special Education Transportation Student Count and/or Special Education Mileage Omitted - Error Code: 11

Lines 9 and 12 must be completed if the district is claiming costs for special education student transportation reimbursement. Only students with transportation as a related service on their Individualized Education Program (IEP) should be reported on Line 9. Enter the missing data.

Non-reimbursable Student Transportation Mileage Omitted - Error Code: 12

Line 13 is required and used when more than one type of transportation is provided in order to spread costs based upon mileage allocation procedures. Enter the missing data.

Submission Date of Initial Claim is Past the Statutory Due Date.

This error occurs when the user attempts to transmit the initial Pupil Transportation Reimbursement Claim after the statutory due date. Please contact ISBE at 217-782-5256.

Pupil Transportation Reimbursement Claim File is Closed.

PTCRS does not allow any pupil transportation reimbursement claims to be transmitted after the statutory due date has passed. Please contact ISBE at 217-782-5256.

This Claim Could Not Be transmitted.

This error message appears when an unexpected error occurs while transmitting a claim. Check the “**Current FY History**” under the **Reimbursement Claim** heading on the District homepage and try transmitting the claim again or contact ISBE at 217-782-5256.

Could Not Send Mail From IWAS. Error Code: XX

This error occurs with different codes when PTCRS could not call an IWAS method to update a document status or an email. Most of the time the claim is transmitted successfully before this error occurs. Check the “**Current FY History**” under the “**Reimbursement Claim**” heading on the District homepage and try transmitting the claim again or contact ISBE at 217-782-5256.

This Claim Already Has The Same Status. Duplicate Update Prohibited.

This error occurs when two document authors attempt to transmit the claim simultaneously or when a user clicks on the browser back button and tries to retransmit the same claim twice

The Current Depreciation Schedule Is Not Up to Date.

This error occurs if all of the assets listed in the district's Depreciation Schedule Summary have not been updated in the current fiscal year or if there is a modification in an asset's data that could cause the depreciation allowance to be different than that what was previously entered into the system. The system will not allow the user to transmit the claim. All assets with an asterisk (*) next to the sequence number must be updated prior to submission.

Total Allowable Depreciation on Line 17 Doesn't Match The Computed Depreciation From the Depreciation Schedule.

This error occurs when the total depreciation allowance on Line 17 in Column E doesn't match the total depreciation calculated by the system.

The claim cannot be transmitted until data for all assets is reviewed by the user and modifications and/or deletions are made.

Computation Summary

The “**Computation Summary**” link under the “**Reimbursement Claim**” heading on the District homepage provides student transportation reimbursement data based upon Article 5/29-5 of the School Code. This form is in “read-only” format (see below).

Note: The district may view this information at any time; however, until the Pupil Transportation Reimbursement Claim file is closed by the ISBE, the data shown will be an “estimate” of what the district may expect to receive in state reimbursement for the current fiscal year.

Illinois State Board of Education
 Darren Riesberg, Chairman Dr. Carmen I. Ayala, State Superintendent of Education

Pupil Transportation Claim & Reimbursement System (PTCRS) Help Home

Payson CUSD 1
 01-001-0010-26

Computation Summary - Estimate
 FY 2020: School Year 2018-2019 : Rev.# 0

NOTE: This Computation Summary reflects the calculation of the reimbursement formula at 100% of the regular/vocational pupil transportation cost and 80% of the special education pupil transportation cost as claimed through the entry pages. The final district reimbursement is subject to change based on the transportation appropriation available. Lines 1 through 23 as referenced below are line numbers found on the Claim Review webpage. Lines 26 through 49 as referenced below refer to the line numbers on this page. If Line 5b is zero (noneligible pupils), skip Lines 26 through 29 below, because Line 29 would be zero.

REGULAR TRANSPORTATION REIMBURSEMENT SUMMARY

26 Weighted eligible students (Line 7a + 7c + 7d) X 2	0.00
27 Total weighted students (Line 26 + Line 7b)	0.00
28 Cost per students (Line 23, Col. A divided by Line 27)	0.00
29 Total cost to transport noneligible students (Line 28 X Line 7b)	0.00
30 Allowable regular students transportation cost (Line 23, Col. A - Line 29)	0.00
31 Prorated allowable regular transportation cost (Line 30 X 100.000000000%)(*)	0.00
32 Real Equalized Assessed Valuation (2016)	51,436,823.00
33 Qualifying Amount (Line 32 X 0.0007)	36,005.77

The qualifying tax rates for regular pupil transportation are as follows:
 .0005 for High School (9-12)
 .0006 for Elementary (K-8)
 .0007 for Unit or Cooperative (grades K-12)

34 Special equalization claim amount (Line 31 - Line 33), zero if negative	0.00
35 4/5 Prorated allowable regular transportation cost (81% of Line 31)	0.00
36 Transportation Fund Tax Rate (2016)	0.00200000
37 Insufficient levy penalty, if applicable	0.00

If Line 36 is less than .0012 and Line 34 is greater than Line 35, an insufficient levy penalty is determined as follows: Lesser of (.0012 minus Line 36 X Line 32) OR Line 34 minus Line 35. There is no penalty when Line 34 is less than Line 35. Go to Line 38.

38 Regular student transportation flat grant (@ \$16.00 X (Line 7a + Line 7c + Line 7d))	0.00
39 Prorated regular student transportation flat grant (Line 38 X 100.000000000%)(*)	0.00
40 Regular Transportation Reimbursement (Greater of (Line 34 - Line 37) or Line 39)	0.00
41 Vocational Transportation reimbursement maximum (81% of Line 23, Col. B)	0.00
42 Vocational Transportation reimbursement prorated (@ 100.000000000%)(*)	0.00
43 Gross Regular and Vocational Transportation reimbursement prorated (Line 40 + Line 42)	0.00

44 Regular/Vocational Transportation adjustments, if applicable

a. Prior Year Equalized Assessed Valuation Corrections	0.00
b. Prior Year Audit Adjustment	0.00
Total Adjustments	0.00
45 Regular and Vocational Transportation Net Reimbursement (Line 43 + Line 44c)	0.00

SPECIAL EDUCATION TRANSPORTATION REIMBURSEMENT SUMMARY

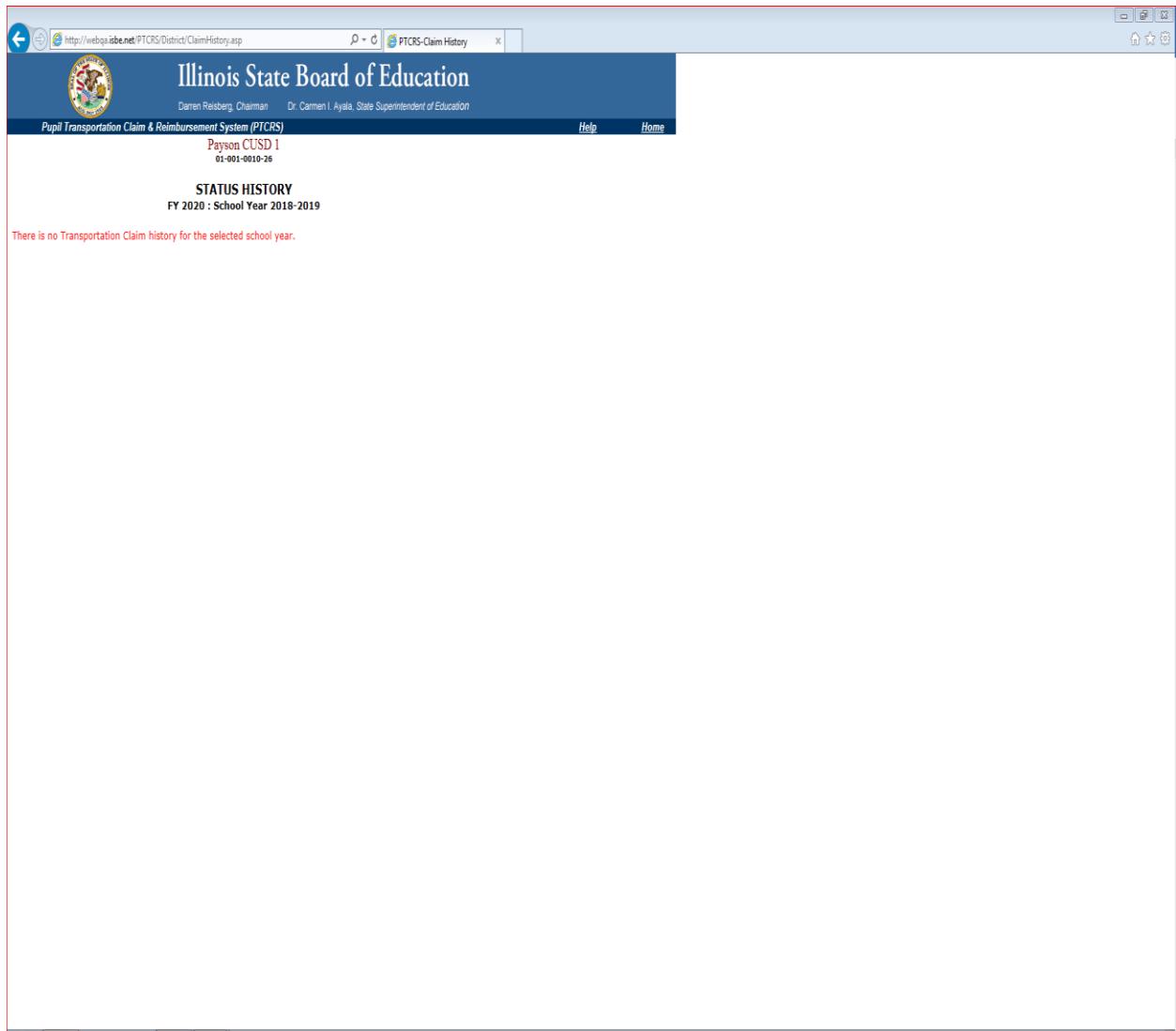
46 Special Education Transportation reimbursements maximum (80.00% of Line 23, Col. C)	0.00
47 Special Education Transportation reimbursement prorated (Line 46 X 100.000000000%)(*)	0.00
48 Special Education Transportation Audit Adjustments	0.00
49 Special Education Transportation Net Reimbursement (Line 47 + Line 48)	0.00

* This claim has not yet been submitted.
 * The proration rate values reflect the most recently updated data by ISBE. Net reimbursement amounts will differ until the claim is final.

Hint:Id:103024

Current FY Claim History

The “**Current FY History**” link under the “**Reimbursement Claim**” heading on the District homepage allows the district to track the Pupil Transportation Reimbursement Claim during the current fiscal year and to view the comments of different access groups as the claim goes through different approval stages.



Archived Claims

The “**Archived Claims**” link located under the “**History & Data Analysis Tools**” heading on the District homepage allows the district to access the district’s Pupil Transportation Reimbursement Claims entered in PTCRS for prior fiscal years.


Select the school year to view the claim status history page and click the “**Show History**” button.

The screenshot shows a web browser window with the URL <http://webqa.ibe.net/PTCRS/District/ArchivedClaims.asp>. The page header includes the Illinois State Board of Education logo and the text "Illinois State Board of Education", "Darren Reisberg, Chairman", and "Dr. Carmen I. Ayala, State Superintendent of Education". Below this is the "Pupil Transportation Claim & Reimbursement System (PTCRS)" header, followed by "Payson CUSD 1" and "01-001-0010-26". The main heading is "ARCHIVED CLAIMS". A message states: "To view the Archived Claim(s) of the desired Fiscal Year, click on the School Year." Below this is a table with two columns: "Fiscal Year" and "School Year". The table lists fiscal years from 2019 down to 2003, with corresponding school year links in blue text.

Fiscal Year	School Year
2019	2017-18
2018	2016-17
2017	2015-16
2016	2014-15
2015	2013-14
2014	2012-13
2013	2011-12
2012	2010-11
2011	2009-10
2010	2008-09
2009	2007-08
2008	2006-07
2007	2005-06
2006	2004-05
2005	2003-04
2004	2002-03
2003	2001-02

Status History

Click on the latest “**Submitted Rev. #**” (see below) to view the final Pupil Transportation Reimbursement Claim in “read-only” format for the school year selected. The Pupil Transportation Reimbursement Claim will appear on the screen. At the bottom of the claim form, the user may click on the “**Depreciation Schedule**” or the “**Worksheet Summary**” buttons to review the latest data for the school year selected in “read-only” format. **No revisions may be made.**



Date	Authority	Login Name	Status	Comments
10/18/2018	ISBE-Trans		Accepted	
10/18/2018	RCOT Admin	dvelle1	Submitted Rev. #1	
10/10/2018	RCOT Admin	dvelle1	Revised	
9/28/2018	ISBE-Trans		Sent Back	Change 19C by counting half of Pre-K into regular and half into reimbursable.
7/16/2018	ISBE-Trans		Accepted	ISBE Batch Process
7/16/2018	RCOT Admin	dvelle1	Submitted Rev. #0	

ESTIMATED PUPIL TRANSPORTATION CLAIM TOOL

The “Estimated Pupil Transportation Claim Tool” link located under the “Worksheets & Help Documents” and “History & Data Analysis Tools” heading on the District homepage is provided to assist the district in estimating the impact on pupil transportation reimbursement for the school district when parameters such as the Transportation Fund Tax Rate, Equalized Assessed Valuation, etc. are changed.

This tool is a snap shot of the Pupil Transportation Reimbursement Claim that you will be entering into IWAS. The yellow boxes are open for you to enter the data, the white boxes have formulas that will calculate the regular/vocational and special education reimbursement.

All fields expect whole numbers, except for the Transportation Tax Fund Rate.

Line	Description	Enter Value	Calculated Value
Line 1a	residing 1.5 miles or more from school	2,239	
Line 1b	residing less than 1.5 miles from school WITHOUT an approved vehicular or criminal gang activity safety hazard		
Line 1c	residing less than 1.5 miles from school WITH an approved vehicular safety hazard	329	
Line 1d	residing less than 1.5 miles from school WITH an approved criminal gang activity safety hazard		
Line 1e	total number of public school K-12 regular education students enrolled on a regular route		2,568
Line 2a	residing 1.5 miles or more from school	66	
Line 2b	residing less than 1.5 miles from school WITHOUT an approved vehicular or criminal gang activity safety hazard		
Line 2c	residing less than 1.5 miles from school WITH an approved vehicular safety hazard	6	
Line 2d	residing less than 1.5 miles from school WITH an approved criminal gang activity safety hazard		
Line 2e	total number of non-public school K-12 regular education students enrolled on a regular route		72
Line 3a	residing 1.5 miles or more from school	64	
Line 3b	residing less than 1.5 miles from school WITHOUT an approved vehicular or criminal gang activity safety hazard		
Line 3c	residing less than 1.5 miles from school WITH an approved vehicular safety hazard	11	
Line 3d	residing less than 1.5 miles from school WITH an approved criminal gang activity safety hazard		
Line 3e	total number of PreK students enrolled for transportation - Regular Route		75
Line 3f	total number of PreK students enrolled for transportation - Exclusive PreK Route		
Line 3g	total number of PreK students enrolled for transportation - Regular and Exclusive PreK Route		75
Line 4a	Unduplicated headcount of students transported for Curriculum-Related Field Trips	0	
Line 4b	Total days for students transported for Curriculum-Related Field Trips	0	
Line 4c	Number of Curriculum-Related Field Trips (Line 4b divided by 4a) - Verify if value greater than five		#DIV/0!
Line 5a	days for PreK-12 students residing 1.5 miles or more from school plus reimbursable field trip days	381,209	
Line 5b	days for PreK-12 students residing less than 1.5 miles from school WITHOUT an approved vehicular or criminal gang activity		
Line 5c	days for PreK-12 students residing less than 1.5 miles from school WITH an approved vehicular safety hazard	60,543	
Line 5d	days for PreK-12 students residing less than 1.5 miles from school WITH an approved criminal gang activity safety hazard		
Line 5e	Total number of days for PreK-12 regular education students enrolled to be transported		441,752
Line 6	Number of Student Attendance Days on the Final School Calendar	176	

Reimbursement Estimation Tool (Cont.)

Page Trans-Misc-Cost-Alloc-Wholt and Claim Combined (FY2018-2020) Test DRAFT - Excel

KOLAJ CHRISTINE

Page Trans-Misc-Cost-Alloc-Wholt and Claim Combined (FY2018-2020) Test DRAFT - Excel																																																													
KOLAJ CHRISTINE																																																													
File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do...																																																													
Clipboard Font Alignment Number Styles Cells Editing																																																													
K71																																																													
A	B	C	D	E	F	G	H	I	J	K																																																			
Line 13a Total non-curriculum-related field trip miles	Enter Value		66,663																																																										
Line 13b Total pre-kindergarten miles	Enter Value		23,738																																																										
Expenditures and Deductions																																																													
<table> <tr> <th>A Regular Transportation</th><th>B Vocational Transportation</th><th>C Special Ed. Transportation</th><th>D Non-Reimbursable Transportation</th><th>E Total</th></tr> <tr> <td>754,786</td><td>18,222</td><td>589,316</td><td>209,420</td><td>1,571,738</td></tr> <tr> <td>36,282</td><td>876</td><td>29,306</td><td>48,222</td><td>105,685</td></tr> <tr> <td>30,395</td><td>734</td><td>17,011</td><td>8,433</td><td>56,573</td></tr> <tr> <td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>172,531</td><td>4,165</td><td>96,559</td><td>49,694</td><td>322,949</td></tr> <tr> <td>607</td><td>15</td><td>339</td><td>168</td><td>1,129</td></tr> <tr> <td>Sum Lines 14a-14h</td><td>994,601</td><td>24,012</td><td>723,524</td><td>315,937</td><td>2,058,074</td></tr> </table>	A Regular Transportation	B Vocational Transportation	C Special Ed. Transportation	D Non-Reimbursable Transportation	E Total	754,786	18,222	589,316	209,420	1,571,738	36,282	876	29,306	48,222	105,685	30,395	734	17,011	8,433	56,573	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	172,531	4,165	96,559	49,694	322,949	607	15	339	168	1,129	Sum Lines 14a-14h	994,601	24,012	723,524	315,937	2,058,074										
A Regular Transportation	B Vocational Transportation	C Special Ed. Transportation	D Non-Reimbursable Transportation	E Total																																																									
754,786	18,222	589,316	209,420	1,571,738																																																									
36,282	876	29,306	48,222	105,685																																																									
30,395	734	17,011	8,433	56,573																																																									
0	0	0	0	0																																																									
0	0	0	0	0																																																									
0	0	0	0	0																																																									
172,531	4,165	96,559	49,694	322,949																																																									
607	15	339	168	1,129																																																									
Sum Lines 14a-14h	994,601	24,012	723,524	315,937	2,058,074																																																								
Line 14a Salaries (Full or Part-time)	Enter Value																																																												
Line 14b Employee Benefits	Enter Value																																																												
Line 14c Purchased Services - Do not include contractual reported on Lines d, e or f	Enter Value																																																												
Line 14d Contractual Transportation - Do not include contractual with other districts	Enter Value																																																												
Line 14e Payments-Public Transit Carriers	Enter Value																																																												
Line 14f Payments to other districts	Enter Value																																																												
Line 14g Supplies	Enter Value																																																												
Line 14h Other	Enter Value																																																												
Line 15 Subtotal - Costs Paid from Fund 40 Transportation	Sum Lines 14a-14h																																																												
Transportation Related Building and Building Maintenance																																																													
Line 16a Costs paid from Fund 10 Education	Enter Value																																																												
Line 16b Costs paid from Fund 20 Operations and Maintenance	Enter Value																																																												
Line 16c Costs paid from Fund 60 Capital Projects Fund	Enter Value																																																												
Line 17 Allowable Depreciation	Enter Value																																																												
Line 18 Total Direct Costs (Lines 15-17)	Sum Lines 15-17																																																												
Deductions																																																													
Line 19a Revenue from Other Districts	Enter Value																																																												
Line 19b Revenue from Parents	Enter Value																																																												
Line 19c Other Revenue	Enter Value																																																												
Line 20 Total Deductions (Lines 19a-19c)	Sum Lines 19a-19c																																																												
Line 21 Net Direct Costs (Line 18 minus Line 20)	Line 18 minus Line 20																																																												
Line 22 Indirect Costs 5% - District owned transportation service [(Line 21 - (Lines 14d+14e+14f) * 5%); zero if negative]	Line 21 - (Lines 14d+14e+14f) * 5%																																																												
Line 23 Total Transportation Costs (Line 21 + Line 22)	Line 21 + Line 22																																																												
NOTE: Lines 31, 39, and 42 Will Prepopulate Using the Most Current Proration Percentage																																																													
REGULAR TRANSPORTATION REIMBURSEMENT SUMMARY																																																													
Line 26 Weighted eligible students (Lines 7a + 7c + 7d) x 2	Lines 7a+7c+7d*2		5,019.91																																																										
Line 27 Total weighted students (Line 26 + Line 7b)	Line 26 + Line 7b		5,019.91																																																										
Line 28 Cost per student (Line 23, Col A divided by Line 27)	Line 23, Col A, divided by Line 27		245.63																																																										
Line 29 Total cost to transport noneligible students (Line 28 X Line 7b)	Line 28 * Line 7b		0.00																																																										
Line 30 Allowable regular pupil transportation cost (Line 23, Col A minus Line 29)	Line 23, Col A, minus Line 29		1,233,040.89																																																										
Line 31 Prorated allowable regular transportation cost (Line 30 X Proration %) (*)	Line 30 * Proration Percent		996,763.12																																																										
Line 32 Real Equalized Assessed Valuation (2017)	Enter Real EAV Value		236,788,177.00																																																										

Page Trans-Misc-Cost-Alloc-Wholt and Claim Combined (FY2018-2020) Test DRAFT - Excel										
KOLAJ CHRISTINE										
File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do...										
Clipboard Font Alignment Number Styles Cells Editing										
K71										
A	B	C	D	E	F	G	H	I	J	K
Line 21 Net Direct Costs (Line 18 minus Line 20)	Line 18 minus Line 20		1,174,325	28351.12	817,120	342,844	2,362,640			
Line 22 Indirect Costs 5% - District owned transportation service [(Line 21 - (Lines 14d+14e+14f) * 5%); zero if negative]	Line 21 - (Lines 14d+14e+14f) * 5%		58,716	1,418	40,856		100,990			
Line 23 Total Transportation Costs (Line 21 + Line 22)	Line 21 + Line 22		1,233,041	29,769	857,976	342,844	2,463,630			
NOTE: Lines 31, 39, and 42 Will Prepopulate Using the Most Current Proration Percentage										
REGULAR TRANSPORTATION REIMBURSEMENT SUMMARY										
Line 26 Weighted eligible students (Lines 7a + 7c + 7d) x 2	Lines 7a+7c+7d*2		5,019.91							
Line 27 Total weighted students (Line 26 + Line 7b)	Line 26 + Line 7b		5,019.91							
Line 28 Cost per student (Line 23, Col A divided by Line 27)	Line 23, Col A, divided by Line 27		245.63							
Line 29 Total cost to transport noneligible students (Line 28 X Line 7b)	Line 28 * Line 7b		0.00							
Line 30 Allowable regular pupil transportation cost (Line 23, Col A minus Line 29)	Line 23, Col A, minus Line 29		1,233,040.89							
Line 31 Prorated allowable regular transportation cost (Line 30 X Proration %) (*)	Line 30 * Proration Percent		996,763.12							
Line 32 Real Equalized Assessed Valuation (2017)	Enter Real EAV Value		236,788,177.00							
Line 33 Qualifying Amount (Line 32 X District Type Rate)	Line 32 * District Type Rate									
Line 34 .0005 for High School (9-12)			n/a							
Line 35 .0005 for Elementary (K-8)			n/a							
Line 36 .0007 for Unit (K-12)			165,751.86							
Line 37 Special equalization claim amount (Line 31 - Line 33), zero if negative	Line 31 - Line 33, Enter zero if negative		833,011.25							
Line 38 4/5 Prorated allowable regular transportation cost (80% of Line 31)	Line 31 * 80%		799,010.49							
Line 39 Transportation Fund Tax Rate (2017)	Formula		0.00200000							
Line 40 Insufficient Levy penalty, if applicable										
Line 41 If line 36 is less than .0012 and line 34 is greater than Line 35, an insufficient levy penalty is determined as follows: Lesser of: (.0012 minus Line 36 X Line 32) or Line 34 minus Line 35.										
Line 42 There is no penalty when Line 34 is less than Line 35. Go to Line 38										
Line 43 Regular student transportation flat grant \$16.00 X (Line 7a + Line 7c + Line 7d)	\$16.00 X (Line 7a + Line 7c + Line 7d)		40,159.27							
Line 44 Provided regular student transportation flat grant (Line 38 X Proration Percent) (*)	Line 38 X Proration Percent		312,570.01							
Line 45 Regular Transportation Reimbursement (Greater of (Line 34 - Line 37) or Line 39)	Greater of (Line 34 - Line 37) or Line 39		833,011.25							
Line 46 Vocational Transportation reimbursement maximum (80% X Line 23, Col B)	(80% X Line 23, Col. B)		23,814.94							
Line 47 Vocational Transportation reimbursement prorated (Line 41 * Proration Percent) (*)	Line 23, Col. B * Proration Percent		19,290.10							
Line 48 Gross Regular and Vocational Transportation reimbursement prorated (Line 40 + Line 42)	Line 40 + Line 42		852,301.36							
Line 49 Regular/Vocational Transportation adjustments, if applicable										
Line 44a Prior Year Equalized Assessed Valuation Corrections	Enter Value									
Line 44b Prior Year Audit Adjustments	Enter Value									
Line 44c Total Adjustments	Line 44a + Line 44b		0.00							
Line 45 Regular and Vocational Transportation Net Reimbursement (Line 43 + Line 44c)	Line 43 + Line 44c		852,301.36							
Line 46										
Line 47										
Line 48										
Line 49										
NOTE: Line 47 Will Prepopulate using the Most Current Proration Percentage										
SPECIAL EDUCATION TRANSPORTATION REIMBURSEMENT SUMMARY										
Line 50 Special Education Transportation reimbursements maximum (80% X Line 23, Col C)	80% X Line 23, Col. C		686,381.13							
Line 51 Special Education Transportation reimbursement prorated (Line 46 X Proration Percent) (*)	Line 46 * Proration Percent		562,832.53							
Line 52 Special Education Transportation Audit Adjustments, if applicable	Enter Value									
Line 53 Special Education Transportation Net Reimbursement (Line 47 + Line 48)	Line 47 + Line 48		562,832.53							
* The proration rate is an estimate only. Final proration and reimbursement will not be computed until December.										

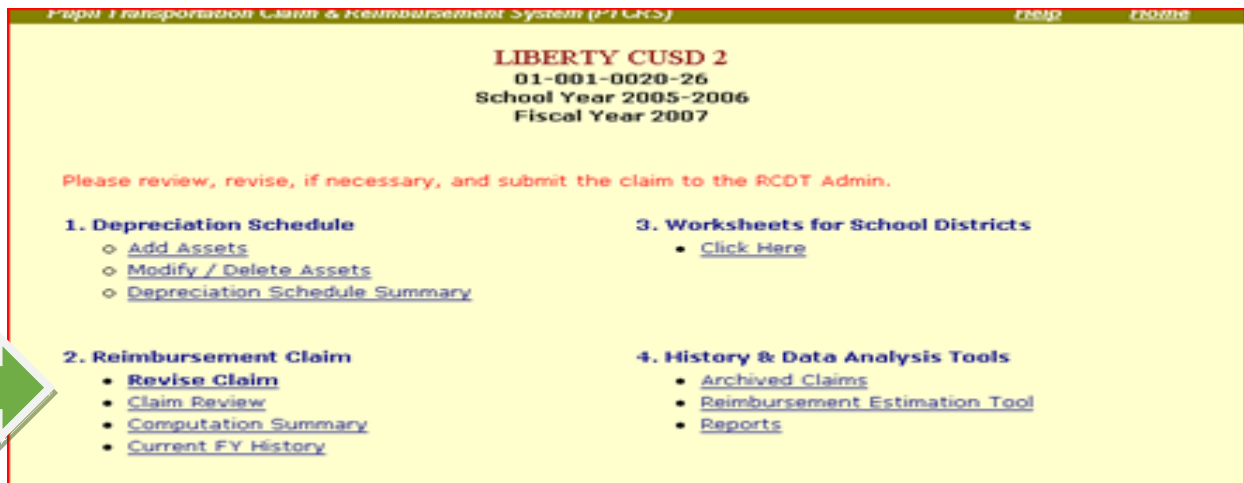
Revise Claim

If the District Superintendent or the ISBE has returned the Pupil Transportation Reimbursement Claim back to the Document Author for revisions, **the claim must be revised and retransmitted to the District Superintendent for approval.** When the Document Author opens the District homepage from the IWAS system listing to review the claim, a message appears on the top of the District homepage to revise, review and transmit the claim to the RCDT Admin (see page 59). The Document Author must click on the “**Revise Claim**” link located under the “**Reimbursement Claim**” heading (see below) on the District homepage to revise the Pupil Transportation Reimbursement Claim.

Once the original claim has been transmitted to the District Superintendent (RCDT Admin) for approval, the Document Author cannot revise the claim until the claim is sent back by a higher access group (RCDT Admin, ISBE Admin).

The District Superintendent has the option to revise the claim when the claim is transmitted for approval from the Document Author or to send the claim back to the Document Author for revision. The District Superintendent may also revise the claim when the claim is sent back by the ISBE if he/she chooses not to send the claim back to the Document Author for revision.

Revise Claim (Cont.)



LIBERTY CUSD 2
01-001-0020-26
School Year 2005-2006
Fiscal Year 2007

Please review, revise, if necessary, and submit the claim to the RCDT Admin.

- 1. Depreciation Schedule
 - [Add Assets](#)
 - [Modify / Delete Assets](#)
 - [Depreciation Schedule Summary](#)
- 2. Reimbursement Claim
 - **[Revise Claim](#)**
 - [Claim Review](#)
 - [Computation Summary](#)
 - [Current FY History](#)
- 3. Worksheets for School Districts
 - [Click Here](#)
- 4. History & Data Analysis Tools
 - [Archived Claims](#)
 - [Reimbursement Estimation Tool](#)
 - [Reports](#)

The revision number for the initial (original) claim is always zero. The revision number is increased by one each time the reimbursement claim is revised.

Click the “**Revise Claim**” button and click “**OK**” on the confirmation prompt to begin the revision process.

The Document Author/RCDT Admin can enter her/his comments into the “**Your Comments**” box, which is an optional field (see below).

Revise Claim (Cont.)

The Document Author/RCDT Admin can enter her/his comments into the “**Your Comments**” box, which is an optional field (see below).

The screenshot shows a web form titled "PAYSON CUSD 1" and "PUPIL TRANSPORTATION REIMBURSEMENT CLAIM FY 2007 : School Year 2005-2006 CLAIM RESPONSE". The form includes the following fields and text:

- Revision No:** 1
- Current Status:** Sent back by the RCDT Admin on 4/2/07
- Comments:** Please revise and re-submit the claim.
- Your Comments :** A text box containing "Revising some figures".

A "Microsoft Internet Explorer" dialog box is overlaid on the form, displaying a question mark icon and the text: "Click OK to Revise the Transportation Claim." with "OK" and "Cancel" buttons.

If the revision process is successful, the District homepage appears again with modifiable links (open circles next to the links) and the data from the previous revision is copied into the new revised claim.

The Depreciation Schedule is automatically carried forward in PTCRS when the Pupil Transportation Reimbursement Claim is revised. Data on the Depreciation Schedule remains the same unless the user revises the data.

IWAS sends a message to the inbox of the appropriate access levels when a claim is sent back by the ISBE or the RCDT Admin and when the claim is retransmitted for approval.

Open bullet marks next to the links under the “**Reimbursement Claim**” heading (see below) indicate that the claim can be revised and that the claim has not been transmitted to the District Superintendent for approval. Revise the claim data and retransmit to the District Superintendent for approval.

PTCRS Reports

There are five reports available under the “**Reports**” link located under the “**History & Data Analysis Tools**” heading on the District homepage.

- Claim Details
- Comparison of Current Year Details to Last Year
- Computation Summary
- District Depreciation Schedule Summary
- District PTCRS Inventory

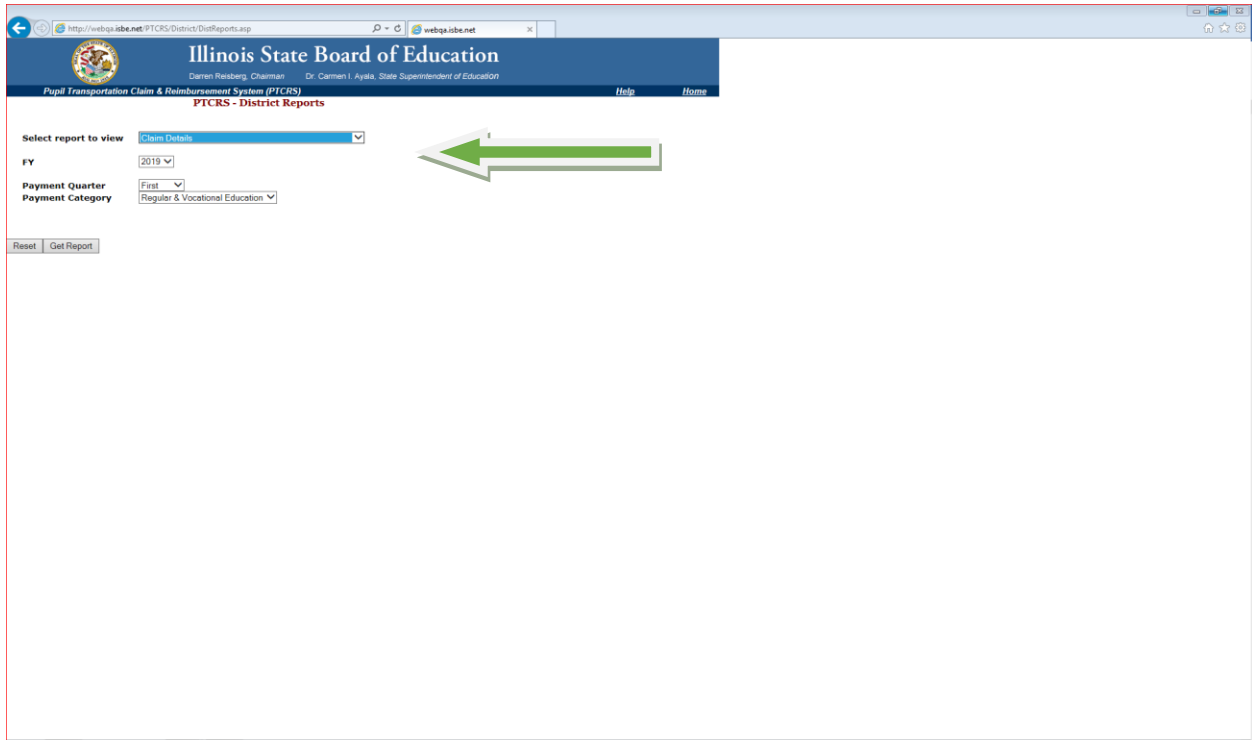


Transportation Claim

On the “Reports” homepage click on the down arrow at the end of the “Select Report to View” textbox. To view the final copy of the Pupil Transportation Reimbursement Claim, select “Claim Details”.

PTCRS Reports (Cont.)

Click on the down arrow at the end of the “FY” text box and select the fiscal year you wish to view.



The screenshot shows the Illinois State Board of Education (ISBE) PTCRS - District Reports web application. The browser address bar shows the URL: http://webqa.isbe.net/PTCRS/District/DistReports.asp. The page header includes the ISBE logo and the text "Illinois State Board of Education", "Darren Reising, Chairman", and "Dr. Carmen I. Ayala, State Superintendent of Education". Below the header, the page title is "Pupil Transportation Claim & Reimbursement System (PTCRS)" and "PTCRS - District Reports". The main content area contains a form with the following fields: "Select report to view" (a dropdown menu with "Claim Details" selected), "FY" (a dropdown menu with "2019" selected), "Payment Quarter" (a dropdown menu with "First" selected), and "Payment Category" (a dropdown menu with "Regular & Vocational Education" selected). A large green arrow points to the "FY" dropdown menu. At the bottom left of the form are two buttons: "Reset" and "Get Report".

You do not need to select Payment Quarter or Payment Category for this report.

Click on the “**Get Report**” button at the bottom of the page.

PTCRS will load the claim in read-only format to the screen. You may (1) export the claim to Word or Excel by clicking on the icon at the top of the page; or (2) print a copy of the report.

The “**Comparison of Current Year Claim to Last Year**” report allows you to view, export, and/or print the worksheet showing current and previous years claim with a percentage change.

The “**Computation Summary**” report allows the user to view, export, and/or print a copy of the computation worksheet. This worksheet gives the calculations based on the transportation reimbursement formula as stated in Article 5/29-5 of the School Code.

The “**District Depreciation Schedule**” report allows the user to view, export, and/or print a modified and electronic form of the paper depreciation schedule.

The “**District PTCRS Inventory**” report allows the user to view, export, and/or print a current inventory listing of assets used for pupil transportation services.

Worksheets for School Districts

When the user clicks on “Worksheets” under the “Worksheets & Help Documents” heading on the district homepage, PTCRS will open a download page to the screen (see below). The user has four options to choose from: (1) the Resident Pupils Transported Worksheet in excel format; the (2) Reimbursable Field Trips Worksheet in PDF format; (3) a Pupil Transportation Mileage & Cost Allocation Worksheet; and (4) Estimated Transportation Claim Reimbursement Tool in excel format. A link to the instructions is located directly below the link to access the forms.

Illinois State Board of Education
Darren Reisberg, Chairman Dr. Carmen I. Ayala, State Superintendent of Education

Pupil Transportation Claim & Reimbursement System (PTCRS)

Liberty CUSD 2
01-001-0020-26

Worksheets

Please click on a document to download.

	Size	Estimated Time to Download*
For use BEFORE entering totals on the Pupil Head Count webpage:		
Resident Pupils Transported Worksheet - .XLSX	29 KB	<1 Minute
For instructions Click Here		
Reimbursable Field Trips Worksheet - .PDF	202 KB	<1 Minute
For criteria and instructions Click Here		
For use BEFORE entering totals on the Mileage webpage and Expenditures & Deductions webpage:		
Pupil Transportation Mileage & Cost Allocation Worksheet - .XLSX	96 KB	<1 Minute
For instructions Click Here		
For use BEFORE entering all information into the PTCRS Claim:		
Estimated Transportation Claim Reimbursement Tool - .XLSX	22 KB	<1 Minute
For more information click Transportation in School Districts		

The worksheets will be downloaded and opened in your browser for you to save on your computer.

You will need Adobe Acrobat Reader for .PDF worksheets
(Get your free Acrobat Reader [here](#))
and/or Microsoft Excel 7.0/97 for .XLSX worksheets

For more information click [Transportation in School Districts](#).
* Download times are estimated for a 28.8 kbps modem.

[Close this Window](#)

[Close PTCRS](#)

1. Depreciation Schedule

- [Add Assets](#)
- [Modify / Delete Assets](#)
- [Calculate Depreciation Allowance](#)

3. Reimbursement Claim

- [CLICK HERE BEFORE the Pupil Head Count link to enter Transported Worksheet and the Regular Pupil Transported Worksheet](#)
- [Pupil Head Count](#)
- [CLICK HERE BEFORE the Mileage link to enter Mileage Worksheet to automatically calculate the allocation of Mileage](#)
- [Mileage](#)
- [Expenditures & Deductions](#)
- [Claim Review & Submit](#)
- [Computation Summary](#)
- [Current FY History](#)

RCDT Admin : LCrum

Resident Pupils Transported Worksheet

When the user clicks on the link, the form is opened in excel format (see below). Enter the data on the screen. Totals are automatically calculated as data is entered. Once the form is completed, print a copy of the form and **retain it on file in the district for audit purposes.**

The data entered on this form is not saved in PTCRS. You must print each page prior to resetting or closing the form. The system does not keep a running total. Totals are only calculated for the current form opened.

The district may use a similar district-designed database for tracking the data that must be completed and retained on file for audit purposes. The district can add as many lines as needed.

The Resident Student Transported Worksheet

Appendix A

Instructions:

- Enter name of each K-12 public, nonpublic and prekindergarten student on a nonexclusive route who is assigned to a regular route at any time during the regular term
- Enter an "X" in the student category and miles residing from assigned school, only ONE category can be checked for each student.
- Enter total days enrolled for each student
- * Total Days Enrolled for student transported 1.5 miles or more must be combined with Line 4b on the Pupil Transportation Claim. See Reimbursable Curriculum Related Field Trips Worksheet.

Route Name/Number (Optional)

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12	Col 13	Col 14	Col 15	Col 16	Col 17	Col 18
Headcount by Category of Miles																	
PTCRS Claim Line Number	K-12 Public				K-12 NonPublic				Reg PreK (Nonexclusive Route)				Days Enrolled				
	1a	1b	1c	1d	2a	2b	2c	2d	3a	3b	3c	3d	3f	5a*	5b	5c	5d
	<1.5 Miles w/o VSH or >	<1.5 Miles w/ VSH	<1.5 Miles w/ CGASH	<1.5 Miles w/ VSH or >	<1.5 Miles w/o VSH	<1.5 Miles w/ VSH	<1.5 Miles w/ CGASH	<1.5 Miles w/ VSH or >	<1.5 Miles w/o VSH or >	<1.5 Miles w/ VSH	<1.5 Miles w/ CGASH	<1.5 Miles w/ CGASH	Exclusive PreK Route	<1.5 Miles or >	<1.5 Miles w/o VSH or >	<1.5 Miles w/ VSH	<1.5 Miles w/ CGASH
Student Name (Last, First)	ONLY ONE CATEGORY CAN BE ASSIGNED (i.e. "X") PER STUDENT																
Example: Lambert, Jack	x													174			
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

VSH = Vehicular Safety Hazard (must be approved by the ISBE)
CGASH = Criminal Gang Activity Safety Hazard (must be approved by the ISBE)

Reimbursable Field Trips Worksheet

When the user clicks on the link, the form is opened in PDF format (see below). Enter the data on the screen. Totals are automatically calculated as data is entered. Once the form is completed, print a copy of the form and **retain it on file in the district for audit purposes.**

The data entered on this form is not saved in PTCRS. You must print each page prior to closing the form. The system does not keep a running total. Totals are only calculated for the current form opened.

The district may use a similar district-designed database for tracking the data that must be completed and retained on file for audit purposes.

50-25A 4-2-2019 SECURED Curriculum Related Field Trip Worksheet.pdf (SECURED) - Adobe Acrobat Reader DC
File Edit View Window Help
Home Tools 50-25A 4-2-2019 ... x
Save Undo Redo Find Comment
1 / 2 170%

Illinois

State Board of Education

100 North First Street, E-320
Springfield, Illinois 62777-0001

REGULAR STUDENT TRANSPORTATION REIMBURSABLE CURRICULUM RELATED FIELD TRIPS WORKSHEET

FUNDING AND DISBURSEMENTS DIVISION

INSTRUCTIONS: (See Appendix B). Enter the following information for each K-12 student who is not enrolled to be transported on a reimbursable regular K-12 route to/from school but is transported for a reimbursable curriculum-related field trip during the regular school term.

NOTE: The district only needs to report students who are transported on a regular route less than 1.5 miles without an approved vehicular safety hazard and or without an approved criminal gang activity safety hazard or who are not provided transportation to and from school. Duplicate the blank form included with the instructions as needed. Retain this form in the district for audit purposes.

STUDENT NAME (1)	FIELD TRIPS				TOTAL DAYS TRANSPORTED (6)
	DATE (2)	DATE (3)	DATE (4)	DATE (5)	

8.50 x 11.00 in

Estimated Transportation Claim Reimbursement Tool

When the user clicks on the link, the system will provide a blank transportation claim just as you would see it when entering in your data into the PTCRS screen. This form is in excel, for you to only enter into the yellow boxes, the white boxes have formulas and will calculate the estimated reimbursement amount. You may print a copy of the form and use it to draft a copy of the claim. This should be used after “**Pupil Transportation Mileage & Cost Allocation Worksheet**” has been completed and the expenditures have been allocated depending on the miles entered. (See page 45 for the Estimated Transportation Claim Reimbursement Tool example).

Pupil Transportation Mileage & Cost Allocation Worksheet

A new excel worksheet was developed in FY 2016 to assist districts in proper allocation of expenditures. When the user clicks on the “**Pupil Transportation Mileage & Cost Allocation Worksheet**” link, the system will open the workbook to the “Final Pro-rations” worksheet, which is a compilation of totals from the “District Info” worksheet, “District Owned” worksheet, “Contractual” worksheet, “Other Districts” worksheet, and “Public Transit” worksheet. The user cannot enter data in the “Final Pro-rations” The “Claim” worksheet will allocate the expenditures by mileage to what is the “Estimated Transportation Claim Reimbursement Tool” Lines 14a-18, these amounts will be pulled from the “Final Allocation” page. The district can then enter their information into the yellow boxes to calculate the estimated transportation claim reimbursement.

The intent of the workbook is to provide the user with a useful tool in creating the pupil transportation claim. The data is not embedded in PTCRS; however, it can be saved so that the data is not lost if the user does not complete all the information at one time. The “Final Pro-rations” worksheet could be printed to facilitate data entry into the “Expenditures & Deductions” part of the online claim.

Info

Enter District Name and RCDT (Region/County/District/Type Code) on the worksheet. Enter the Total Expenditures from the June 30, 2020 General Ledger (Lines 15-22). If the Superintendent is the Transportation Director enter the Total Expenditures from the Districts FY19 Audited Annual Financial Report (AFR) (Lines 28-36). If the District has any Pupil Transportation Building Related Costs complete lines 40-50.

District Owned

If you have district owned/operated transportation, click on the “District Owned” tab at the bottom of the workbook. The system will open the District Owned worksheet.

Enter the appropriate mileage figures in each category. The system will total the figures and calculate the percentages to be used to allocate costs across the categories of transportation provided.

Enter the district/owned operated expenditures in the total column for all pupil transportation expenditures. The system will automatically spread the costs based upon the mileage data you entered.

District Owned (cont.)

Enter the Allowable Depreciation on line H-11, #17. Enter any Salaries on 14a that did not populate, i.e. Special Ed monitors.

Contractual Transportation

If the district is contracting with a private carrier to transport students, click on the “Contractual” tab at the bottom of the workbook. This worksheet allows the user to enter contractual information for up to three contractors. If you have more than three contractors, you will have to manually calculate the allocations and add the figures to the final allocation page.

Enter the contractor’s name and a brief description of transportation services provided. Enter the mileage for the contractor in the appropriate fields. The system will total the mileage and calculate the percentages to be used for allocating costs for the contractor.

Total the expenditures for the contractor and enter the amount in the total column. The system will automatically spread the cost for the contractor based on mileage data entered on the worksheet. The system will also total all the information for up to three contractors at the bottom of the page.

Public Transit Carriers

If the district made payments to a public transit carrier and had an intergovernmental agreement for the 2019-20 school year with the public transit carrier, click on the “Public Transit” tab at the bottom of the workbook.

Enter the name of the public transit carrier and a brief description of services provided. Enter the mileage for the public transit carrier in the appropriate fields. The system will total the mileage and calculate the percentages to be used for allocating costs for the public transit carrier.

Total the expenditures for the public transit carrier and enter the amount in the total column. The system will automatically spread the cost for the public transit carrier based on mileage data entered on the worksheet. The system will also total all the information for up to three public transit carriers at the bottom of the page.

Payments to Other Districts

If your district contracts with another school district to transport your students, click on the “**Other Districts**” tab located at the bottom of the workbook. This worksheet allows the user to enter contractual information for up to three districts.

Enter the name of the school district and a brief description of services provided. Enter the mileage for the district in the appropriate fields. The system will total the mileage and calculate the percentages to be used for allocating costs for the district.

Total the expenditures for the district and enter the amount in the total column. The system will automatically spread the cost for the district based on mileage data entered on the worksheet. The system will also total all the information for up to three districts at the bottom of the page.

Revenues

Enter any revenue received from one of the following: 19a. "Payments from Other Districts", 19b. "Payments from Parents", and 19c. "Other revenue".

Final Proration

Once you have entered all data applicable to your district, save the data. The system will "drill down" through all the worksheets and create the final proration worksheet. Click on the "Final Proration" tab at the bottom of the workbook. Print a copy of the worksheet to use as your "draft copy" in completing the claim.

Remember: If you have any exceptions, you will have to manually add the missing data to the final worksheet.

Claim

Check the box at the top if your district is an Elementary, High School or a Unit School District, this will pre-populate line 33.

Enter all information for student headcount and mileage where the cells are yellow.

Line 6 enter the number of Student Attendance Days on the school calendar. **Note: this will pre-populate on the transportation claim in PTCRS from the school calendar the district submitted to ISBE.**

Lines 14a-16b will already be populated from the Final Allocation tab in the Mileage Cost Allocation Worksheet.

Enter any costs **under \$2500.00** that was coded to Fund 60 Capital Projects on 16c, anything over 2500.00 must be put on the Depreciation Schedule.

Line 32 enter the Districts Real Equalized Assessed Valuation (2018).

Line 36 enter the Districts Transportation Fund Tax Rate (2018).

Line 44a enter Prior Year Equalized Assessed Valuation Corrections

Line 44b enter any Prior Year Audit Adjustments

Line 48 enter any Special Education Transportation Audit Adjustments.

Pupil Transportation Mileage Cost Allocation Worksheet and Estimated Claim (Cont.)

Pupil-Trans-Mile-Cost-Alloc-Weight and Claim Combined (FY2018-19/2020 Test DRAFT - Excel)

KOLAZ CHRISTINE

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do...

ABC Spelling Thesaurus Smart Lookup Translate New Comment Delete Previous Next Show/Hide Comment Show All Comments Show Ink Protect Sheet Protect Workbook Share Workbook Track Changes

C12 X ✓ f 02-082-0190-26

	A	B	C	D	E	F	G	H	I
9									
10	Fiscal Year	2019	NOTE: THROUGHOUT THE WORKBOOK, YELLOW CELLS ARE USER INPUT CELLS						
11	District Name	School District XYZ							
12	RCDT#	02-082-0190-26							
13									
14			Total Expenditures from June 30, 2019 General Ledger						
15	Fund 40	Total Salaries		\$	1,571,738				
16	Fund 40	Total Benefits		\$	105,685				
17	Fund 40	Total Purchased Services		\$	56,573				
18	Fund 40	Total Supplies		\$	322,949				
19	Fund 40	Total Capital Outlay		\$	330,803				
20	Fund 40	Total Other		\$	1,129				
21	Fund 40	Total Non-Capitalized Equipment							
22	Fund 40	Total Termination Benefits							
23		Ledger Total		\$	2,388,877				
24									
25									
26			ONLY NEED TO FILL OUT THIS SECTION IF YOU ARE USING SUPERINTENDENT AS TRANSPORTATION DIRECTOR						
27			Total Expenditures from 2018 AFR						
28	Fund 10	Educational							
29	Fund 20	Operations & Maintenance							
30	Fund 30	Debt Services							
31	Fund 40	Transportation							
32	Fund 50	Municipal Retirement/ Social Security							
33	Fund 60	Capital Projects							
34	Fund 70	Working Cash							
35	Fund 80	Tort							
36	Fund 90	Fire Prevention & Safety							
37				\$	-				
38									
39			ONLY NEED TO FILL OUT THIS SECTION IF YOU HAVE PUPIL TRANSPORTATION BUILDING RELATED COSTS						
40		Bus Garage Sq. Footage							
41		Total District Sq. Footage							
42									

Info District Owned Contractual Public Transit Other Districts Revenues Final Allocation Claim

11.5%

Close PTCRS

To close the current browser window of PTCRS, click the “**Close PTCRS**” link at the bottom of the screen on the District homepage. Click the “**OK**” button on the confirmation prompt.

The “**Close PTCRS**” link automatically logs off the current user from PTCRS. It does not log the user out of IWAS or any other program on the system listing.



If you have questions, please contact Reid Slayback at 217-782-5256 or rslaybac@isbe.net. If you should have technical questions regarding PTCRS, please contact the ISBE Call Center staff at 217-558-3600 or via email at help@isbe.net. Staff is available Monday - Friday from 7 a.m. to 5 p.m. each day.