

# Pupil Transportation Claim Reimbursement System



**USER'S GUIDE FOR  
DOCUMENT AUTHORS**

**Revised March 2023**

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**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](http://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.

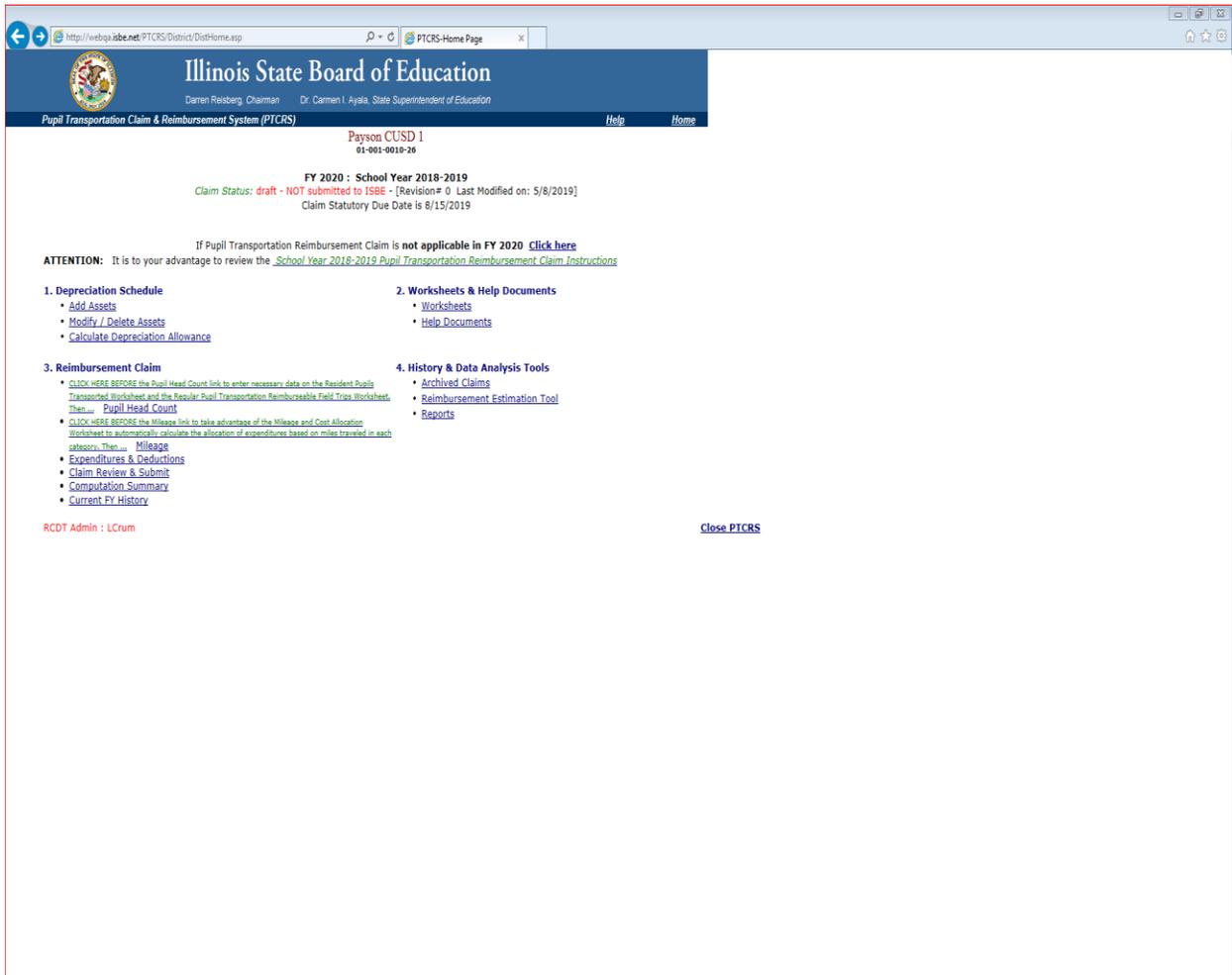
**RCDT Admin** is the District Superintendent, Vocational Director/Administrator, Charter School Administrator, or Special Education Cooperative Director/Administrator or his/her delegated designee who has district signatory authority for the pupil transportation reimbursement claim. The RCDT Admin or 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.**

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## 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.azbe.net/PTCRS/District/AssetDetails.asp?RP=A>. The page header identifies the user as 'Payson CUSD 1' with ID '01-001-0010-26'. The main heading is 'TRANSPORTATION ASSETS Item Details'. The form contains the following fields:

- 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 note: *excluding interest & finance charges*)
- Useful Life / Lease Period (text box: 0, with label: *Years*)
- Annual Rate of Depreciation (text box: 0)
- Total Lease Amount (text box: 0, with note: *annual lease payment \* number of years of lease*, *excluding interest & finance charges*)
- Vehicle Type (dropdown menu: -- Please select type of vehicle (required for asset type of vehicle) --)
- NOTE: Vehicle Type C: only includes first division vehicles designed to carry not more than 10 persons total including the driver.
- Vehicle Registration Number (text box)
- Vehicle Seating Capacity (text box: 0)

A red asterisk note at the bottom left states: \* Data must be entered. At the bottom of the form are 'Cancel' and 'Save Data' buttons.

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

<b>Sequence Number</b>	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. <b>This is a compulsory field.</b>
<b>Type</b>	<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>B</b> – Buildings/Land/Property</p> <p><b>E</b> - Equipment/Other Vehicles (not used to transport students)</p> <p><b>N</b> – Non-Reimbursable</p> <p><b>R</b> – Repairs &amp; Modifications</p> <p><b>S</b> – Site Improvements</p> <p><b>V</b> – Vehicles (used to transport students)</p> <p>The Useful Life and Annual Rate of Depreciation for an asset depends on the “<b>Type</b>” of asset selected. Selecting a new value for the “<b>Type</b>” of asset automatically resets the Annual Rate of Depreciation and Useful Life fields. Carefully decide what asset “<b>Type</b>” is applicable for the asset. <b>This is a compulsory field.</b></p>
<b>Description</b>	Enter the name of the asset as it should appear on the Depreciation Schedule (max. 50 characters). <b>This is a compulsory field.</b>
<b>Details</b>	Enter a brief description or notes about the asset. This field is optional. Maximum of 450 characters.
<b>Date Acquired</b>	The current date is defaulted in this field. Enter the date the asset was acquired in MM/DD/YYYY format. <b>This is a compulsory field.</b>

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

<b>Ownership</b>	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.  The value selected in this field determines the formula used to calculate the depreciation allowance. <b>This is a compulsory field.</b>
<b>Principal Cost/Market Value</b>	Enter the Principal Cost/Fair Market Value for the asset. <b>Do not include any finance charges, service fees or interest in this amount.</b> 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). <b>This is a compulsory field.</b>
<b>Useful Life/Lease Period</b>	This field is automatically populated with the expected useful life of the asset (in years) based upon the “ <b>Type</b> ” of asset selected and the “ <b>Ownership</b> ” selected. For example, when the “ <b>Type</b> ” of asset selected is “ <b>V</b> ” (vehicle used to transport students) and the “ <b>Ownership</b> ” selected is “ <b>Purchased</b> ,” the system automatically defaults the “ <b>Useful Life</b> ” with “5 Years.” When the “ <b>Ownership</b> ” selected is “ <b>One Year Lease</b> ” (annual), the system automatically defaults the “ <b>Useful Life/Lease Period</b> ” to “1 Year.” The user must enter the correct “ <b>Useful Life/Lease Period</b> ” when the “ <b>Ownership</b> ” selected is “ <b>Multiple Year Lease/Leased Purchased</b> .” 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.
<b>Annual Rate of Depreciation</b>	This column is automatically populated based on the “ <b>Type</b> ” of asset selected.
<b>Total Lease Amount</b>	If the asset is leased or leased/purchased, enter the total lease amount to be paid over the lease period <b><u>excluding finance charges, service fees or interest</u></b> . 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). <b>This field is compulsory for leased assets.</b>
<b>Registration Number</b>	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.
<b>Seating Capacity</b>	If the asset is used to transport students, enter the maximum number of occupants, including the driver.

## 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.

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

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)  
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 1HAGGUBG4JN001076  
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 shows a web browser window displaying the Illinois State Board of Education (ISBE) PTCRS Asset Details page. The page header includes the ISBE logo and the text "Illinois State Board of Education" with the names of the Chairman and Superintendent. Below the header, the page is titled "Payson CUSD 1" and "01-001-0010-26". The main section is "TRANSPORTATION ASSETS Item Details".

The form fields are as follows:

- 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 (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

At the bottom of the form, there is a note: "\* Data must be entered." and another 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 notes are two buttons: "Delete Asset" and "Save Data".

A "Message from webpage" dialog box is open in the foreground, asking "Are you sure you want to save changes?" with "OK" and "Cancel" buttons.

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.

The screenshot shows a web browser window with the URL <http://webqa.isbe.net/PTCRS/District/AssetDetails.asp?Action=ES&ID=48901>. The page header identifies the user as Darren Reiberg, Chairman, and Dr. Carmen I. Ayala, State Superintendent of Education. The main content area is titled "TRANSPORTATION ASSETS Item Details" for Payson CUSD 1 (01-001-0010-26). The form contains 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: 25873 (annual lease payment \* number of years of lease) (excluding interest & finance charges)
- 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: 1HAGUGB4JN001076
- Vehicle Seating Capacity: 29

A warning message box is overlaid on the form, stating: "Please verify the Depreciation Allowance for the Asset being modified / deleted." At the bottom of the form, there are buttons for "Cancel", "Delete Asset", and "Save Data". A note at the bottom left 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."

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 displaying the Illinois State Board of Education PTCRS Asset Details page. The page title is "Payson CUSD 1" and "01-001-0010-26". The page is titled "TRANSPORTATION ASSETS Item Details". The 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 (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 is displayed over the form, titled "Message from webpage". The dialog contains the text: "Are you sure you want to delete / dispose of this Asset?". There are "OK" and "Cancel" buttons at the bottom of the dialog.

\* 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

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 a 'Script Prompt' dialog box open. The dialog box contains the text: 'Please confirm the date deleted / disposed. (mm/dd/yyyy)'. The date '06/29/2018' is entered in the text box. The background shows the 'PTCRS-Asset Details' page for 'Payson CUSD 1' with the following details:

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 <small>excluding interest &amp; finance charges</small>
Useful Life / Lease Period	3 Years
Annual Rate of Depreciation	0.2
Total Lease Amount <small>(annual lease payment * number of years of lease)</small>	25873 <small>excluding interest &amp; finance charges</small>
Vehicle Type	Y - Yellow School Bus <small>NOTE: Vehicle Type C only includes first division vehicles designed to carry not more than 10 persons total including the driver.</small>
Vehicle Registration Number	1HAGLUBG4JN001076
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

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”.

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) (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.

Cancel Delete Asset Save Data

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

## Delete / Dispose of Asset (Cont.)

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

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 #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	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
59	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

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
59	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
65	Multi Year Lease/Lease Purchased	2003 INTERNATIONAL (Disposed)	54,635
65	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 #5 (Disposed)	72,381
73	Purchased	1988 FORD BUS #11 (Disposed)	27,980

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.

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

# Updating the Current Year Depreciation Allowance

When a “Sequence Number” is clicked on the “Depreciation Schedule Summary” screen, the “Asset Details for Deprecation 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) | 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	<b>2017 International</b>
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

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.

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

School Year Ending	<b>2018</b>
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	<b>2017</b>
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.**

**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

**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
	<b>Totals</b>	<b>0.00</b>	<b>0.00</b>

## 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** This field should have a whole dollar value greater than zero if the asset was purchased prior to July 1.

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.

**Current Year Depreciation Allowance** 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.

A detailed description is found in the “**Instructions**” located under the “Help” link.

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

Current Year Depreciation	Claimed Amount (\$)
Principal Cost / Market Value	<input style="width: 80%;" type="text" value="53189"/>
Accumulated Prior Year(s) Depreciation*	<input style="width: 80%;" type="text" value="35108"/>
Current Year Depreciation Allowance	<input style="width: 80%;" type="text" value="1064"/>
Accumulated Depreciation Through the Fiscal Year Being Claimed	<input style="width: 80%;" type="text" value="36172"/>
Undepreciated Balance	<input style="width: 80%;" type="text" value="17017"/>

\* Indicates data must be entered.

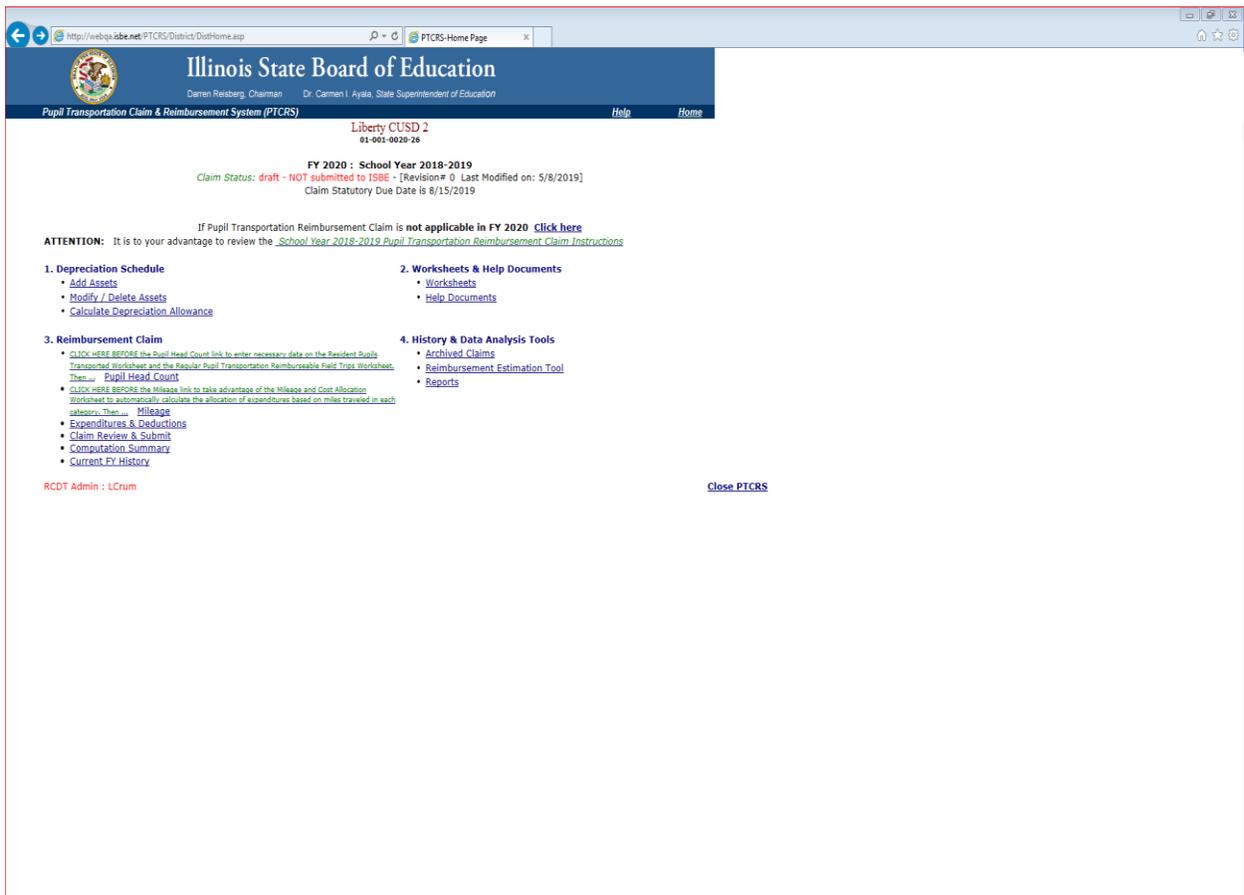
# Updating the Depreciation Allowance after the Asset Details Have Been Revised

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>

The screenshot shows an Excel spreadsheet with the following structure:

- Form Section (Rows 2-5):**
  - 2: Fiscal Year 2020 Pupil Transp. Claim (Capital Outlay - Depreciation Schedule - (Line 17 of Claim))
  - 3: School District Name: 0.0
  - 4: Region/County/District/Type #: 0.0
- Summary Section (Row 7):**

TOTALS	0	0	0	0	0.00	0.00	0.00	0.00	0.00
--------	---	---	---	---	------	------	------	------	------
- Table Section (Rows 10-44):**

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

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

<b>4 Students Transported for Curriculum-Related Field Trips (Not Enrolled on a Regular Route)</b>		
<b>4a</b>	Unduplicated headcount of students transported for Curriculum-Related Field Trips	0 67
<b>4b</b>	Total days for students transported for Curriculum-Related Field Trips	0 90
<b>4c</b>	Number of Curriculum-Related Field Trips (Line 4b divided by Line 4a) - Verify if value greater than five	0
<b>5 Total Days for PreK-12 Regular Education Students Enrolled for Transportation - Regular Route</b>		
<b>5a</b>	days for PreK-12 students residing 1.5 miles or more from school plus reimbursable field trip days	0 58910
<b>5b</b>	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
<b>5c</b>	days for PreK-12 students residing less than 1.5 miles from school <i>WITH</i> an approved vehicular safety hazard	0 18165
<b>5d</b>	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
<b>5e</b>	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
<b>5f</b>	Number of <b>Student Attendance Days</b> 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 <b>PROPOSED</b> . The Pupil Transportation Reimbursement Claim may be calculated & saved, but <b>can not be submitted to ISBE until a FINAL Public School Calendar has been approved</b> .		
<b>7 Average Number of PreK-12 Regular Education Students Transported Per Year</b>		
<b>7a</b>	PreK-12 students residing 1.5 miles or more from school plus reimbursable field trip students (line 5a divided by line 6)	0 341
<b>7b</b>	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
<b>7c</b>	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
<b>7d</b>	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
<b>7e</b>	Total average number of PreK-12 regular education students enrolled for transportation	0 458
<b>Vocational and Special Education Transportation</b>		
<b>8</b>	Number of Vocational students enrolled to be transported	0 0
<b>9</b>	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.

The screenshot shows the 'MILEAGE DETAILS' page for Payson CUSD 1. The page includes a header for the Illinois State Board of Education and a navigation bar. The main content area displays the following information:

- 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
<b>10 Total Regular Education Transportation Miles to and from School</b>		
10a Total regular route miles	<input type="text" value="0"/>	51035
10b Total regular curriculum-related field trip miles	<input type="text" value="0"/>	1588
<b>11 Total Vocational Transportation Miles to and from School</b>		
11a Total vocational route miles	<input type="text" value="0"/>	0
11b Total vocational curriculum-related field trip miles	<input type="text" value="0"/>	0
<b>12 Total Special Education Transportation Miles to and from School</b>		
12a Total special education route miles	<input type="text" value="0"/>	16813
12b Total special education curriculum-related field trip miles	<input type="text" value="0"/>	0
<b>13 Total Non-Reimbursable Miles (Regular &amp; Summer Terms)</b>		
13a Total non-curriculum-related field trip miles	<input type="text" value="0"/>	36876
13b Total pre-kindergarten miles	<input type="text" value="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

Hit 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.

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 Payson CUSD 1, School Year 2018-2019. The form is organized into several sections:

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

The form includes a 'Close' and 'Save Data' button at the bottom left.

## 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.

The screenshot shows the Illinois State Board of Education PTCRS web application interface. The page title is "Illinois State Board of Education" and the user is logged in as "Payson CUSD 1". The main heading is "EXPENDITURES and DEDUCTIONS" for "FY 2020 : School Year 2018-2019". The claim status is "draft - NOT submitted to ISBE".

The interface displays a table with columns for "Regular Transportation", "Vocational Transportation", "Special Ed. Transportation", "Non-Reimbursable Transportation", and "Total". The rows include various expenditure categories such as "Direct Costs - Paid from Fund 40 Transportation" (lines 14a-14h), "Transportation Related Building and Building Maintenance" (lines 16a-16c), "Allowable Depreciation" (line 17), "Deductions" (lines 19a-19c), and "Net Direct Costs" (line 21).

A warning message box is overlaid on the screen, stating: "WARNING: Not all of the assets have been updated in the current Depreciation Schedule. Please verify before you submit the claim." The message box includes an "OK" button.

At the bottom of the page, there are "Close" and "Save Data" buttons. The "Save Data" button is highlighted, indicating it was clicked.

## Expenditures & Deductions (Cont.)

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

**Pupil Transportation Claim & Reimbursement System (PTCRS)**

**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
<b>14 Direct Costs - Paid from Fund 40 Transportation</b>					
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
<b>15 Subtotal Transportation Fund 40 Expenditures</b>	0	0	0	0	0
<b>16 Transportation Related Building and Building Maintenance</b>					
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
<b>18 Total Direct Costs (Lines 15-17)</b>	0	0	0	0	0
<b>19 Deductions</b>					
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
<b>20 Total Deductions (Lines 19a-19c)</b>	0	0	0	0	0
<b>21 Net Direct Costs (Line 18 minus Line 20)</b>	0	0	0	0	0
<b>22 Indirect Costs 5% - District owned transportation service ((Line 21 - (Lines 14d+14e+14f) * 5%))</b>	0	0	0	0	0
<b>23 Total Transportation Costs (Line 21 + Line 22)</b>	0	0	0	0	0

Close    Save Data

Hint Id: 103057

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.

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
<b>K-12 public regular education students enrolled for transportation - Regular Route</b>		
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
<b>K-12 non-public regular education students enrolled for transportation - Regular Route</b>		
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
<b>PreK regular education students enrolled for Transportation - Regular Route (NOT on an exclusive PreK Route)</b>		
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
<b>Students Transported for Curriculum-Related Field Trips (Not Enrolled on a Regular Route)</b>		
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
	Current Year	Last Year
<b>Total days for PreK - 12 regular education students enrolled for transportation - Regular Route</b>		
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 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
<b>Average Number of PreK - 12 regular education students transported per year</b>		

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 a Microsoft Internet Explorer browser window with the following details:

- Address Bar:** <http://www.google.com/>
- Page Title:** PTCRS-Claim Review - Microsoft Internet Explorer
- Page URL:** <http://webqa1.isbe.net/PTCRSPriorToRoeAprvRemoval/ptcrs/District/ClaimReview.asp?BF=1>
- Form Content:**

Category	Value 1	Value 2	Value 3	Value 4	Value 5
<b>Direct Costs</b>					
14a. Salaries	0	0	0	0	0
14b. Employee Benefits	0	0	0	0	0
14c. Purchased Services	0	0	0	0	0
14d. Contractual Transportation	0	0	0	0	0
14e. Pymts-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
<b>15. Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transportation Related Building and Building Maintenance</b>					
16a. Ed. Fund					0
16b. O.M. Fund					0
17. Allowable Depreciation					0
<b>18. Total Direct Costs</b>					<b>0</b>
<b>Deductions</b>					
19a. Payments from Other Districts	0	0	0	0	0
19b. Other Revenue	0	0	0	0	0
<b>20. Total Deductions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>21. Net Direct Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>22. Indirect Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>23. Total Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
- Buttons:** Cancel, Submit to District Superintendent >>
- Confirmation Dialog:** Microsoft Internet Explorer. Click OK to Submit this Claim to the District Superintendent. (OK, Cancel)

## 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.

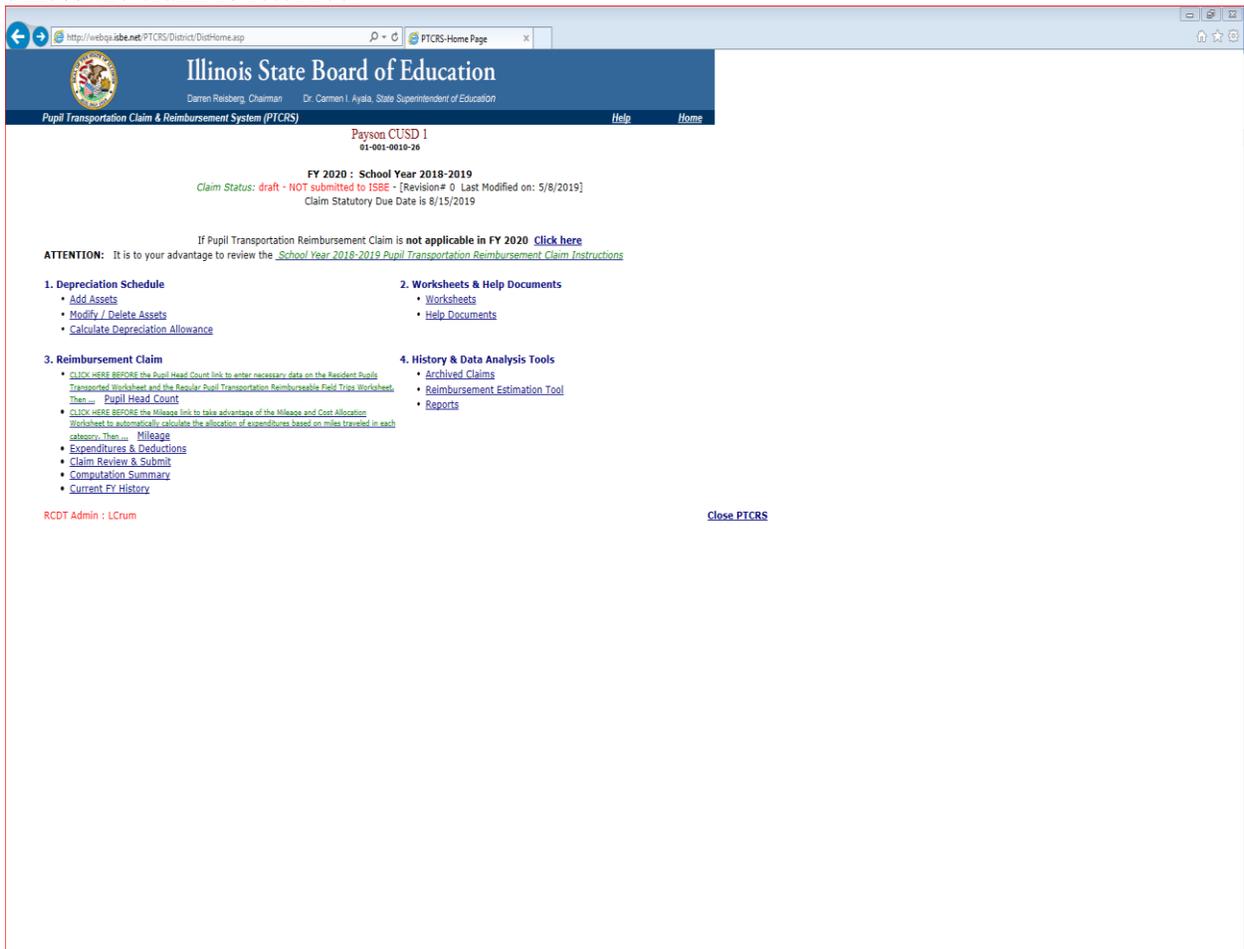
**The Pupil Transportation Reimbursement Claim (rev. # 1) has been successfully submitted to the RCDT Admin (01-001-0010-26) for approval.**

**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.

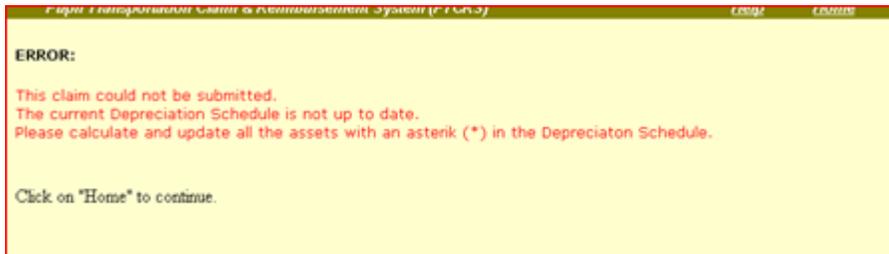
On the District homepage, the District Superintendent must click on the “**Claim Review & Submit**” link under the “**Reimbursement Claim**” heading to review the claim and transmit the Pupil Transportation Reimbursement Claim to the ISBE for approval.

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 transmittted.***

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)**

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 100.00000000%)(*)	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 100.00000000%)(**)	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 (@ 100.00000000%)(**)	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 100.00000000%)(**)	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.

Hit Id: 103074

## 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.

The screenshot shows a web browser window with the URL <http://webqa.ibe.net/PTCRS/District/ClaimHistory.asp>. The page header includes the Illinois State Board of Education logo and the text "Illinois State Board of Education" with "Darren Reieberg, Chairman" and "Dr. Carmen I. Ayala, State Superintendent of Education" listed below. A navigation bar contains "Pupil Transportation Claim & Reimbursement System (PTCRS)", "Help", and "Home". The main content area displays "Payson CUSD 1" and "01-001-0010-26". Below this, the heading "STATUS HISTORY" is followed by "FY 2020 : School Year 2018-2019". A red message states: "There is no Transportation Claim history for the selected school year."

# 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 name of the district, Payson CUSD 1 (01-001-0010-26). The main content area is titled "ARCHIVED CLAIMS" and contains the following text: "To view the Archived Claim(s) of the desired Fiscal Year, click on the School Year." Below this text is a table with two columns: "Fiscal Year" and "School Year". The table lists fiscal years from 2003 to 2019, with corresponding school years listed as hyperlinks.

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

## 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.**

The screenshot shows the Illinois State Board of Education (ISBE) Pupil Transportation Claim & Reimbursement System (PTCRS) interface. The page is titled "STATUS HISTORY" for "Payson CUSD 1" for the school year "FY 2019 : School Year 2017-2018". The table below details the history of status changes:

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

# 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.

The screenshot displays the following data from the spreadsheet:

Line	Description	Enter Value	Calculated Value
4	Elementary (PreK-8)		
5	High School (9-12)		
6	Unit School District (PreK-12)	X	
8	K-12 public regular education students enrolled for transportation - Regular Route		
9	Line 1a residing 1.5 miles or more from school		2,239
10	Line 1b residing less than 1.5 miles from school WITHOUT an approved vehicular or criminal gang activity safety hazard		
11	Line 1c residing less than 1.5 miles from school WITH an approved vehicular safety hazard		329
12	Line 1d residing less than 1.5 miles from school WITH an approved criminal gang activity safety hazard		
13	Line 1e total number of public school K-12 regular education students enrolled on a regular route		2,568
15	K-12 Non-public regular education students enrolled for transportation - Regular Route		
16	Line 2a residing 1.5 miles or more from school		66
17	Line 2b residing less than 1.5 miles from school WITHOUT an approved vehicular or criminal gang activity safety hazard		
18	Line 2c residing less than 1.5 miles from school WITH an approved vehicular safety hazard		6
19	Line 2d residing less than 1.5 miles from school WITH an approved criminal gang activity safety hazard		
20	Line 2e total number of non-public school K-12 regular education students enrolled on a regular route		72
22	PreK regular education students enrolled for transportation - Regular Route (NOT on an exclusive PreK Route)		
23	Line 3a residing 1.5 miles or more from school		64
24	Line 3b residing less than 1.5 miles from school WITHOUT an approved vehicular or criminal gang activity safety hazard		
25	Line 3c residing less than 1.5 miles from school WITH an approved vehicular safety hazard		11
26	Line 3d residing less than 1.5 miles from school WITH an approved criminal gang activity safety hazard		
27	Line 3e total number of PreK students enrolled for transportation - Regular Route		75
28	Line 3f total number of PreK students enrolled for transportation - Exclusive PreK Route		
29	Line 3g total number of PreK students enrolled for transportation - Regular and Exclusive PreK Route		75
31	Students Transported for Curriculum-Related Field Trips (Not Enrolled on a Regular Route)		
32	Line 4a Unduplicated headcount of students transported for Curriculum-Related Field Trips		0
33	Line 4b Total days for students transported for Curriculum-Related Field Trips		0
34	Line 4c Number of Curriculum-Related Field Trips (Line 4b divided by 4a) - Verify if value greater than five		#DIV/0!
36	Total days for PreK - 12 regular education students enrolled for transportation - Regular Route (# students X calendar)		
37	Line 5a days for PreK-12 students residing 1.5 miles or more from school plus reimbursable field trip days		381,209
38	Line 5b days for PreK-12 students residing less than 1.5 miles from school WITHOUT an approved vehicular or criminal gang activity		
39	Line 5c days for PreK-12 students residing less than 1.5 miles from school WITH an approved vehicular safety hazard		60,543
40	Line 5d days for PreK-12 students residing less than 1.5 miles from school WITH an approved criminal gang activity safety hazard		
41	Line 5e Total number of days for PreK-12 regular education students enrolled to be transported		441,752
43	Line 6 Number of Student Attendance Days on the Final School Calendar		176

# Reimbursement Estimation Tool (Cont.)

	A	B	C	D	E	F	G	H	I	J	K
67	Line 13a	Total non-curriculum-related field trip miles	Enter Value	66,661							
68	Line 13b	Total pre-kindergarten miles	Enter Value	23,738							
69											
70		<b>Expenditures and Deductions</b>									
71											
72	Line 14a	Salaries (Full or Part-time)	Enter Value	754,786	18,222	589,310	209,420	1,571,738			
73	Line 14b	Employee Benefits	Enter Value	36,282	976	20,396	48,222	105,885			
74	Line 14c	Purchased Services - Do not include contractual reported on lines d, e or f	Enter Value	30,355	734	17,011	8,433	56,573			
75	Line 14d	Contractual Transportation - Do Not include contractual with other districts	Enter Value	0	0	0	0	0			
76	Line 14e	Payments-Public Transit Carriers	Enter Value	0	0	0	0	0			
77	Line 14f	Payments to other districts	Enter Value	0	0	0	0	0			
78	Line 14g	Supplies	Enter Value	172,531	4,165	96,559	49,694	322,949			
79	Line 14h	Other	Enter Value	607	15	339	168	1,129			
80	Line 15	<b>Subtotal - Costs Paid from Fund 40 Transportation</b>	Sum Lines 14a-14h	994,601	24,012	723,524	315,937	2,058,074			
81											
82		<b>Transportation Related Building and Building Maintenance</b>									
83	Line 16a	Costs paid from Fund 50 Education	Enter Value	0	0	0	0	0			
84	Line 16b	Costs paid from Fund 20 Operations and Maintenance	Enter Value	11,241	271	6,291	3,119	20,922			
85	Line 16c	Costs paid from Fund 60 Capital Projects Fund	Enter Value					0			
86											
87	Line 17	Allowable Depreciation	Enter Value	168,483	4,068	94,293	46,747	313,591			
88											
89	Line 18	<b>Total Direct Costs (Lines 15-17)</b>	Sum Lines 15-17	1,174,325	28,351	824,108	365,803	2,392,587			
90											
91		<b>Deductions</b>									
92	Line 19a	Revenue from Other Districts	Enter Value	0	0	0	0	0			
93	Line 19b	Revenue from Parents	Enter Value	0	0	0	0	0			
94	Line 19c	Other Revenue	Enter Value	0	0	6,988	22,959	29,947			
95	Line 20	<b>Total Deductions (Lines 19a-19c)</b>	Sum Lines 19a-19c	0	0	6,988	22,959	29,947			
96											
97	Line 21	<b>Net Direct Costs (Line 18 minus Line 20)</b>	Line 18 minus Line 20	1,174,325	28,351.12	817,120	342,844	2,362,640			
98	Line 22	<b>Indirect Costs 5% - District owned transportation service (Line 21 - (Lines 14d+14e+14f) * 5%)</b> , zero if negative	Line 21 - (Lines 14d+14e+14f) * 5%	58,716	1,418	40,856	100,990				
99	Line 23	<b>Total Transportation Costs (Line 21 + Line 22)</b>	Line 21 + Line 22	1,233,041	29,769	857,976	342,844	2,463,630			
100		<b>NOTE: Lines 31, 39, and 42 Will Prepopulate Using the Most Current Proration Percentage</b>		81%							
101		<b>REGULAR TRANSPORTATION REIMBURSEMENT SUMMARY</b>									
102	Line 26	Weighted eligible students (Lines 7a + 7c + 7d) x 2	Lines 7a+7c+7d*2	5,019.91							
103	Line 27	Total weighted students (Line 26 + Line 7b)	Line 26 + Line 7b	5,019.91							
104	Line 28	Cost per student (Line 23, Col A divided by Line 27)	Line 23, Col A, divided by Line 27	243.63							
105	Line 29	Total cost to transport noneligible students (Line 28 X Line 7b)	Line 28 * Line 7b	0.00							
106	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							
107	Line 31	Prorated allowable regular transportation cost (Line 30 X Proration %) (*)	Line 30 * Proration Percent	998,763.12							
108	Line 32	Real Equalized Assessed Valuation (2017)	Enter Real EAV Value	236,788,377.00							
109	Line 33	<b>Qualifying Amount (Line 32 X District Type Rate)</b>	Line 32 * District Type Rate								
110		0005 for High School (K-12)		n/a							
111		0006 for Elementary (K-8)		n/a							
112		0007 for Unit (K-12)		165,751.86							
113	Line 34	Special equalization claim amount (Line 31 - Line 33), zero if negative	Line 31 - Line 33, Enter zero if negative	833,011.25							
114	Line 35	4/5 Prorated allowable regular transportation cost (80% of Line 31)	Line 31 * 80%	799,010.48							
115	Line 36	Transportation Fund Tax Rate (2017)		0.00200000							
116	Line 37	Insufficient Levy penalty, if applicable	Formula								
117		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.									
118		There is no penalty when Line 34 is less than Line 35. Go to Line 38									
119											
120	Line 38	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							
121	Line 39	Prorated regular student transportation flat grant (Line 38 X Proration Percent) (*)	Line 38 X Proration Percent	32,529.01							
122	Line 40	Regular Transportation Reimbursement (Greater of (Line 34 - Line 37) or (Line 39))	Greater of (Line 34 - Line 37) or (Line 39)	833,011.25							
123	Line 41	Vocational Transportation reimbursement maximum (80% X Line 23, Col. B)	(80% X Line 23, Col. B)	23,814.94							
124	Line 42	Vocational Transportation reimbursement prorated (Line 41 * Proration Percent) (*)	Line 41 * Proration Percent	19,280.10							
125	Line 43	Gross Regular and Vocational Transportation reimbursement prorated (Line 40 + Line 42)	Line 40 + Line 42	852,301.36							
126	Line 44	Regular/Vocational Transportation adjustments, if applicable									
127	Line 44a	Prior Year Equalized Assessed Valuation Corrections	Enter Value								
128	Line 44b	Prior Year Audit Adjustments	Enter Value								
129	Line 44c	Total Adjustments	Enter Value	0.00							
130	Line 45	<b>Regular and Vocational Transportation Net Reimbursement (Line 43 + Line 44c)</b>	Line 43 + Line 44c	852,301.36							
131											
132		<b>NOTE: Line 47 Will Prepopulate using the Most Current Proration Percentage</b>									
133		<b>SPECIAL EDUCATION TRANSPORTATION REIMBURSEMENT SUMMARY</b>									
134	Line 46	Special Education Transportation reimbursements maximum (80% X Line 23, Col. C)	80% X Line 23, Col. C	686,381.13							
135	Line 47	Special Education Transportation reimbursement prorated (Line 46 X Proration Percent) (*)	Line 46 * Proration Percent	562,832.53							
136	Line 48	Special Education Transportation Audit Adjustments, if applicable	Enter Value								
137	Line 49	<b>Special Education Transportation Net Reimbursement (Line 47 + Line 48)</b>	Line 47 + Line 48	562,832.53							
138											
139		<i>* The proration rate is an estimate only. Final proration and reimbursement will not be computed until December.</i>									
140											
141											

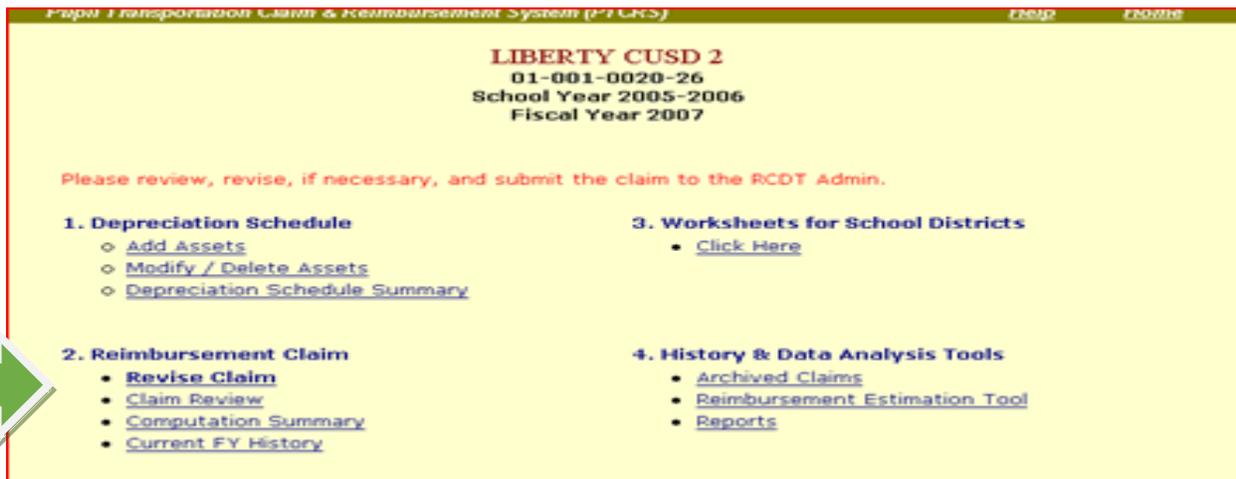
## Revise Claim

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 interface for a transportation reimbursement claim. At the top, it says "PAYSON CUSD 1" and "PUPIL TRANSPORTATION REIMBURSEMENT CLAIM FY 2007 : School Year 2005-2006 CLAIM RESPONSE". Below this, it indicates "Revision No: 1" and "Current Status: Sent back by the RCDT Admin on 4/21/07". There is a "Comments:" section with the text "Please revise and re-submit the claim." and a "Your Comments:" section with the text "Revising some figures". A dialog box from Microsoft Internet Explorer is overlaid on the page, asking "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.

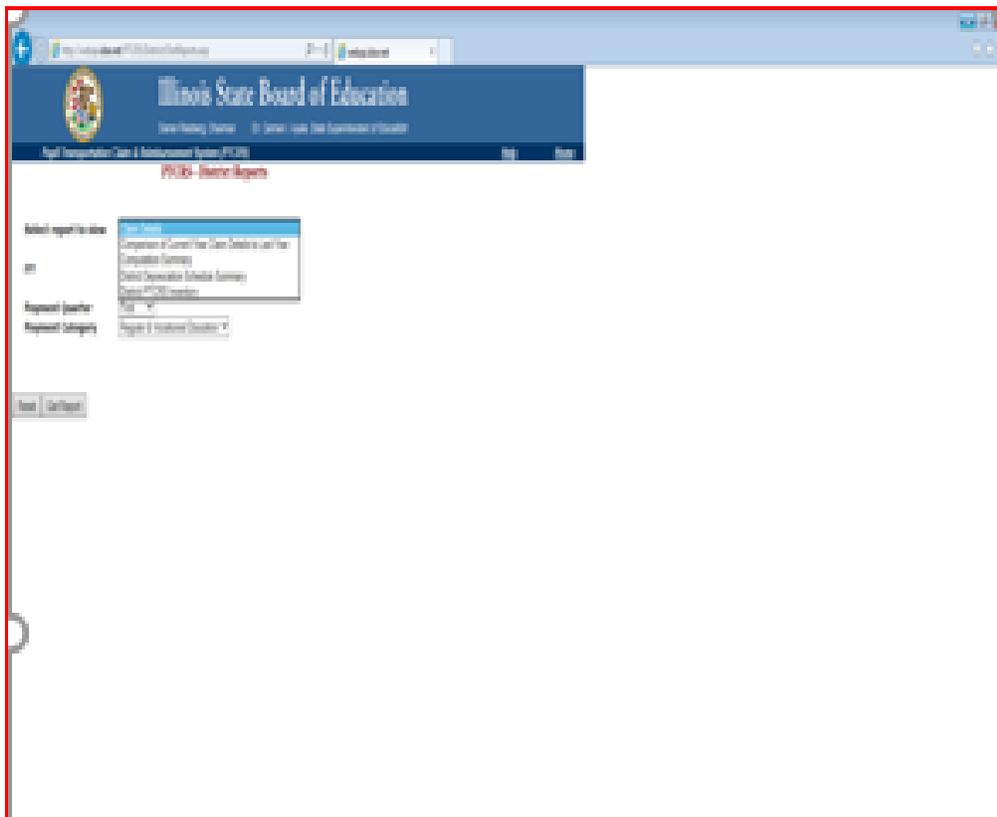
IWAS sends a message to the inbox of the appropriate access levels when a claim is sent back by the ISBE or the RCDT Admin and when the claim is retransmitted for approval.

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

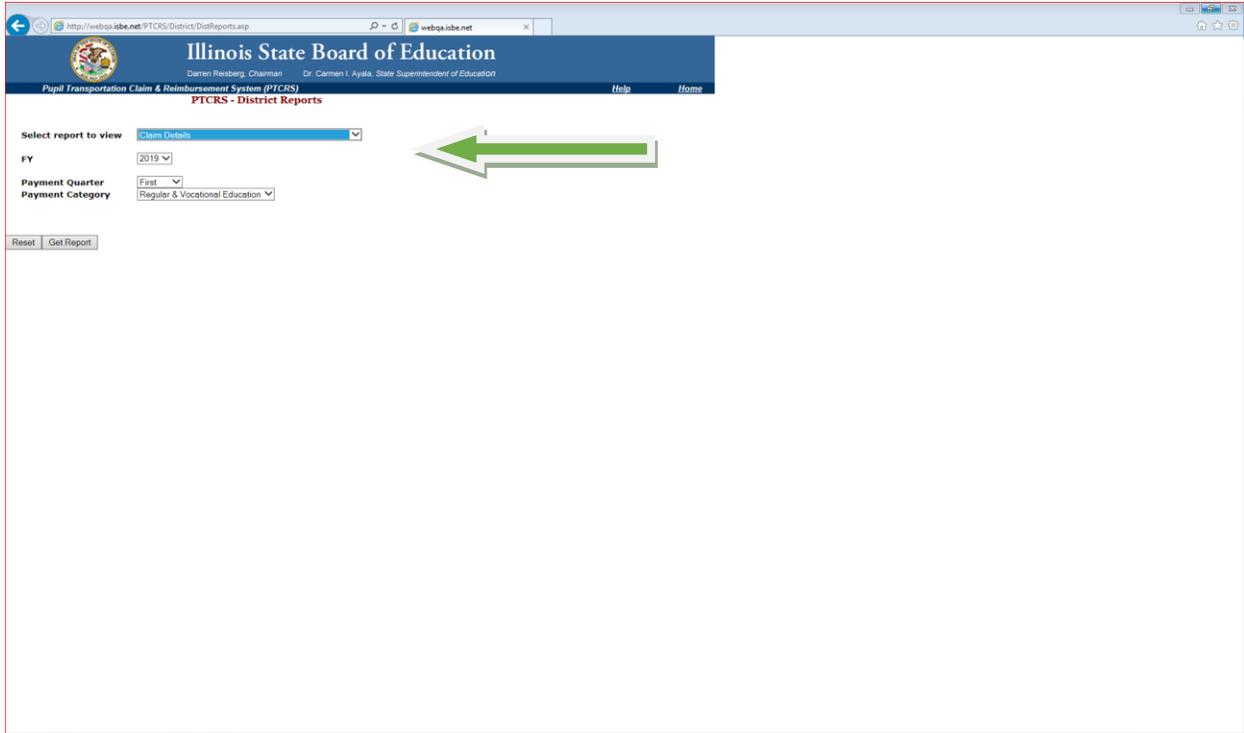


### Transportation Claim

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 website interface for PTCRS - District Reports. The page title is "Illinois State Board of Education" with the subtitle "Pupil Transportation Claim & Reimbursement System (PTCRS)". The main heading is "PTCRS - District Reports". The form includes the following fields:

- Select report to view:** A dropdown menu currently set to "Claim Details".
- FY:** A dropdown menu currently set to "2019". A green arrow points to the down arrow on this menu.
- Payment Quarter:** A dropdown menu currently set to "First".
- Payment Category:** A dropdown menu currently set to "Regular & Vocational Education".

At the bottom 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.

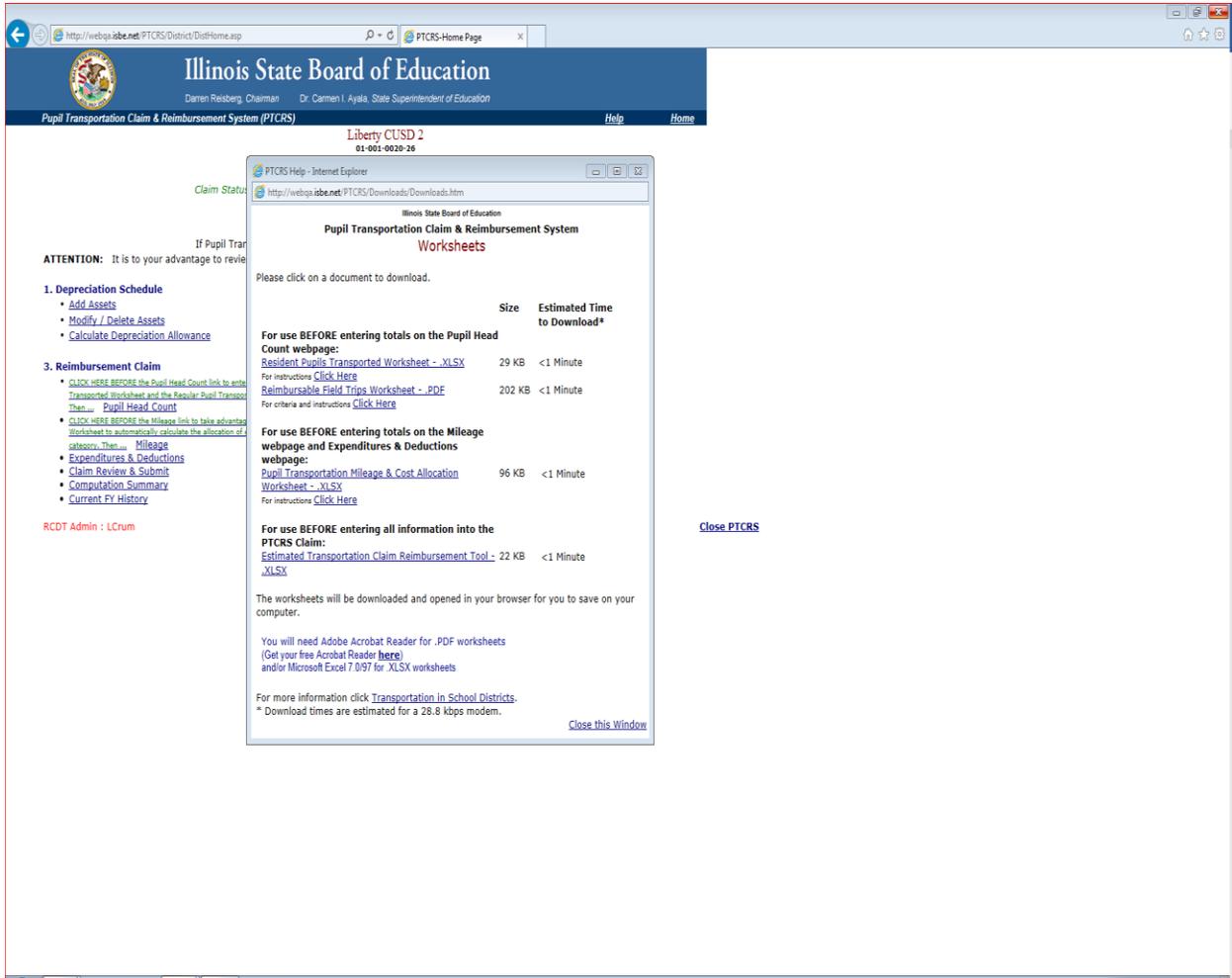
The “**Computation Summary**” report allows the user to view, export, and/or print a copy of the computation worksheet. This worksheet gives the calculations based on the transportation reimbursement formula as stated in Article 5/29-5 of the School Code.

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.



# 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.

**Appendix A The Resident Student Transported Worksheet**

2 Instructions:

3 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

4 Enter an "X" in the student category and miles residing from assigned school, only ONE category can be checked for each student.

5 Enter total days enrolled for each student

6 \* 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.

7

8 Route Name/Number (Optional)

9

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
15 Student Name (Last, First)	1.5 Miles w/o VSH or or >	<1.5 Miles CGASH	<1.5 Miles w/VSH	<1.5 Miles CGASH	1.5 Miles w/o VSH or >	<1.5 Miles w/VSH	<1.5 Miles CGASH	<1.5 Miles w/VSH or >	1.5 Miles w/o VSH or >	<1.5 Miles CGASH	<1.5 Miles w/VSH	<1.5 Miles w/VSH	Exclusive PreK Route	1.5 Miles or >	<1.5 Miles w/o VSH or CGASH	<1.5 Miles w/VSH	<1.5 Miles w/CGASH
ONLY ONE CATEGORY CAN BE ASSIGNED (i.e. "X") PER STUDENT														ONE CATEGORY ONLY			
Example: Lambert, Jack	x													174			
31 Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

34 VSH = Vehicular Safety Hazard (must be approved by the ISBE)

35 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.

**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)	

## **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-Weigt and Claim Combined (FY2018-19)020 Test DRAFT - Excel

KOLAZ CHRISTINE

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**NOTE: THROUGHOUT THE WORKBOOK, YELLOW CELLS ARE USER INPUT CELLS**

10	Fiscal Year	2019	
11	District Name	School District XYZ	
12	RCDT#	02-082-0190-26	

<b>Total Expenditures from June 30, 2019</b>			
<b>General Ledger</b>			
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

**ONLY NEED TO FILL OUT THIS SECTION IF YOU ARE USING SUPERINTENDENT AS TRANSPORTATION DIRECTOR**

<b>Total Expenditures from 2018 AFR</b>			
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			\$ -

**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	

---

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

# 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](mailto: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](mailto:help@isbe.net). Staff is available Monday - Friday from 7 a.m. to 5 p.m. each day.