



# Illinois State Board of Education

## **Pupil Transportation Reimbursement Claim System**

A Step By Step Guide On How To  
Fill Out The Annual Claim



- Introductions
- Overview of Timeline
- Data Needed for Completion of Claim
- Pupil Head Count
- Mileage



- Expenditures
- Depreciation Schedule
- Revenue
- Formula
- Questions



# Introductions

Tim Imler, Division Administrator, Funding & Disbursements

Mark Morten, Principal Consultant, Funding & Disbursements

Larry Kent, Principal Consultant, Federal & State Monitoring

Mike Slife, Principal Consultant, Funding & Disbursements



- Pupil Transportation Claims Statutory Date:  
August 15<sup>th</sup>
- Application of Audit Adjustments: Mid-September
- Claim Correction (October-Early November):  
**PLEASE REVIEW**
- Final Processing, Proration and Payment:  
Mid December



# Data Needed for Completion of Claim

- Pupil Head Count
  - Routing Software
  - Student Management Software
  - Special Education
  - Vocational Education
- Mileage
  - Contractor Miles
  - Fleet Miles



- Mileage (cont.)
  - Extra Curricular Miles
  - Pre-K Miles
- Expenditures & Deductions
  - Transportation Fund Ledger Account
  - Education Fund, Function 2550
  - O & M Fund, Function 2550



- Expenditures & Deductions (cont.)
  - Revenue from Parents
  - Revenue from Other Districts
  - Other Revenue
- Depreciation Schedule
  - Purchase Agreements
  - Lease Agreements
  - Building/Building Improvements
  - Equipment



### Schuyler-Industry CUSD 5

26-085-0050-26

### PUPIL HEAD COUNT

FY 2017 : School Year 2015-2016

Claim Status: draft - NOT submitted to ISBE - [Revision# 2 Last Modified on: 4/3/2017]

**ATTENTION:** *The Resident Pupils Transported Work Sheet or a similar district-designed database containing the same information must be completed BEFORE Lines 1, 2, 3, and 5 are entered. The Regular Pupil Transportation Reimbursable Field Trips Worksheet must be completed BEFORE Line 4 is entered.*

**NEW!** [Click here for the Resident Pupils Transported Worksheet and the Regular Pupil Transportation Reimbursable Field Trips Worksheet.](#)

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

		Current Year Entry	Last Year View
<b>1</b>	Number of <b>Public School K - 12 Regular Education Pupils</b> Enrolled to be Transported on a Regular Route		
<b>1a</b>	residing 1.5 miles or more from school	608	703
<b>1b</b>	residing less than 1.5 miles from school <i>WITHOUT</i> an approved serious safety hazard	1	3
<b>1c</b>	residing less than 1.5 miles from school <i>WITH</i> an approved serious safety hazard	31	31
<b>1d</b>	total number of public school k - 12 regular education pupils on a regular route	<b>640</b>	737



### Schuyler-Industry CUSD 5

26-085-0050-26

### MILEAGE

FY 2017 : School Year 2015-2016

Claim Status: draft - NOT submitted to ISBE - [Revision# 2 Last Modified on: 4/11/2017]

	Current Year	Last Year
<b>10</b> Total <b>Regular</b> Transportation Miles to and from School		
<b>a</b> Total regular route miles	<input type="text" value="40000"/>	237254
<b>b</b> Total regular curriculum-related field trip miles	<input type="text" value="10000"/>	3976
<b>11</b> Total <b>Vocational</b> Transportation Miles to and from School		
<b>a</b> Total vocational route miles	<input type="text" value="20000"/>	364
<b>b</b> Total vocational curriculum-related field trip miles	<input type="text" value="10000"/>	456
<b>12</b> Total <b>Special Education</b> Transportation Miles to and from School		
<b>a</b> Total special education route miles	<input type="text" value="124000"/>	99287
<b>b</b> Total special education curriculum-related field trip miles	<input type="text" value="1000"/>	135
<b>13</b> Total <b>Nonreimbursable</b> Miles (Regular & Summer Terms)		
<b>a</b> Total non-curriculum-related field trip miles	<input type="text" value="10000"/>	27461
<b>b</b> Total Pre-kindergarten miles	<input type="text" value="10000"/>	27964



# Mileage Cost Allocation Worksheet

School Year:	2015-16					
District Name:	Schuyler Industry CUSD 5					
RCDT Code:	26-085-0050-26					
<b>District Owned &amp; Operated Transportation</b>						
		<b>Regular</b>	<b>Vocational Ed.</b>	<b>Special Ed.</b>	<b>Non-Reimb.</b>	<b>Total</b>
<b>Mileage</b>						
	Route Miles	20,000	10,000	49,500	5,000	84,500
	Field Trip Miles	5,000	5,000	500	5,000	15,500
<b>District Total Miles</b>		<b>25,000</b>	<b>15,000</b>	<b>50,000</b>	<b>10,000</b>	<b>100,000</b>
<b>District Mileage Proration</b>		<b>25.00%</b>	<b>15.00%</b>	<b>50.00%</b>	<b>10.00%</b>	<b>100.00%</b>
<b>District Expenditures (\$)</b>						
14a	Salaries	\$125,000	\$75,000	\$250,000	\$50,000	\$500,000
14b	Employee Benefits	\$12,500	\$7,500	\$25,000	\$5,000	\$50,000
14c	Purchased Services	\$5,000	\$3,000	\$10,000	\$2,000	\$20,000
14g	Supplies	\$7,500	\$4,500	\$15,000	\$3,000	\$30,000
14h	Other	\$5,000	\$3,000	\$10,000	\$2,000	\$20,000
	<b>Sub Total</b>	<b>\$155,000</b>	<b>\$93,000</b>	<b>\$310,000</b>	<b>\$62,000</b>	<b>\$620,000</b>
	Transportation Related Building / Building Maintenance					
16a	Ed. Fund	\$2,500	\$1,500	\$5,000	\$1,000	\$10,000
16b	O.M. Fund	\$2,500	\$1,500	\$5,000	\$1,000	\$10,000
17	Allowable Depreciation	\$125,000	\$75,000	\$250,000	\$50,000	\$500,000
<b>Total District Expenditures</b>		<b>\$285,000</b>	<b>\$171,000</b>	<b>\$570,000</b>	<b>\$114,000</b>	<b>\$1,140,000</b>



# Mileage Cost Allocation Worksheet (cont.)

Illinois State Board of Education Pupil Transportation Claim & Reimbursement System						
Pupil Transportation Mileage & Cost Allocation Worksheet Sheet #2 : Payments to Contractors						
School Year:	2015-16					
District Name:	Schuyler Industry CUSD 5					
RCDT Code:	26-085-0050-26					
<b>Payments to Contractors</b>						
<b>Contractor #1</b>						
Contractor #1 Name:	Bus Company A					
Description:						
		<b>Regular</b>	<b>Vocational Ed.</b>	<b>Special Ed.</b>	<b>Non-Reimb.</b>	<b>Total</b>
<b>Mileage</b>						
	Route Miles	20,000	10,000	49,500	5,000	84,500
	Field Trip Miles	5,000	5,000	500	5,000	15,500
	<b>Contractor Total Miles</b>	<b>25,000</b>	<b>15,000</b>	<b>50,000</b>	<b>10,000</b>	<b>100,000</b>
	<b>Contractor Mileage Proration</b>	<b>25.00%</b>	<b>15.00%</b>	<b>50.00%</b>	<b>10.00%</b>	<b>100.00%</b>
	<b>Payments to Contractor #1</b>	<b>\$25,000</b>	<b>\$15,000</b>	<b>\$50,000</b>	<b>\$10,000</b>	<b>\$100,000</b>



# Mileage Cost Allocation Worksheet (cont.)

Illinois State Board of Education  
Pupil Transportation Claim & Reimbursement System

**Pupil Transportation Mileage & Cost Allocation Worksheet**  
Sheet #3 : Payments to Other Districts

School Year: 2015-16  
District Name: Schuyler Industry CUSD 5  
RCDT Code: 26-085-0050-26

**Payments to Other Districts**

**District #1**

District #1 Name: School District A  
Description: Special Ed

		Regular	Vocational Ed.	Special Ed.	Non-Reimb.	Total
<b>Mileage</b>						
	Route Miles	0	0	25,000	0	25,000
	Field Trip Miles	0	0	0	0	0
<b>District Total Miles</b>		0	0	25,000	0	25,000
<b>District Mileage Proration</b>		0.00%	0.00%	100.00%	0.00%	100.00%
<b>Payments to District #1</b>		\$0	\$0	\$50,000	\$0	\$50,000



# Mileage Cost Allocation Worksheet (cont.)

Illinois State Board of Education Pupil Transportation Claim & Reimbursement System						
Pupil Transportation Mileage & Cost Allocation Worksheet Sheet #5 : Final Proration for Mileage and Expenditures						
School Year:	2015-16					
District Name:	Schuyler-Industry CUSD 5					
RCDT Code:	26-085-0050-26					
FINAL PUPIL TRANSPORTATION MILEAGE & COST ALLOCATION SUMMARY						
		Regular	Vocational Ed.	Special Ed.	Non-Reimb.	Total
<b>Mileage</b>						
	Route Miles	40,000	20,000	124,000	10,000	194,000
	Field Trip Miles	10,000	10,000	1,000	10,000	31,000
<b>Total Miles</b>		<b>50,000</b>	<b>30,000</b>	<b>125,000</b>	<b>20,000</b>	<b>225,000</b>
<b>Mileage Proration</b>		<b>22.22%</b>	<b>13.33%</b>	<b>55.56%</b>	<b>8.89%</b>	<b>100.00%</b>
<b>District Expenditures (\$)</b>						
14a	Salaries	\$125,000	\$75,000	\$250,000	\$50,000	\$500,000
14b	Employee Benefits	\$12,500	\$7,500	\$25,000	\$5,000	\$50,000
14c	Purchased Services	\$5,000	\$3,000	\$10,000	\$2,000	\$20,000
14d	Contractual Transportation	\$25,000	\$15,000	\$50,000	\$10,000	\$100,000
14e	Pmts Public Transit Carriers	\$0	\$0	\$0	\$0	\$0
14f	Pmts to Other Districts	\$0	\$0	\$0	\$0	\$0
14g	Supplies	\$7,500	\$4,500	\$15,000	\$3,000	\$30,000
14h	Other	\$5,000	\$3,000	\$10,000	\$2,000	\$20,000
	<b>Sub Total</b>	<b>\$180,000</b>	<b>\$108,000</b>	<b>\$360,000</b>	<b>\$72,000</b>	<b>\$720,000</b>
Transportation Related Building / Building Maintenance						
16a	Ed. Fund	\$2,500	\$1,500	\$5,000	\$1,000	\$10,000
16b	O.M. Fund	\$2,500	\$1,500	\$5,000	\$1,000	\$10,000
17	Allowable Depreciation	\$125,000	\$75,000	\$250,000	\$50,000	\$500,000
<b>Total District Expenditures</b>		<b>\$310,000</b>	<b>\$186,000</b>	<b>\$620,000</b>	<b>\$124,000</b>	<b>\$1,240,000</b>



# Expenditures & Deductions

Schuyler-Industry CUSD 5  
26-085-0050-26

## EXPENDITURES & DEDUCTIONS FY 2018 : School Year 2016-2017

Claim Status: draft - NOT submitted to ISBE - [Revision# 2 Last Modified on: 4/23/2018]

[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</b>					
a. Salaries	125000	75000	250000	50000	500000
b. Employee Benefits	12500	7500	25000	5000	50000
c. Purchased Services	5000	3000	10000	2000	20000
d. Contractual Transportation	25000	10000	50000	15000	100000
e. Pymts-Public Transit Carriers	0	0	0	0	0
f. Payments to Other Districts	25000	0	25000	0	50000
g. Supplies	7500	4500	15000	3000	30000
h. Other	5000	3000	10000	2000	20000
<b>15 Sub Total</b>	<b>205000</b>	<b>103000</b>	<b>385000</b>	<b>77000</b>	<b>770000</b>
<b>16 Transportation Related Building and Building Maintenance</b>					
a. Ed. Fund	2500	1500	5000	1000	10000
b. O.M. Fund	2500	1500	5000	1000	10000
<b>17 Allowable Depreciation</b> <small>Computed=\$426,824</small>	125000	75000	250000	50000	500000
<b>18 Total Direct Costs</b>	<b>335000</b>	<b>181000</b>	<b>645000</b>	<b>129000</b>	<b>1290000</b>
<b>19 Deductions</b>					
a. Payments from Other Districts	0	0	25000	0	25000
b. Revenue from Parents	0	0	0	10000	10000
c. Other Revenue	0	0	30000	0	30000
<b>20 Total Deductions</b>	<b>0</b>	<b>0</b>	<b>55000</b>	<b>10000</b>	<b>65000</b>



Schuyler-Industry CUSD 5  
26-085-0050-26

**TRANSPORTATION ASSETS**  
Item Details

Sequence Number*	<input type="text" value="26"/>
Asset Type*	V - Vehicles (Student Transportation) <input type="button" value="v"/>
Description*	2016 International 72 Passenger
Details	<input type="text" value=""/> <input type="button" value="^"/> <input type="button" value="v"/>
Date Acquired*	<input type="text" value="07/01/2016"/>
Ownership*	Multiple Year Lease / Lease Purchased <input type="button" value="v"/>
Principal Cost / Market Value*	<input type="text" value="80000"/> (excluding interest & finance charges)
Useful Life / Lease Period	<input type="text" value="5"/> Years
Annual Rate of Depreciation	<input type="text" value="0.2"/>
Total Lease Amount (annual lease paymt * number of years of lease)	<input type="text" value="80000"/> (excluding interest & finance charges)
Vehicle Type	Y - Yellow School Bus <input type="button" value="v"/> <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	<input type="text" value="MJ7GS3L49DF123456"/>
Vehicle Seating Capacity	<input type="text" value="72"/>



# Depreciation Schedule (Cont.)

Schuyler-Industry CUSD 5  
26-085-0050-26

**TRANSPORTATION ASSETS**  
**Item Details**

Sequence Number*	<input type="text" value="26"/>
Asset Type*	<input type="text" value="V - Vehicles (Student Transportation)"/>
Description*	<input type="text" value="2016 International 72 Passenger"/>
Details	<input type="text"/>
Date Acquired*	<input type="text" value="07/01/2016"/>
Ownership*	<input type="text" value="Purchased"/>
Principal Cost / Market Value*	<input type="text" value="100000"/> (excluding interest & finance charges)
Useful Life / Lease Period	<input type="text" value="5"/> Years
Annual Rate of Depreciation	<input type="text" value="0.2"/>
Total Lease Amount (annual lease paymt * number of years of lease)	<input type="text" value="0"/> (excluding interest & finance charges)
Vehicle Type	<input type="text" value="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	<input type="text" value="MJ7GS3L49DF123456"/>
Vehicle Seating Capacity	<input type="text" value="72"/>



# Depreciation Schedule (Cont.)

Schuyler-Industry CUSD 5  
26-085-0050-26

**TRANSPORTATION ASSETS**  
Item Details

Sequence Number*	<input type="text" value="27"/>
Asset Type*	<input type="text" value="B - Buildings / Land / Property"/>
Description*	<input type="text" value="Transportation Building"/>
Details	<input type="text" value="New Bus Garage"/>
Date Acquired*	<input type="text" value="07/01/2015"/>
Ownership*	<input type="text" value="Purchased"/>
Principal Cost / Market Value*	<input type="text" value="500000"/> (excluding interest & finance charges)
Useful Life / Lease Period	<input type="text" value="50"/> Years
Annual Rate of Depreciation	<input type="text" value="0.02"/>
Total Lease Amount (annual lease paymt * number of years of lease)	<input type="text" value="0"/> (excluding interest & finance charges)

Vehicle Type

NOTE: Vehicle Type C: only includes first division vehicles designed to carry not more than 10 persons total including the driver.

Vehicle Registration Number

Vehicle Seating Capacity



# Depreciation Schedule (Cont.)

Schuyler-Industry CUSD 5  
26-085-0050-26

## TRANSPORTATION ASSETS Item Details

Sequence Number\*

28

Asset Type\*

E - Equipment/Vehicle Not Used to Transport Pupils ▾

Description\*

Wheel Chair Lift

Details

New Wheel Chair Lift on Special Ed  
Bus

Date Acquired\*

07/01/2015

Ownership\*

Purchased ▾

Principal Cost / Market Value\*

10000

(excluding interest & finance charges)

Useful Life / Lease Period

10

Years

Annual Rate of Depreciation

0.1

Total Lease Amount

0

(excluding interest & finance charges)

(annual lease paymt \* number of years of  
lease)

Vehicle Type

--- 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

Vehicle Seating Capacity

0



# Formula Calculation

- Regular Transportation

Allowable Costs

- Local Wealth

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Reimbursement

- Vocational Transportation

➤ 80% of Total Costs

- Special Education Transportation

➤ 80% of Total Costs



Illinois  
State Board of  
Education

# Contact Information

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# Questions?