

Pupil Transportation Mileage & Cost Allocation Worksheet

An Excel workbook was developed to assist districts in proper allocation of transportation expenditures. When the user clicks on the **“Pupil Transportation Mileage & Cost Allocation Worksheet”** link, the system will open the workbook to the “Final Prorations” worksheet, which is a compilation of totals from the “District Owned” worksheet, “Contractual” worksheet, “Other Districts” worksheet, and “Public Transit” worksheet. The user cannot enter data in the “Final Prorations” worksheet.

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 the PTCRS system, 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 Prorations” worksheet may be printed to assist a user for data entry into the “Expenditures & Deductions” part of the online claim.

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 Fiscal Year, District Name and RCDT (Region/County/District/Type Code) on the 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.

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 six contractors. If you have more than six 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 of the information for up to six contractors 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 of the information for up to three districts 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 2000-01 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 of the information for up to three public transit carriers at the bottom of the page.

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.