

16 V.S.A. §1563

Transportation Assistance

Instructions for submitting the Vocational-Technical Education Transportation Reimbursement form.

- ✓ Program Background
- ✓ Important Dates
- ✓ What's new for FY 2013
- ✓ Step by Step Instructions

Program Background

The Transportation assistance program reimburses school districts for transportation the district provides to and from technical centers and their satellite programs at a per mile rate set annually. The program is guided by [Vermont State Statute § 1563 of Title 16](#) and by 2395 of the [State Board of Education Manual of Rules and Practices](#). Assistance is requested by submitting the Department of Education's [Vocational-Technical Education Transportation Reimbursement Form](#).

This form was designed so each school district will submit just one form per semester, rather than submitting a separate form for each vehicle they operate.

Important Dates

A school district should submit a single form for each semester during the school year. (See the due dates below, along with the expected payment dates for the forms received by their respective due dates.) Reimbursement forms submitted after their due date will be paid for up to one subsequent payment date. For example, if a school district does not submit a form for a given semester, they may submit that form anytime during the following semester and still receive reimbursement. If the school district submits the missing semester form after the end of the following semester, reimbursement will not be made.

Semester	Due Date	Payment Date
First	November 15	December 10
Second	May 15	June 10

What's New

Only one new field has been added for FY 2013. Technical Education students will now be reported by resident and non-resident of the school district.

Important Information?

✓ Required Fields

The form requires most fields to be filled in; the fields will remain a reddish color until data are entered. The signature block will be blacked out until all required data have been entered. The status field will then change from "Incomplete" to "Submittable".

✓ Mailing Address

Please mail Signed forms to the address below:

Sean Cousino
Vermont Department of Education
School Finance
120 State Street
Montpelier VT 05620

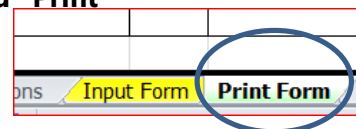
✓ Macros and Printing

Four buttons are available to help with saving, emailing and printing. Please use them if they work on your system. If they do not work on your system, please send me the following information to help improve them.

- Windows or Mac and versions
- Version of Excel (2003, 2007 etc.)
- Email Program (outlook, Gmail etc.)

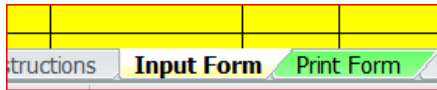


If the buttons do not work, you will have to save, email and print using Excel's built in functions. When printing with the Excel print function, be certain to use the tab labeled "Print Form Tab" and print from that page (no colors).



Step by Step Instructions

Open the Tech Ed Transportation file and choose the tab "Input Form". See Appendix one for individual field descriptions.



Enter data as shown below and click the "**Save As**" button as shown below. Based on the yellow fields below, a file name will be generated as follows:

U017 Sem 1 SY 2011-2012.xls

If the button does not work for you please start your filename like the example below:

LEA# Sem # SY 20xx-20xx.xls

You are free to add to the end of the file name, but please do not remove the first section.

Vocational-Technical Education Transportation Reimbursement Form FY12			
V.S.A. Title 16: Education, Chapter 37: Technical Training, Subchapter V., § 1563. Transportation Assistance as amended by Sec. 7 of Act 66 of the 2007 Legislative Session			
Status Incomplete	School District Type:	Sending School District	Estimated Number of days Transportation is provided to the Tech Ctr this year?
	School District:	Mt. Mansfield USD	Previous Year's Semester 1 Actual Cost:
	LEA ID:	U017	How is Tech Ed transportation paid?
	Fiscal Year:	2012	
	Semester:	1	
	School Year:	2011-2012	
	Superintendent:		
	Supervisory Union:		
		Save as	Save
		Attach File to Email (may only work with MS Outlook)	
		Print (without)	

After the initial save please click Excel's "Save" button or the save button on the form.



Notice the Fields turn from a reddish color to yellow as data is entered. Any reddish color fields must be filled in or the form will not be submittable.

Transportation Assistance

Continue filling in the fields until you get to the "How is Tech Ed transportation paid?" field.

School District Type:	Sending School District	Estimated Number of days Transportation is provided to the Tech Ctr this year?	175
School District:	Mt. Mansfield USD	Previous Year's Semester 1 Actual Cost:	5,000
LEA ID:	U017	How is Tech Ed transportation paid?	
Fiscal Year:	2012		
Semester:	1		
School Year:	2011-2012		
Superintendent:	Superintendent		
Supervisory Union:	CHITTENDEN EAST SU	Save as	Save
		Attach File to Email (may only work with MS Outlook)	Print Form (without colors)

Four options are available, District operated, Reimbursement, Contract by Mile and Contract by Trip.

- ✓ District operated
 - o Choose "District operated" if Tech Ed transportation is provided by the school district and is not contracted.
- ✓ Reimbursement
 - o Choosing "Reimbursement" will open up the reimbursement rate field. Enter the reimbursement rate used.

Estimated Number of days Transportation is provided to the Tech Ctr this year?	175
Previous Year's Semester 1 Actual Cost:	5,000
How is Tech Ed transportation paid?	Reimbursement
What is the Reimbursement Rate?	

- o If multiple vehicles are used and they are reimbursed at different rates enter "**Multiple**" in the reimbursement rate field, this will open up the Custom Rate column and you may enter the rates on each row.

Vocational-Technical Education Transportation Reimbursement Form FY12														
V.S.A. Title 16: Education, Chapter 37: Technical Training, Subchapter V., § 1563, Transportation Assistance as amended by Sec. 7 of Act 66 of the 2007 Legislative Session														
Status		School District Type: Sending School District		Estimated Number of days Transportation is provided to the Tech Ctr this year?		175		JAF ID						
Incomplete		School District: Mt. Mansfield USD		Previous Year's Semester 1 Actual Cost:		5,000		Form ID						
		LEA ID: U017		How is Tech Ed transportation paid?		Reimbursement		Form ID						
		Fiscal Year: 2012		What is the Reimbursement Rate?		Multiple		10/12/2011-2012						
		Semester: 1												
		School Year: 2011-2012												
		Superintendent: Superintendent												
		Supervisory Union: CHITTENDEN EAST SU												
				Save as		Save		Attach File to Email (may only work with MS Outlook)		Print Form (without colors)				
Line	Vehicle #	Driver's Name	Vehicle Capacity	Trip Type	Technical Center	Number of one-way trips each day	Number of miles per one-way trip each day	Number of Technical Education Students	Number of other Students	Estimated number of days this vehicle will travel in this Semester	% Reimbursed	Paid Rate	Estimated Payment	Comments
1												0.0000		
2														
3														
4														
5														

✓ Contract by Mile

- o If "Contract by Mile" is chosen, three new fields need to be filled in. If multiple vehicles are used and have different per mile rates, enter "**Multiple**" in the per mile rate field. This will open up a "Custom Rate" column (in Excel column N). You will need to enter a rate on each row.

Estimated Number of days Transportation is provided to the Tech Ctr this year?	175
Previous Year's Semester 1 Actual Cost:	5,000
How is Tech Ed transportation paid?	Contract by Mile
What is the contracted per Mile Rate?	
Who do you contract with?	
How much is the 2011-2012 contract for all Tech Ed Buses?	

✓ Contract by Trip

- o If "Contract by Trip" is chosen, three new fields need to be filled in. The "Contract by Trip" figure needs to be converted to a per mile rate and entered into the field shown below.

Estimated Number of days Transportation is provided to the Tech Ctr this year?		175		TAF/ID					
Previous Year's Semester 1 Actual Cost:		5,000							
How is Tech Ed transportation paid?		Contract by trip		Form ID					
What is the contracted per Trip Rate?		50.00		L017/2011-2012					
Who do you contract with?		Best Busing							
How much is the 2011-2012 contract for all Tech Ed Buses?		41,000.24							
Save as		Save		Attach File to Email (may only work with MS Outlook)		Print Form (without colors)			
								Does not Print	
Number of One-way trips each day	Number of miles per one-way trip each day	Number of Technical Education Students	Number of other Students	Estimated number of days this vehicle will travel in this semester	% Reimbursed	Paid Rate	Estimated Payment	Please convert the by trip rate to a per mile rate	Is Row Complete?
4	15.0	10		88	100%	1.94	10,250.06	1.9413	Yes
4	15.0	10		88	100%	1.94	10,250.06		Yes

Step by Step instructions continued:

Vehicle and trip information:

Input the trip data for the vehicles providing Tech Ed transportation. A typical entry for one vehicle is below; enter additional vehicles and trips on the next available row. The green cells are calculated fields.

Line	Vehicle #	Driver's Name	Vehicle Capacity	Trip Type	Technical Center	Number of one-way trips each day	Number of miles per one-way trip each day	Number of Technical Education Students	Number of other Students	Estimated number of days this vehicle will travel in this Semester	% Reimbursed	Paid Rate	Estimated Payment	Contract/ Reimbursement Custom Rates
1	5	Sean	72	1 Sending School to Tech Center	BURLINGTON TECHNICAL C	2	15.0	10	0	88	100%	1,9400	5,121.60	1,9400
2	5	Sean	72	2 Tech Center to Sending School	BURLINGTON TECHNICAL C	2	15.0	10	0	88	100%	1,9400	5,121.60	1,9400
3														
4														
5														
6														

Signature Section:

If any required field is not filled in like the semester field

the Status flag will show "Incomplete" and the signature box will be blacked out.

Status	School District Type:	Sending School District
Incomplete	School District:	Mt. Mansfield USD
	LEA ID:	U017
	Fiscal Year:	2012
	Semester:	
	School Year:	2011-2012
	Superintendent:	Superintendent
	Supervisory Union:	CHITTENDENE EAST SU

19

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Please complete highlighted fields.

Superintendent's Signature

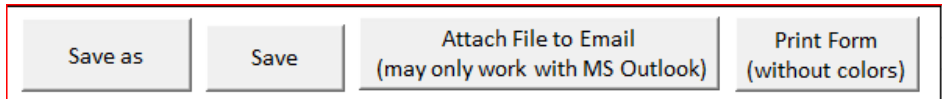
Date

Sean sean@mail.com 802 555 5555

Preparer's Name Preparer's E-mail Phone #

Submitting the Form

Complete all the fields to make the form submittable. Once the form is submittable, save the file and then use the buttons to submit the form.



The entire excel file needs to be emailed to sean.cousino@state.vt.us. Additionally, the form needs to be printed and signed by the superintendent and mailed to:

Sean Cousino
Vermont Department of Education
School Finance
120 State Street
Montpelier VT 05620



The reimbursement will not be processed until the entire excel file and the signed hard copy are received.

Appendix 1: Field Descriptions

Field Name	Description
School District Type:	Choose the district type from the dropdown box: Sending School District, Technical Center, Independent School
LEA ID:	Calculated Field (No Data Entry)
School District:	Choose the school district from the dropdown.
Fiscal Year:	Fixed (No Data Entry)
Semester:	Choose the Semester number from the dropdown.
School Year:	Choose the current school year or the prior school year
Superintendent:	Enter the Superintendent's Name
Supervisory Union:	Choose the SU from the dropdown
Estimated Number of days Transportation is provided to the Tech Ctr this year?	Enter the number of days the School district offers Tech Ed transportation during the school year.
Previous Year's Semester * Actual Cost:	For the semester being reported on enter the previous year's Tech Ed transportation costs. We may be in contact for backup.
How is Tech Ed transportation paid?	Choose from the dropdown-District Operated, Contract by Mile, Contract by trip or Reimbursement.
What is the contracted/Reimbursement Rate?*	Enter the contracted rate or Reimbursement rate used for Tech Ed Transportation. Enter Multiple if different rates are used.
Who do you contract with?*	If the Tech Ed Transportation is contracted enter the Company the contract is with.
How much is the 2011-2012 contract for all Tech Ed Buses?*	If the Tech Ed Transportation is contracted enter the total amount of the school year's contract.
Vehicle #	Enter the bus or vehicle's number.
Driver's Name	Enter the driver's name
Vehicle Capacity	Enter the vehicle's capacity for students
Trip Type	Choose the correct trip type from the dropdown
Technical Center:	Choose the Tech Center from the dropdown.
Number of one-way trips each day	Enter the number of one-way trips the vehicles make for the trip type selected
Number of miles per one-way trip each day	Enter the amount of miles for a one-way trip for the trip type
Number of Technical Education Students (Residents)	Enter the number of resident tech center students in the vehicle
Technical Education Students (Non-Residents)	Enter the number of non-resident tech center students in the vehicle
Number of other Students	Enter the number of non-tech center students in the vehicle
Estimated number of days this vehicle will travel in this semester	Enter the number of days the vehicle travels during the semester being reported on.