



WYOMING DEPARTMENT OF EDUCATION

---

WDE103 – Reimbursable Pupil Transportation Expenditures  
August 12, 2016

# Data Collection Guidebook

WYOMING DEPARTMENT OF EDUCATION

# WDE103 Data Collection Guidebook

---

© Wyoming Department of Education; all rights reserved.

Hathaway Building • Second Floor

2300 Capitol Avenue

Cheyenne, WY 82002

Phone 307.777.7690 • Fax 307.777.6234

<http://www.edu.wyoming.gov>

Trystin Green

School Foundation Program Consultant

307-777-6206

[trystin.green@wyo.gov](mailto:trystin.green@wyo.gov)

---

The Wyoming Department of Education does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of employment in its programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Ave., Cheyenne, WY, 82002-0050 or 307-777-7673, or the Office of Civil Rights, Region VIII, U. S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582, or 303-844-5695 or TDD 303-844-3417. This information will be provided in an alternative format upon request.

---

# Table of Contents

Introduction .....	3
WDE103 Authority .....	3
Collection Schedule .....	3
Instructions .....	4
<b>A.....</b>	<b>Accessing the WDE103 Collection .. 4</b>
<b>B.....</b>	<b>Using the WDE103 Webform Application .. 7</b>
<b>C.....</b>	<b>Expenditures Tab .. 7</b>
<b>D.....</b>	<b>Equipment Tab .. 9</b>
<b>E.....</b>	<b>Purchased Vehicles Tab 11</b>
<b>F.....</b>	<b>Leased Vehicles Tab 13</b>
<b>G.....</b>	<b>Personnel Tab 15</b>
<b>H.....</b>	<b>Validate 18</b>
<b>I.....</b>	<b>Certify 20</b>
<b>J.....</b>	<b>Decertify 21</b>
Downloading, Saving and Printing the WDE103 .....	22
Uploading to the WDE103 .....	23
Logging Out .....	24
About DCS .....	25
WDE103 DCS Roles .....	26
Frequently Asked Questions .....	27

# Introduction

The WDE103 Reimbursable Pupil Transportation Expenditures Report is completed by school districts in order to report all reimbursable student transportation costs for the previous fiscal year. This data provides the documentation for the district to be 100% reimbursed for their pupil transportation expenditures. The Wyoming Department of Education (WDE) Finance Unit and the Department of Audit review the WDE103 to ensure correctness in reporting and perform a crosscheck with the other School Foundation forms in an effort to ensure consistency in the district's data. Due to the level of impact these data have on school districts, please ensure adequate time to complete the collection and review for accuracy, completeness, and sensibility. The WDE103 collection is meant to be used by WDE and district employees and is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within the WDE103 data collection. District staff will be able to review and edit data before certifying the WDE103 collection. The WDE103 will be collected through the Data Collection Suite (DCS) system. Questions regarding the WDE103 should be directed to:

- Trystin Green at (307-777-6206) or [trystin.green@wyo.gov](mailto:trystin.green@wyo.gov)

School Districts are required to submit a variety of data collections each year. The data collected by the WDE is critical and essential to the continual growth of Wyoming's education system. Data are utilized in an array of fashions, which include (but are not limited to) funding models, Adequate Yearly Progress, and special education programs.

## WDE103 Authority

There are several authorities that allow the WDE to collect data for the WDE103 collection. The different authorities are listed below:

[Wyoming Statute § 21-2-203](#)

[Wyoming Statute § 21-3-110\(a\) \(v\)](#)

[Wyoming Statute § 21-13-117\(a\)\(i\)](#)

[Wyoming Statute § 21-4-401](#)

[Wyoming Statute § 21-13-101 through Wyoming Statute § 21-13-331](#)

[WDE Rules and Regulations; Chapters 8 and 20](#)

## Collection Schedule

***Collection Window:***  
***07/01/2016 - 08/12/2016***

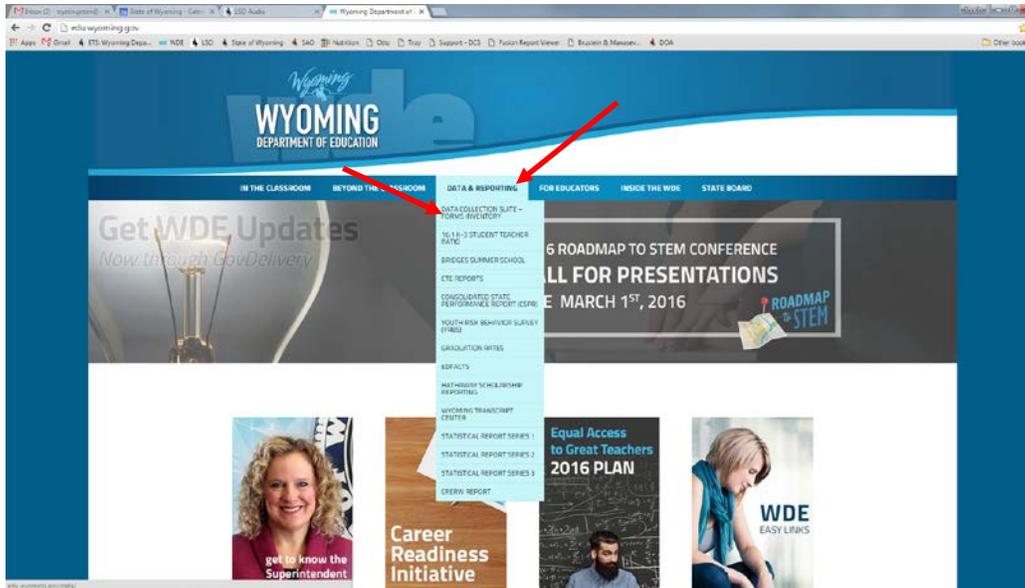
**The WDE103 is due August 12, 2016.**

# Instructions

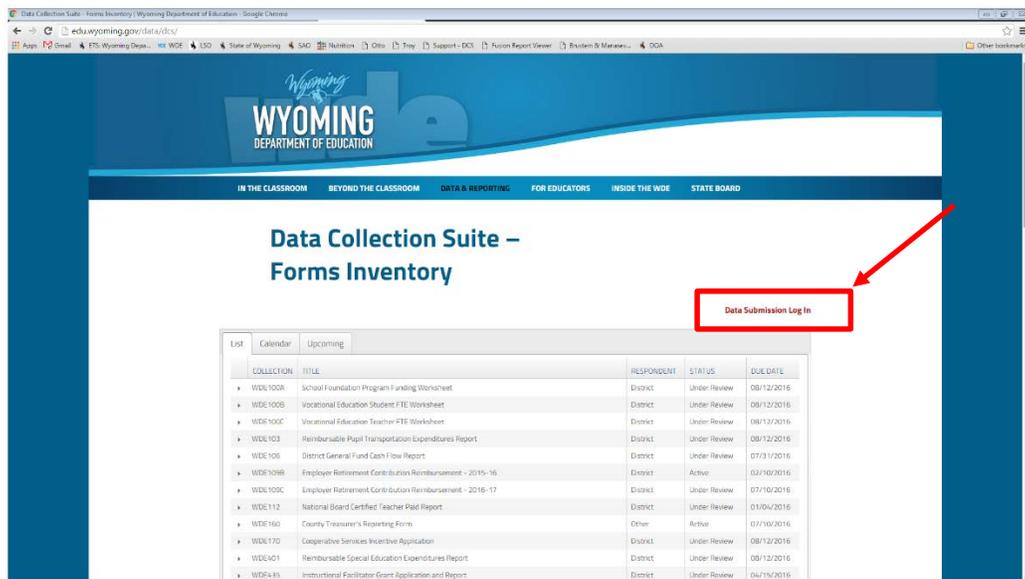
## A. Accessing the WDE103 Collection

The WDE103 collection can be accessed through the WDE Data Collection Suite (DCS) by following these steps:

1. Go to the WDE homepage at <http://edu.wyoming.gov>.
2. Click **DATA & REPORTING** and select **Data Collection Suite-Forms Inventory**.



3. Click the **Data Submission Log In** button.



- Click the **Forms** button. After clicking the forms button you will be prompted to sign in using your **Fusion** username and password.

**Data Collection Suite R1**  
STATE OF WYOMING  
DEPARTMENT OF EDUCATION

Citizen | Business | Government | Visitor

**forms** uploads submissions tracking collections admin support

### Support

Welcome to the Data Collection Suite Support!

Per [Director's Memorandum No. 2013-080](#), the Collection Tracking System (CTS) has been replaced with Data Collection Suite Release 1 (DCS). To sign in to DCS please use your Fusion username and password. To sign in, click on the upload hyperlink in the DCS navigation bar at the top of this page. The WDE690 is no longer utilized to manage user credentials for data submission and reporting.

This support page contains valuable links to help solve any technical issues. Please feel free to contact us using any of the following methods.

- The [DCS User Manual](#) can be downloaded via the link on the right.
- The Instructional Video list contains several short how-to videos to help guide users through the data collection submission process.
- In an effort to continuously improve our products and services, please send constructive comments and suggestions to the WDE through the [Provide Feedback](#) tool.
- The [Contact](#) link has telephone and email information for various WDE staff.

We appreciate your time and hope DCS can be a tool that works for everyone.

Sincerely,  
The WDE Information Management Division

### Support Resources

- [Provide Feedback](#)
- [DCS User Manual](#)
- [Contact Us](#)
- [Current User Profile](#)

### Resources

- [Collection Summary](#)
- [DCS - Forms Inventory on WDE Website](#)
- [Home Page of WDE Website](#)
- [Communications on WDE Website](#)
- [WISE Website](#)
- [DCS Support](#)

### Instructional Videos

- [Signing into DCS](#)
- [Using the Respondent Selector](#)
- [Uploading and Certifying](#)
- [Retrieving and Resetting Passwords](#)
- [Certifying, Downloading and Decertifying Submissions](#)

WYOMING  
DEPARTMENT OF EDUCATION

Copyright © 2015 Wyoming Department of Education • [Disclaimer](#) • [Privacy Policy](#)  
Theme Design by [Free CSS Templates](#) • Theme Icons by [FAMFAMFAM](#)

- Enter your Fusion **User name** and **Password** in dialog box that pops up and click **Sign In**.

**Note:** If you do not have access to Fusion, please see your Fusion Administrator.

Sign In

  Sign in using your fusion username and password.

Wyoming Department of Education

Type your user name and password.

User name:  Example: Domain\username

Password:

**Sign In**

6. Select **WDE103-Reimbursable Pupil Transportation Expenditures Report** from the collection dropdown list.

The screenshot shows the 'Data Collection Suite R1' interface for the State of Wyoming Department of Education. At the top, there are navigation links for 'Citizen', 'Business', 'Government', and 'Visitor'. Below this is a menu with 'forms', 'uploads', 'submissions', 'tracking', 'collections', 'admin', and 'support'. The main content area is titled 'Collection Selector' and features a dropdown menu for 'Collection:' with the option '---Select a Collection---' selected. A red arrow points to this dropdown. To the right, a box displays 'Current Respondent' information: 'You are currently representing: Big Horn County School District #4' and 'Organization Code: 0204000'. At the bottom, there is a footer with the Wyoming Department of Education logo and copyright information.

7. Select the correct **Collection Due Date** and **Submissions** from the drop down lists.

This screenshot shows the 'Collection Selector' form with the 'Collection:' dropdown set to 'WDE103 - Reimbursable Pupil Transportation Expenditures Report'. Below it, the 'Collection Due Date:' dropdown is set to '8/12/2016'. The 'Submissions:' dropdown is currently set to '---Select a Submission---'. Two red arrows point to the 'Collection Due Date' and 'Submissions' dropdowns, indicating the next steps in the process.

**Note:** For **Submissions** you can either start a new one or pick an existing one.

8. Click the **Enter Data** button.

This screenshot shows the 'Collection Selector' form with the 'Submissions:' dropdown set to '---Start a New Submission---'. A red arrow points to the 'Enter Data' button at the bottom of the form, which is the final step in this sequence.

## B. Using the WDE103 Webform Application

**Forms, Uploads, Submissions, Tracking, Collections, Admin** and **Support** (located in the black header bar) are tabs that allow you to navigate the DCS site. The **Current Respondent** box contains your district's information and the **Collection Information** box contains the report due date and the WDE Steward's information, in case you have problems. The **Report Hyperlinks** box contains links to your district's bus information and this guidebook. Simply click on the link to access the information.

The WDE103 web application begins on the **Expenditures** page. You can tell this because the **Expenditures** tab is a white instead of grey. These tabs are part of your form navigation tools and are standardized at the top of each page, allowing you to efficiently navigate the form. You will need to enter or verify preloaded data on each tab to complete this report. Once all data has been entered, you will validate one last time before certifying your report. After your report has been certified, please make sure to download and print a copy of your final report.

**Data Collection Suite R1**  
STATE OF WYOMING  
DEPARTMENT OF EDUCATION

Citizen | Business | Government | Visitor

**forms** uploads submissions tracking collections admin support

**Current Respondent**  
You are currently representing:  
**Big Horn County School District #4**  
Organization Code: 0204000

**Collection Information**  
• Due Date: **8/12/2016**  
• **Trystin Green**  
(307) 777-6206

**Report Hyperlinks**  
• [District Bus Claims](#)  
• [Bus Inventory](#)  
• [WDE103 Guidebook](#)

**Validate and Certify**

**WDE103 Reimbursable Pupil Transportation Expenditures Report**

Expenditures | Equipment | Purchased Vehicles | Leased Vehicles | Personnel

## C. Expenditures Tab

The **Reimbursable Transportation Expenditures** page requests information on various items. Grey colored fields consist of data that is automatically populated from a different tab or contains a formula and no data entry is required. For all other fields, enter dollar amounts in currency format and do not use special characters (i.e. \$, %, or comma). Data entered on this page must tie to the WDE601 Annual District Report or the WDE100 School Foundation Program Funding Worksheet where noted.

**Note:** All expenses claimed for reimbursement must be directly related to transporting students.

1. Enter data in each white field and click **Save** at the bottom of the screen when finished.

Expenditures	Equipment	Purchased Vehicles	Leased Vehicles	Personnel
<b>Reimbursable Transportation Expenditures</b>				
<i>NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format.</i>				
Personnel Salaries (100)				<input type="text" value="50.00"/>
<i>This field is populated from the personnel tab.</i>				
Personnel Benefits (200)				<input type="text" value="50.00"/>
<i>This field is populated from the personnel tab.</i>				
<b><u>Purchased Services (300) - Must tie to data in the WDE601</u></b>				
Purchased Professional Services-Other (311,312,313,314,315,316,319,322,325,329,360)				<input type="text"/>
Bus Repairs and Maintenance (323)				<input type="text"/>
Contracted Pupil Transportation (to and from school) (331)				<input type="text"/>

- Errors** will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

Travel (332)	<input type="text"/>
<b>Travel (332) is required and must be at least 0</b>	

**Note:** Greyed fields will not automatically populate or perform calculations until you click the **Validate** button. You can click the **Validate** button, located at the top right hand side of the form, at any time.

- Calculating the MPV Actual Usage Adjustment

The MPV actual usage adjustment can be calculated annually or when the MPV is payed off, typically at the five-year mark. Enter a dollar amount to adjust the total reimbursement for the MPV to reflect the actual amount of student use on the vehicle. The amounts can be a positive or a negative number depending on the actual usage and the initial claim. {Chapter 20 Section 7 (b)}

<b>MPV Usage Adjustment Example</b>	
Initial Student Use Claimed	100%
Actual Student Usage for 5yrs	90%
Total Lease	\$60,000
Reimbursement Allowed	\$54,000
Reimbursement Claimed	\$60,000
MPV Actual Usage Adjustment	(\$6,000)

- Isolation Payments

This section requests isolation information including total number of students and households, and total payments for mileage and maintenance. {W.S. 21-4-401} The sum of the mileage and maintenance payments should agree with the amount reported on the WDE601 Annual District Report. The individual mileage and maintenance payments should agree with the WDE100 School Foundation Program Funding Worksheet, Main Funding Sheet tab, Section I, Lines 1 and 2 respectively.

Isolation Payments (333) - Must tie to data in the WDE601	
Number of Students for Isolation Payments	<input type="text"/>
Number of households for Isolation Payments	<input type="text"/>
Isolation Mileage Payments for Section I, Line 1 on the WDE100	<input type="text"/>
Isolation Maintenance Payments for Section I, Line 2 on the WDE 100	<input type="text"/>
Total Isolation Claimed	50.00
<i>This field is a sum of the isolation payments above.</i>	

## D. Equipment Tab

On the navigation bar, click the **Equipment** tab. The **Equipment** page captures detailed information on transportation related equipment purchases. Equipment is defined in {Chapter 20; Sections 4 (h) & (p)}. This page will be blank until you add a record. After you have added a record, the option to edit or delete will appear. Enter dollar amounts in currency format and do not use special characters (i.e. \$, %, or comma).

The screenshot shows the 'Equipment' tab selected in the navigation bar. Below the navigation bar, there is a 'New Equipment' button. Below the button is a table with the following columns: Item Description, Object Code, Total Expenditure, and Delivery Date (mm/dd/yyyy). The table currently shows 'No records to display.' and a 'Count :' field.

### i. To Add a Record

1. Click the **New Equipment** button.

The screenshot shows the 'Equipment' tab selected in the navigation bar. Below the navigation bar, there is a 'New Equipment' button highlighted with a red box. Below the button is a table with the following columns: Item Description, Object Code, Total Expenditure, and Delivery Date (mm/dd/yyyy). The table currently shows 'No records to display.' and a 'Count :' field.

2. Enter the **Item Description**, **Total Expenditure**, and **Delivery Date** in the appropriate fields. Enter delivery date as (mm/dd/yyyy).
3. Select the correct **Object Code** from the drop down list. Valid codes are: 540-Equipment and Machinery, 542-Computer Equipment for Staff, and 544-Technology Intangible Assets.

- Click **Save**. If there is an **error**, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

The screenshot shows a web form titled "Equipment" with tabs for "Expenditures", "Equipment", "Purchased Vehicles", "Leased Vehicles", and "Personnel". Below the tabs is a note: "NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format." The form contains four input fields: "Item Description" (text box), "Object Code" (dropdown menu with "--Select a Object Code--"), "Total Expenditure" (text box), and "Delivery Date (mm/dd/yyyy)" (text box). At the bottom right, there are "Save" and "Cancel" buttons. The "Save" button is highlighted with a red box.

### ii. To Edit a Record

- Click the **Edit** button next to the record you want to edit.
- Make changes to data where needed.
- Click **Save**. If there is an **error**, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

The screenshot shows a table titled "Equipment" with a "New Equipment" button and a table of records. The table has columns: "Item Description", "Object Code", "Total Expenditure", and "Delivery Date (mm/dd/yyyy)". Below the table are "Edit" and "Remove" buttons. A red arrow points from the "Edit" button to the first record in the table.

Item Description	Object Code	Total Expenditure	Delivery Date (mm/dd/yyyy)
Laptop	(542) Computer Equipment for Staff	\$1,595.00	10/10/2015

Count : 1      \$1,595.00

### iii. To Delete a Record

- Click the **Remove** button next to the record you want to delete.

**Note:** The amounts from this page will not automatically populate on the **Expenditures** page until you click the **Validate** button. You can click the **Validate** button, located at the top right hand side of the form, at any time.

**Note:** Any column that has a box below the header allows you to sort or filter the data. Click the column header to sort, click the filter button to set your filters.

The screenshot shows a close-up of the "Item Description" column header. Below the header is a text box and a filter button (a funnel icon).

## E. Purchased Vehicles Tab

On the navigation bar, click the **Purchased Vehicles** tab. The **Purchased Vehicles** page captures detailed information on each eligible bus or vehicle purchase. This section will be preloaded with the district's known information. You will be able to add, edit, or delete a record. This page may be blank if there was no vehicle purchases to preload. Enter dollar amounts in currency format and do not use special characters (i.e. \$, %, or comma).

The screenshot shows the 'Purchased Vehicles' tab selected in the navigation bar. Below the navigation bar, there is a 'New Purchased Vehicles' button highlighted with a red box. The main content area contains a table with columns: VIN, Body, Chassis, Max Allowed Reimbursement, % of Usage, and Adjusted Reimbursement. The table is currently empty, and the text 'No records to display.' is shown below the table. A 'Count : ' label is visible at the bottom of the table area.

### i. To Add a Record

1. Click the **New Purchased Vehicles** button.

The screenshot shows the 'Purchased Vehicles' tab with a record added to the table. The 'New Purchased Vehicles' button is highlighted with a red box. The table has columns: VIN, Body, Chassis, Max Allowed Reimbursement, % of Usage, and Adjusted Reimbursement. The record added is: VIN: 1B8BNBAA9GF319718, Body: BB, Chassis: BB, Max Allowed Reimbursement: \$157,755.00, % of Usage: 100, Adjusted Reimbursement: \$157,755.00. The 'Count : 1' is shown at the bottom of the table. There are 'Edit' and 'Remove' buttons next to the record.

2. Enter the **VIN #**, **Body** make, **Chassis** make, **% of Usage**, and **Adjusted Reimbursement**.
  - a. **Adjusted Reimbursement** is the amount you are claiming for reimbursement and should equal the **Max Allowed Reimbursement** times the **% of Usage**.
  - b. **Max Allowed Reimbursement** is the amount WDE allows based on the WDE621 form submitted. Calculation of the **Max Allowed Reimbursement**, determined by WDE, is shown in chart below. When adding a vehicle this field is grey and does not require input. It is for WDE use only and will contain data if a WDE621 form has been submitted before the district's data was preloaded.
3. Click **Save**. If there is an **error**, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

Expenditures   Equipment   **Purchased Vehicles**   Leased Vehicles   Personnel

**Purchased Vehicles**

*NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format.*

VIN

Body

Chassis

Max Allowed Reimbursement

*This is the amount WDE allows based on the WDE621 form submitted.*

% of Usage

*This is the estimated percent of student use reported on the WDE621. Actual MPV usage adjustment is completed on the Expenditures tab.*

Adjusted Reimbursement

*This is the amount you are requesting for reimbursement.*

**Note:** The amounts from this page will not automatically populate on the **Expenditures** page until you click the **Validate** button. You can click the **Validate** button, located at the top right hand side of the form, at any time.

a. Calculation of Max Allowed Reimbursement

The calculation of the **Max Allowed Reimbursement** amount is guided by {WS 21-13-320}. For vehicles purchased, multiply the Lower of the Bid or Base Price, plus Approved Options by the Approved Replacement Percentage (%) of the bus that is being replaced, multiplied by the MPV % of Usage.

<b>Bus/MPV Purchase Price Example</b>		
Lower of Bid or Base Price	\$ 102,000.00	(a)
Approved Options	\$ 2,500.00	(b)
Approved Replacement Percentage	80%	(c)
MPV Percentage of Usage	90%	(d)
Allowed Reimbursement Amount	\$ 103,800.00	(e) = (a+b)*(c)*(d)
<b>Approved Replacement Percentages WS 21-13-320</b>		
80%	Minimum	
90%	Average	
100%	Optimal	

ii. To Edit a Record

1. Click the **Edit** button next to the record you want to edit.
2. Make changes to data where needed.
3. Click **Save**. If there is an **error**, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

### iii. To Delete a Record

1. Click the **Remove** button next to the record you want to delete.

**Note:** The amounts from this page will not automatically populate on the **Expenditures** page until you click the **Validate** button. You can click the **Validate** button, located at the top right hand side of the form, at any time.

### F. Leased Vehicles Tab

On the navigation bar, click the **Leased Vehicles** tab. The **Leased Vehicles** page captures detailed information on each eligible bus or vehicle lease. This section will be prepopulated with the district's known information. You will be able to add, edit, or delete, a record. This page may be blank if there was no vehicle leases to preload. Enter dollar amounts in currency format and do not use special characters (i.e. \$, %, or comma).

		Expenditures	Equipment	Purchased Vehicles	Leased Vehicles	Personnel			
<b>Leased Vehicles</b>									
<i>NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format. Click on column header to sort data.</i>									
<b>New Leased Vehicles</b>									
		VIN	Body	Chassis		Max Allowed Reimbursement	% of Usage	Adjusted Reimbursement	
		<input type="text"/>	<input type="text"/>	<input type="text"/>					
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	1BABNBXA0CF285976	BB	BB		\$146,206.90	100	\$146,206.90	
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	1BABNBXA2CF285977	BB	BB		\$146,206.90	100	\$146,206.90	
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	1BABNBXA4CF285978	BB	BB		\$192,274.00	100	\$192,274.00	
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	1BABNBXA9CF285975	BB	BB		\$146,206.90	100	\$146,206.90	
Count : 4						\$630,894.70		\$630,894.70	

### i. To Add a Record

1. Click the **New Leased Vehicles** button.

		Expenditures	Equipment	Purchased Vehicles	Leased Vehicles	Personnel			
<b>Leased Vehicles</b>									
<i>NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format. Click on column header to sort data.</i>									
<b>New Leased Vehicles</b>									
		VIN	Body	Chassis		Max Allowed Reimbursement	% of Usage	Adjusted Reimbursement	
		<input type="text"/>	<input type="text"/>	<input type="text"/>					
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	1BABNBXA0CF285976	BB	BB		\$146,206.90	100	\$146,206.90	
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	1BABNBXA2CF285977	BB	BB		\$146,206.90	100	\$146,206.90	
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	1BABNBXA4CF285978	BB	BB		\$192,274.00	100	\$192,274.00	
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	1BABNBXA9CF285975	BB	BB		\$146,206.90	100	\$146,206.90	
Count : 4						\$630,894.70		\$630,894.70	

2. Enter the **VIN #**, **Body** make, **Chassis** make, **% of Usage**, and **Adjusted Reimbursement**.
  - a. **Adjusted Reimbursement** is the amount you are claiming for reimbursement and should equal the **Max Allowed Reimbursement** times the **% of Usage** divided by 5.
  - b. **Max Allowed Reimbursement** is the amount WDE allows based on the WDE621 form submitted. Calculation of the **Max Allowed Reimbursement**, determined by WDE, is shown in chart below. When adding a vehicle this field is grey and does not require input. It is for WDE use only and will contain data if a WDE621 form has been submitted before the district’s data was preloaded.
3. Click **Save**. If there is an **error**, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

Expenditures
Equipment
Purchased Vehicles
Leased Vehicles
Personnel

### Leased Vehicles

*NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format.*

VIN	<input type="text"/>
Body	<input type="text"/>
Chassis	<input type="text"/>
Max Allowed Reimbursement	<input type="text"/>
<i>This is the amount WDE allows based on the WDE621 form submitted.</i>	
% of Usage	<input type="text"/>
<i>This is the estimated percent of student use reported on the WDE621. Actual MPV usage adjustment is completed on the Expenditures tab.</i>	
Adjusted Reimbursement	<input type="text"/>
<i>This is the amount you are requesting for reimbursement.</i>	

Save
Cancel

**Note:** The amounts from this page will not automatically populate on the **Expenditures** page until you click the **Validate** button. You can click the **Validate** button, located at the top right hand side of the form, at any time.

a. Calculation of Max Allowed Reimbursement

The “Allowed Yearly Reimbursement Amount” is guided by {WS 21-13-320} and is calculated for each leased vehicle. To calculate, multiply the “Total Lease Expenditure Paid This Year” by the Approved Replacement Percentage and by the MPV % of Usage.

<b>Bus/MPV Lease Reimbursement Example</b>		
Total Lease Expenditure Paid this Year	\$5,000.00	(a)
Approved Replacement %	100%	(b)
MPV % of Usage (based on initial claim)	85%	(c)
Allowed Yearly Reimbursement	\$4,250.00	(d) = (a)*(b)*(c)

## ii. To Edit a Record

1. Click the **Edit** button next to the record you want to edit.
2. Make changes to data where needed.
3. Click **Save**. If there is an **error**, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

## iii. To Delete a Record

1. Click the **Remove** Button next to the record you want to delete.

**Note:** The amounts from this page will not automatically populate on the **Expenditures** page until you click the **Validate** button. You can click the **Validate** button, located at the top right hand side of the form, at any time.

## G. Personnel Tab

On the navigation bar, click the **Personnel** tab. The **Personnel** page captures salary and benefit information for transportation related personnel. This page is broken into three different sections: **Clerical and Supervisor Position Summary, Personnel Summary, and Personnel Summary Totals**. The **Clerical and Supervisor Position Summary** section is where you will add your clerical and supervisor positions. The **Personnel Summary** section has positions already listed and you only need to add the remaining information. The **Personnel Summary Totals** section is a summary of the top two sections salary and benefit amounts. Enter dollar amounts in currency format and do not use special characters (i.e. \$, %, or comma).

### Salary:

- Salary should only be claimed for those staff who are directly involved in student transportation.
- Allowable positions include, but are not limited to: mechanics, bus drivers, and transportation clerks.
- Allowable positions are defined in {Chapter 20 Section 4}.
- Any partial salary claimed must have “clear and continuous” documentation like a time and effort log {Chapter 8 Section 14 (b)}.
- Salaries should **not** include state funded bonuses or any monies already received.

### Benefits:

- Benefits should only be claimed for those staff directly involved in student transportation.
- Some typical benefits allowed include, but are not limited to: retirement, health insurance, workers comp, social security, and medicare.
- Benefits funded through a separate appropriation (WDE109B) are **not allowed**.
  - For WDE109B claims, exclude both the employer and employee reimbursement share. Claim only 12.69% of retirement contributions.
  - Pursuant to W.S. 21-13-320(f), reimbursement expenditures for employee contributions to the Wyoming retirement system shall not exceed 5.57%.

**Note:** Any calculations which include or exclude specific portions of salary or benefits, should be documented at a level that the calculation can be recreated for future reference.

Expenditures   Equipment   Purchased Vehicles   Leased Vehicles   **Personnel**

### Clerical and Supervisor Position Summary

*NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format. Exclude any monies already received. Reimbursement for employee contributions to WRS shall not exceed 5.57% pursuant to W.S. 21-13-320(f) and 7.12% for employer contributions. Click on column header to sort data.*

**New Clerical and Supervisor Position Summary**

Position	% of Time	Last Name	First Name	Adjusted Salary Reimbursement	Adjusted Benefits Reimbursement
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
No records to display.					
Count :					

**Personnel Summary**

Position	# Positions	Adjusted Salary Reimbursement	Adjusted Benefits Reimbursement
<input type="text"/>			
<input type="button" value="Edit"/>	Mechanic		
<input type="button" value="Edit"/>	Bus Driver		
<input type="button" value="Edit"/>	Bus Loading Zone Aide		
<input type="button" value="Edit"/>	Bus Aide		
<input type="button" value="Edit"/>	Bus Dispatcher		
<input type="button" value="Edit"/>	Shop Help		
<input type="button" value="Edit"/>	Bus Router		
Count : 7		\$0.00	\$0.00

**Personnel Summary Totals**

Total Adjusted Salary Reimbursement	\$0.00
Total Adjusted Benefits Reimbursement	\$0.00

i. To Add a Supervisor or Clerical Personnel Record

1. Click the **New Clerical and Supervisor Position Summary** Button.

Expenditures   Equipment   Purchased Vehicles   Leased Vehicles   **Personnel**

### Clerical and Supervisor Position Summary

*NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format. Exclude any monies already received. Reimbursement for employee contributions to WRS shall not exceed 5.57% pursuant to W.S. 21-13-320(f) and 7.12% for employer contributions. Click on column header to sort data.*

**New Clerical and Supervisor Position Summary**

Position	% of Time	Last Name	First Name	Adjusted Salary Reimbursement	Adjusted Benefits Reimbursement
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
No records to display.					
Count :					

2. Enter the correct information in the **% of Time, Last Name, First Name, Adjusted Salary Reimbursement, and Adjusted Benefits Reimbursement** fields. Select the correct **Position** from the drop down list, choosing either Supervisor or Clerical.
  - a. **Adjusted Salary Reimbursement** and **Adjusted Benefits Reimbursement** is the amount you are claiming for reimbursement.
3. Click **Save**. If there is an **error**, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

Expenditures   Equipment   Purchased Vehicles   Leased Vehicles   Personnel

### Clerical and Supervisor Position Summary

*NOTE: No special characters in data (e.g. \$, %, or commas). Enter dollar amounts in currency format. Exclude any monies already received. Reimbursement for employee contributions to WRS shall not exceed 5.57% pursuant to W.S. 21-13-320(f) and 7.12% for employer contributions.*

Position ---Select a Position--- ▼

% of Time

Last Name

First Name

Adjusted Salary Reimbursement

*This is the amount you are claiming for reimbursement. Exclude any State funded bonuses or monies already received.*

Adjusted Benefits Reimbursement

*This is the amount you are claiming for reimbursement. Exclude any monies already received. Claim only 12.69% for retirement contributions.*

**Save**   Cancel

#### ii. To Edit a Supervisor or Clerical Personnel Record

1. Click on **Edit** next to the record you want to edit.
2. Make changes to data where needed.
3. Click **Save**. If there is an **error**, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

#### iii. To Delete a Supervisor or Clerical Personnel Record

1. Click the **Remove** button next to the record you want to delete.

#### iv. To Edit Personnel Summary Record

1. Click the **Edit** button.

Personnel Summary				
	Position	# Positions	Adjusted Salary Reimbursement	Adjusted Benefits Reimbursement
<b>Edit</b>	Mechanic			
<b>Edit</b>	Bus Driver			

2. For each position type, enter the **# Positions, Adjusted Salary Reimbursement, and Adjusted Benefits Reimbursement**.
  - a. **Adjusted Salary Reimbursement** and **Adjusted Benefits Reimbursement** is the amount you are claiming for reimbursement.

3. Click **Save**. If there is an **error**, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

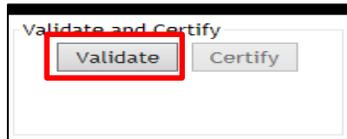
The screenshot shows a web application interface with a tabbed menu at the top containing 'Expenditures', 'Equipment', 'Purchased Vehicles', 'Leased Vehicles', and 'Personnel'. The 'Personnel' tab is active, displaying a 'Personnel Summary' form. The form contains the following fields and text:

- Position:** A dropdown menu with 'Mechanic' selected.
- # Positions:** An empty text input field.
- Adjusted Salary Reimbursement:** An empty text input field with the instruction: *This is the amount you are claiming for reimbursement. Exclude any State funded bonuses or monies already received.*
- Adjusted Benefits Reimbursement:** An empty text input field with the instruction: *This is the amount you are claiming for reimbursement. Exclude any monies already received. Claim only 12.69% for retirement contributions.*
- Buttons:** 'Save' and 'Cancel' buttons are located at the bottom right. The 'Save' button is highlighted with a red rectangular box.

#### v. Personnel Summary Totals

This section summarizes the Salary/Wages and Benefits amounts from both the **Clerical and Supervisor Position Summary** and the **Personnel Summary** sections. The **Adjusted Salary Reimbursement** and **Adjusted Benefits Reimbursement** summarized totals are automatically reported in the appropriate fields on the **Expenditures** page and should also agree to the total salaries and benefits posted to the WDE601 under function codes 3510 – Vehicle Operations To and From School and 3520 – Vehicle Operations Activities.

1. Click the **Validate** button in the top right hand corner of the screen to perform the summations.



**Note:** The amounts from this page will not automatically populate on the **Expenditures** page until you click the **Validate** button. You can click the **Validate** button, located at the top right hand side of the form, at any time.

#### H. Validate

Now that the form is complete and all errors are fixed, you must validate the report one last time to ensure all errors were fixed and the report is ready to be certified. The WDE103 cannot be certified and submitted until all errors have been cleared.

1. Click the **Validate** button in the top right hand corner of the screen.
  - a. You will see if your submission is valid and ready to **Certify** or your submission is invalid and you have errors to fix.

- Click the green **Review Validation Report** to see what errors still exist.



- Click the carrot by the error listed to expand.

Validation Report:  
**Loading Results for Submission Package: 4/2/2015 12:22 PM - Trystin District**  
 Collection:  
**WDE103- Reimbursable Pupil Transportation Expenditures Report**  
 Is the submission valid? **No**  
 Validation Engine Start: **Friday, April 03, 2015 at 2:34:47 PM**  
 Validation Engine End: **Friday, April 03, 2015 at 2:34:55 PM**  
 Submitter: **tdistrict, trystin.green@wyo.gov, 307-777-7777**  
 Number of Errors: **133**  
 Number of Warnings: **0**

**WDE103 - Reimbursable Pupil Transportation Expenditures Report**

- **This collection cycle is officially open.**
- Due Date: **8/12/2014**
- Window Opening: **2/17/2014**
- Window Closing: **10/31/2014**
- Expected Number Of Respondents: **48**
- Start: **7/1/2013**
- End: **6/30/2014**

Show ▼      The submission is invalid and cannot be certified at this time.

Set	Is Valid
Reimbursable Transportation Expenditures - Successfully Imported Rows: 1	Fail
Leased Vehicles - Successfully Imported Rows: 4	Fail
Personnel Summary - Successfully Imported Rows: 7	Fail

- a. This error shows the **Leased Vehicles** page is missing data in the **Adjusted Reimbursement** field.

Collection Item	Read Rule	Source	Value	Worksheet Name	Field Location	Is Valid	Severity	Exception Code	Validation Rule Name	Summary	Detail
Bus_Leased_Allowable_Reimbursement	Adjusted Reimbursement	Leased Vehicles: 1BABNBXA4CF284880	Leased Vehicles	H6	Fail	E	1057	Required Validator	Invalid Total Expend	Amount is required and must be greater than or equal to 0.	
Bus_Leased_Allowable_Reimbursement	Adjusted Reimbursement	Leased Vehicles: 1BABNBXA4CF284880	Leased Vehicles	H6	Fail	E	1057	Compare Validator: ge 0	Invalid Total Expend	Amount is required and must be greater than or equal to 0.	

- Return to the pages that have the errors, correct them, and click **Validate** again. Repeat the process until you get the message **Submission Valid**.

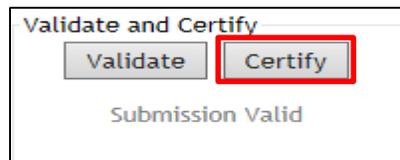


## I. Certify

Now that the form is valid, you are ready to **Certify**. Once a report is certified, it will be sent to WDE. WDE only receives data from certified submissions.

**Note:** You have the ability to make changes to your certified report until the collection closes. You can edit a certified report by selecting it instead of “start a new submission” from the **Forms** dropdown menu. This will decertify your current submission and you will need to **Validate** and **Certify** again.

1. Click the **Certify** button.

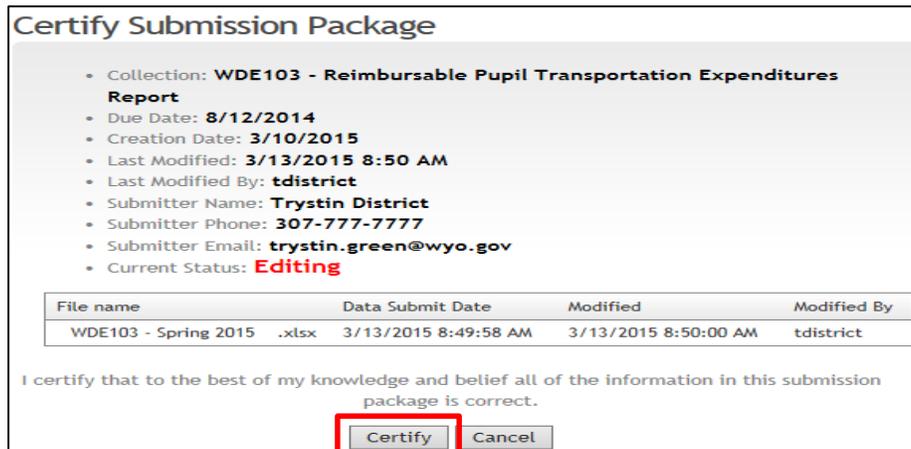


Validate and Certify

Validate Certify

Submission Valid

2. Click **Certify** again.



**Certify Submission Package**

- Collection: **WDE103 - Reimbursable Pupil Transportation Expenditures Report**
- Due Date: **8/12/2014**
- Creation Date: **3/10/2015**
- Last Modified: **3/13/2015 8:50 AM**
- Last Modified By: **tdistrict**
- Submitter Name: **Trystin District**
- Submitter Phone: **307-777-7777**
- Submitter Email: **trystin.green@wyo.gov**
- Current Status: **Editing**

File name	Data Submit Date	Modified	Modified By
WDE103 - Spring 2015 .xlsx	3/13/2015 8:49:58 AM	3/13/2015 8:50:00 AM	tdistrict

I certify that to the best of my knowledge and belief all of the information in this submission package is correct.

Certify Cancel

3. The message below shows your status as certified. You are now done and can move on to downloading your submitted report.



**Submission Package Certification Confirmed**

- Collection: **WDE103 - Reimbursable Pupil Transportation Expenditures Report**
- Due Date: **8/12/2014**
- Creation Date: **3/10/2015**
- Last Modified: **3/13/2015 8:59 AM**
- Last Modified By: **tdistrict**
- Submitter Name: **Trystin District**
- Submitter Phone: **307-777-7777**
- Submitter Email: **trystin.green@wyo.gov**
- Current Status: **Certified**

File name	Data Submit Date	Modified	Modified By
WDE103 - Spring 2015 .xlsx	3/13/2015 8:49:58 AM	3/13/2015 8:50:00 AM	tdistrict

You have successfully certified this submission. Confirmation emails have been sent to subscribed users and collection steward(s) at the Wyoming Department of Education.

## J. Decertify

You can start a new submission after you have certified a previous submission but it will not automatically decertify your previous submission. You must manually decertify your previous submission or certify a new submission to override the previous submission. Data will only be transmitted to the WDE after a district certifies a submission. Decertifying makes sure that the WDE is aware you are in the process of resubmitting the report. To decertify your report follow these steps:

1. Follow steps 1 and 2 below in **Accessing the Submissions Log** under **Downloading, Saving and Printing the WDE103**.
2. Click on the Submission name in the green highlighted selection.

**Submission Administration**

**Collection Selector**

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

**Submissions**

	Submission	Submitter	Status	Last Modified By	Last Modified
<input type="button" value="Download"/>	<a href="#">4/2/2015 - Trystin District</a>	Trystin District	Editing	tdistrict	4/2/2015 3:17 PM
<input type="button" value="Download"/>	<a href="#">3/19/2015 - Trystin District</a>	Trystin District	Prepared	tdistrict	3/19/2015 9:49 AM
<input type="button" value="Download"/>	<a href="#">3/16/2015 - Trystin District</a>	Trystin District	Certified	tdistrict	3/16/2015 9:54 AM
<input type="button" value="Download"/>	<a href="#">3/12/2015 - Trystin District</a>	Trystin District	Editing	tdistrict	3/12/2015 2:18 PM
<input type="button" value="Download"/>	<a href="#">3/12/2015 - Trystin District</a>	Trystin District	Prepared	tdistrict	3/12/2015 1:51 PM
<input type="button" value="Download"/>	<a href="#">3/10/2015 - Keith Geringer</a>	Keith Geringer	Editing	kgeringer	3/13/2015 1:19 PM
<input type="button" value="Download"/>	<a href="#">3/10/2015 - Trystin Green</a>	Trystin Green	Prepared	tgreen	3/10/2015 9:21 AM
<input type="button" value="Download"/>	<a href="#">2/6/2015 - Trystin District</a>	Trystin District	Editing	tdistrict	2/20/2015 2:02 PM

3. Click the **Decertify** button.

**Submission Administration**

**Collection Selector**

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

**Big Horn County School District #4 - 0204000 - School District Administration**

**Submission Details**

Submitter Name: **Trystin District**  
 Submitter Phone: **307-777-7777**  
 Submitter Email: **trystin.green@wyo.gov**  
 Last Modified: **Monday, May 11, 2015**  
 Last Modified By: **tdistrict**  
 Current Status: **Certified**

Event Id	Submission Name	Event Code	Date	Triggered By	Message
565	3/16/2015 - Trystin District	VALIDATION	3/16/2015 9:43 AM	tdistrict	Submission Validated By tdistrict
566	3/16/2015 - Trystin District	VALIDATION	3/16/2015 9:54 AM	tdistrict	Submission Validated By tdistrict
567	3/16/2015 - Trystin District	STATUS_CHANGE	3/16/2015 9:54 AM	tdistrict	Submission status changed from Editing to Certified
591	3/16/2015 - Trystin District	VALIDATION	4/3/2015 3:15 PM	tdistrict	Submission Validated By tdistrict
667	3/16/2015 - Trystin District	STATUS_CHANGE	5/11/2015 10:07 AM	tdistrict	Submission status changed from Editing to Certified

## Downloading, Saving and Printing the WDE103

You should keep paper or electronic copies of the certified reports on file for future reference and audit purposes. Through the DCS submissions tab, you will see all submissions for the WDE103. There are three status types: **Prepared**, **Editing**, and **Certified**. The **Prepared** submission is highlighted gold and is preloaded with data by the WDE steward and made available at the beginning of a collection cycle to provide a snapshot of data from previous cycles. The **Editing** submission is the one you are working on. The **Certified** submission is highlighted in green and is the final report submitted to WDE. The **Certified** submission is the one you should download and save. You can download any report in this list and save or print it at any time.

### A. Accessing the Submissions Log

1. Click the **Submissions** tab.



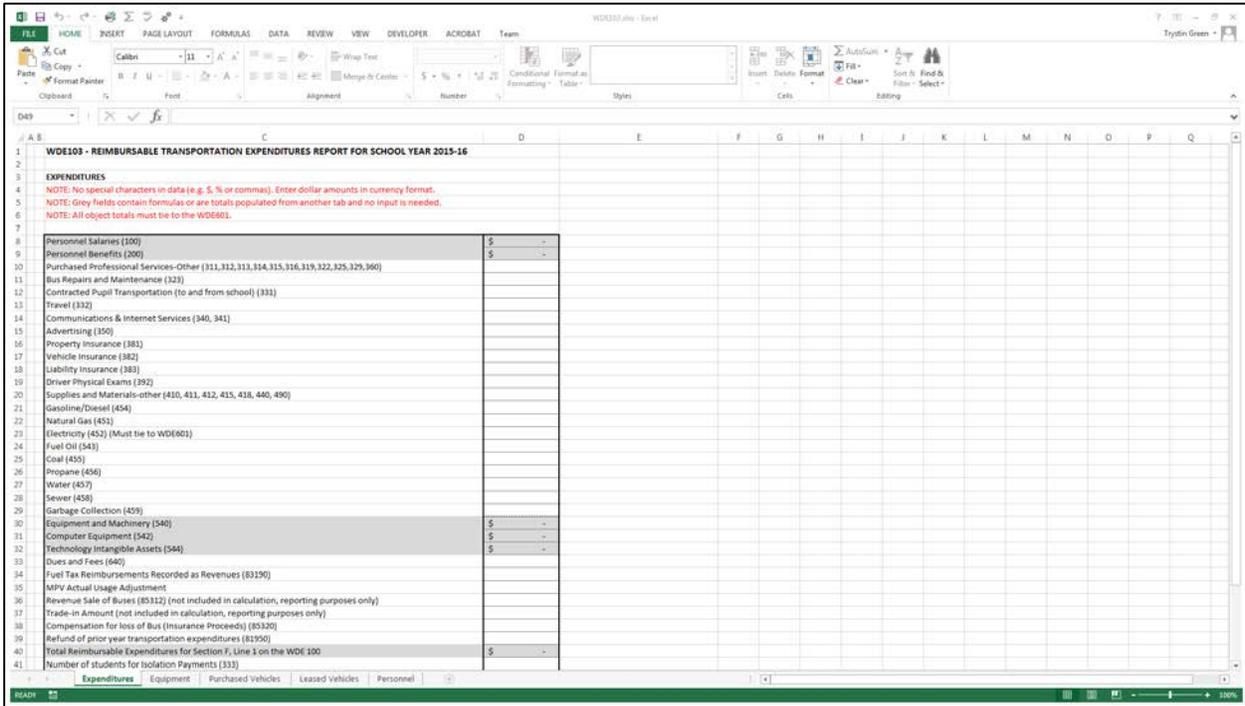
2. Select the **Collection: WDE103 – Reimbursable Pupil Transportation Expenditures Report**.
3. Click the **Download** button by the submission you wish to download.

The screenshot displays the 'Submission Administration' page. On the left, the 'Collection Selector' dropdown is set to 'WDE103 - Reimbursable Pupil Transportation Expenditures Report'. Below it is a table of submissions. The submission for '3/16/2015 - Trystin District' is highlighted in green, and its 'Download' button is also highlighted with a red box. A red arrow points from step 3 of the instructions to this button. On the right, there is a 'Current Respondent' section for 'Big Horn County School District #4' and a 'Submission Actions' section with notes on 'Download', 'Certify/Decertify', 'Edit', and 'Validate'.

4. The prompt below will pop up and you can either Open or Save the form.



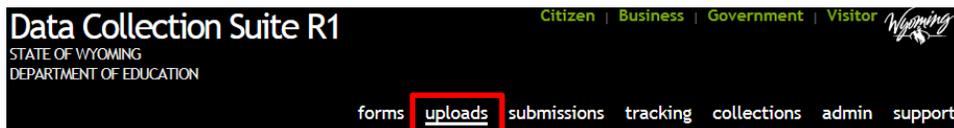
- The form is downloaded into an excel file that should mimic the webform.



## Uploading to the WDE103

You have the option to download a submission file, enter needed data and upload the file instead of using the webform. To do this you will follow these steps:

- Follow the Download steps to retrieve the submission file.
- Enter data on the excel worksheet and save it.
- Click the **Uploads** tab.



- Select the **Collection** you are wanting to upload to.

**Collection Selector**

Collection:

---Select a Collection---

If you feel there is a collection missing from this list, you may need to [request access](#).

**Note:** If you upload to an existing file, it will overwrite what was previously saved.

5. Select the **Submission** you are wanting to use. Either start a new one or upload to an existing one.
6. For **File Role in Submission**. Select **Primary Data File**.
7. Click the **Select** button to find your saved excel file.
8. Click **Upload File**.

9. Click the **Forms** button on the black navigation bar.
10. Select your **Collection (WDE103)**, **Collection Due Date(8/12/2016)** and the latest submission shown in the **Submissions** dropdown list.
11. Verify all data uploaded correctly to the form.
12. Follow the **Validate, Certify, and Download** instructions to complete the submission.

**Note:** Under Previous Submissions, on the right hand side of the screen, you will see all submissions for your district. You can download any submission from this tab by clicking on that submission. The submission labeled **Initialized** is the submission that contains data preloaded by the WDE Steward.

## Logging Out

You can login and logout at any time. All updated data will be captured and retained. If you are inactive for a period of time (not navigating or entering data) the session will “timeout” and you will have to login again. To logout you simply close the web browser.

# About DCS

## A. Home Button

1. This is a button. Click the **Home** button to return to the main DCS page.

The screenshot shows the homepage of the Data Collection Suite R1. The header includes the title 'Data Collection Suite R1' and the Wyoming Department of Education logo. The navigation bar contains links for 'forms', 'uploads', 'submissions', 'tracking', 'collections', 'admin', and 'support'. The main content area is divided into two columns. The left column contains a welcome message and a 'Support' link. The right column contains 'Upcoming Dates' and 'Resources' sections. The footer includes the Wyoming Department of Education logo and copyright information.

## B. Support

The Support page has many useful videos, tools, links and information that can help you.

1. Click the **Support** button on the black navigation bar.

The screenshot shows the Support page of the Data Collection Suite R1. The navigation bar is highlighted with a red box around the 'support' button. The main content area is divided into two columns. The left column contains a 'Support' section with a welcome message and a list of links. The right column contains 'Support Resources', 'Resources', and 'Instructional Videos' sections. The 'Collection Summary' link in the Resources section is highlighted with a red box. The footer includes the Wyoming Department of Education logo and copyright information.

- Click the green label called **Collection Summary** on the right and side of the **Support** page to see a list of reports that are open and the status of that report. Click **Download** to retrieve your reports.

Collection Submissions Summary					
School Year: 2015-16					
Collection		Due Date	Submitter	Submit/Certify Date	Status
WDE103	Reimbursable Pupil Transportation Expenditures Report	8/12/2016	Trystin District	2/24/2016 11:46 AM	Certified <a href="#">Download</a>
WDE106	District General Fund Cash Flow Report	7/31/2016	Trystin District	2/12/2016 2:10 PM	Certified <a href="#">Download</a>
WDE112	National Board Certified Teacher Paid Report	1/4/2016			
WDE401	Reimbursable Special Education Expenditures Report	8/12/2016	Trystin District	3/1/2016 9:00 AM	Certified <a href="#">Download</a>
WDE435	Instructional Facilitator Grant Application and Report	4/15/2016			

## WDE103 DCS Roles

The following table outlines what each role is allowed to do in the form.

Role	Edit	Validate	Certify	Report
WDE103 Read	No	No	No	Yes
WDE103 Edit	Yes	No	No	Yes
WDE103 Certify	Yes	Yes	Yes	Yes

To see what roles are assigned to you follow these steps:

- Go to the **Support** page.
- On the right hand side of the screen, under **Support Resources**, click the green label called **Current User Profile**.

User Identity Claims	
Username: tdistrict	
Display name: Trystin District	
First name: Trystin	
Last name: District	
Phone: 307-777-7777	
Email: trystin.green@wyo.gov	
Role Memberships:	
Role	Organization
Fusion User	Big Horn County School District #4
WDE103 Certify	Big Horn County School District #4
WDE103 Certify Test	Big Horn County School District #4
WDE103 Edit	Big Horn County School District #4
WDE103 Read	Big Horn County School District #4
WDE109 Certify	Big Horn County School District #4
WDE109 Edit	Big Horn County School District #4
WDE109 Read	Big Horn County School District #4
WDE112 Certify	Big Horn County School District #4
WDE112 Edit	Big Horn County School District #4
WDE112 Read	Big Horn County School District #4
WDE401 Certify	Big Horn County School District #4
WDE401 Edit	Big Horn County School District #4
WDE401 Read	Big Horn County School District #4
WDE703 Certify	Big Horn County School District #4
WDE703 Edit	Big Horn County School District #4
WDE703 Read	Big Horn County School District #4

## Frequently Asked Questions

1. How much can we claim for retirement on the WDE103?
    - a. You can claim a total of 12.69% of retirement contributions made for staff claimed on the WDE103. If a staff member claimed on the WDE103 is a rehired retiree and you are paying a “fee” for them you may claim the full amount for that retiree.
  2. Does every amount reported on the WDE103 have to match what was reported on the WDE601?
    - a. Yes, every object and function code expenditures must match between the WDE103 & WDE601.
      - i. Don’t forget to move your WDE109B claims for staff reimbursed on the WDE103 to function code 3590 – Non-Reimbursable Transportation Services.
  3. Do I have to wait until my vehicle is paid off before I do the MPV adjustment?
    - a. No, you may complete the MPV adjustment annually or wait until is paid off. Do not switch practices in how you account for these adjustments. Either complete them annually or after they are paid off to avoid errors.
  4. Can I upload one worksheet tab at a time so one person can be working on the webform while another is working in the excel form?
    - a. No, you have to upload the entire excel form. If you start a submission using the webform and then upload the excel form to that submission it would overwrite the webform with the excel form’s data.
    - b. You can download the excel form, complete the desired tabs, upload the excel form, select that submission from the forms tab and finish completing the WDE103 through the webform.
  5. I don’t see all my vehicles listed in the purchased or leased vehicles tab?
    - a. Make sure you have turned in a WDE621 to David Koskelowski. If you have turned in a WDE621 call David at 307-777-6984 or [david.koskelowski@wyo.gov](mailto:david.koskelowski@wyo.gov). to make sure he has received the form and then add the record to the form.
      - i. Remember any vehicles you add won’t have the max allowed reimbursement filled in for you. This is ok and no input is required for that field.
  6. Do I report both my leased and purchased vehicles on the WDE103 every year?
    - a. No, you only report purchased vehicles once and you report the leased vehicles expenses until it is paid off, typically five years.
  7. Max allowed reimbursement is the same for both leased and purchased vehicles?
-

- a. Yes, max allowed reimbursement is the total reimbursement allowed for that vehicle. For purchased vehicles the adjusted reimbursement should match the max allowed reimbursement on the WDE103. For leased vehicles you will need to take the max allowed reimbursement and divide it by five to get the amount you can claim for reimbursement on the WDE103.
8. I have uploaded an excel form and tried to correct my errors in the webform but it won't validate?
  - a. If this happens, correct the errors in the excel form and then upload it again.
9. Do I have to list the names of every clerical and supervisor sub individually?
  - a. No, you may combine all clerical subs' salary and benefits together using the last name "Sub" and first name "Sub" and then combine all supervisor subs' salary and benefits together using the last name "Sub" and first name "Sub".
10. Who do I contact with WDE103 questions?
  - a. Contact Trystin Green at 307-777-6206 or [trystin.green@wyo.gov](mailto:trystin.green@wyo.gov).
11. Who do I contact with submission questions?
  - a. Contact Trystin Green at 307-777-6206 or [trystin.green@wyo.gov](mailto:trystin.green@wyo.gov).
12. Who do I contact regarding Usernames and Passwords?
  - a. Contact your district's fusion administrator.
  - b. If further help is needed you may contact Susan Williams at 307-777-6252 or [susan.williams@wyo.gov](mailto:susan.williams@wyo.gov).