WDE103 – Reimbursable Pupil Transportation Expenditures
For data being submitted for the School Year 2018-19
April 2019
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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 funding resources through the Education Resource Block Grant Model. 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.

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.

WDE 103 Authority

The authority that allows the WDE to collect data for the WDE103 collection is listed below:

- Wyoming Statute § 21-2-203
- Wyoming Statute § 21-3-110(a)(v)
- Wyoming Statute § 21-4-401
- WDE Rules and Regulations; Chapter 20

Collection Schedule

Collection Due Date: August 12, 2019
Collection Window: July 1, 2019 through August 12, 2019

It is highly recommended each district upload their data prior to the due date to ensure that data can be certified before the deadline.

Instructions

The WDE103 is a Microsoft Excel based collection that is submitted to WDE for reimbursement by completing and uploading the Excel form or completing the webform through DCS.

Accessing DCS

1. Go to the Data Collection Suite – Forms Inventory page (https://edu.wyoming.gov/data/dcs/).
2. Click the **Data Submission Log In** link.

![Data Submission Log In](image1)

3. Click **Sign In** to log on using your **WyEd** username and password.

![Sign In](image2)

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

### Completing the WDE103 Webform Application

1. Click on the **Forms** tab in the black header bar.
2. Select **WDE103-Reimbursable Pupil Transportation Expenditures Report** from the collection dropdown list.
3. Select the correct **Collection Due Date** and **Submissions** from the drop down lists.
   - For **Submissions** you can either start a new one or pick an existing one.
4. Click the **Enter Data** button.

The WDE103 web application begins on the **Expenditures** tab. 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.

![WDE103 Reimbursable Pupil Transportation Expenditures Report](image3)

**Expenditures Tab**

The **Reimbursable Transportation Expenditures** page requests information on various items. 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 must tie to the WDE601 Annual District Report for function codes 3510 – Vehicle Operation To and From School and 3520 – Vehicle Operations Activities and Section C on the WDE100A School Foundation Program Funding District Inputs Worksheet.

**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.
2. 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.

**Note:** Colored 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 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.

#### MPV Usage Adjustment Example

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Student Use Claimed</td>
<td>100%</td>
</tr>
<tr>
<td>Actual Student Usage for 5yrs</td>
<td>90%</td>
</tr>
<tr>
<td>Total Purchase or Lease</td>
<td>$60,000</td>
</tr>
<tr>
<td>Reimbursement Allowed</td>
<td>$54,000</td>
</tr>
<tr>
<td>Reimbursement Claimed</td>
<td>$60,000</td>
</tr>
<tr>
<td>MPV Actual Usage Adjustment</td>
<td>($6,000)</td>
</tr>
</tbody>
</table>

### Isolation Payments

This section requests total isolation payments made for mileage and maintenance in accordance with W.S. 21-4-401. The sum of the mileage and maintenance payments should agree with the amount reported on the WDE601 for function codes 3510 or 3520 and object code 333.

### Purchased Vehicle Tab and Leased Vehicle Tab

The **Purchased Vehicles** page captures detailed information on each eligible bus or vehicle purchases. The **Leased Vehicles** page captures detailed information on each eligible bus or vehicle leases. Both tabs will be preloaded with the district's known information. You will be able to add, edit, or delete a record. These pages may be blank if there are no vehicles to preload. Enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma). Purchased vehicles are only reported on the WDE103 once. Leased vehicles are reported until the vehicle is paid off, typically five years.

### Calculation of Reimbursement

The **Reimbursement** amount is guided by WS 21-13-320 and based off the WDE621 form submitted to WDE. For purchased vehicles the calculation is: $(Base\ Price + Approved\ Options) \times MPV\ %\ of\ Usage$. For leased vehicles the calculation is: $(Base\ Price + Approved\ Options + Lease\ Fees) \times MPV\ %\ of\ Usage / 5$.

i. **To Add a Record**
1. Click the **New Purchases Vehicles** button.
2. Enter the **VIN** number and **Reimbursement** amount.
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.

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.

**Submitting the WDE103 Webform Application**
The final step in submitting the WDE103 webform to WDE is to **Validate** and **Certify**. After completing the form, you must validate 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.

**Validate**
1. Click the **Validate** button found at the top right hand side of the form.
   a. Either **Submission Valid** or **Submission Invalid Review Validation Report** will appear.
2. Click the green **Submission Invalid Review Validation Report** to see what errors still exist.
3. Click the carrot by the error listed to expand.
4. Return to the pages that have the errors, correct them, and click **Validate** again. Repeat the process until you get the message **Submission Valid**.

**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. 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.
2. A new screen will pop up where you will click **Certify** again.
3. A message will pop up showing your status as certified, indicating your submission process is complete and you can move on to downloading your certified submission.
Downloading 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, highlighted in gold, 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, highlighted in green, is the final report submitted to WDE and the one you should download and save. You can download any report in this list and save or print it at any time.

Accessing the Submissions Log
1. Click the Submissions tab in the black header bar.
3. Click the Download button by the submission you wish to download.
4. You will be prompted to open or save the file which mimics the webform.

Uploading the WDE103
You have the option to complete the WDE103 using the Microsoft Excel form instead of using the webform. To do this you will follow these steps:

1. Follow the Download steps to retrieve the submission file.
2. Enter data on the Excel worksheets and save it.
3. Click the Uploads tab in the black header bar.
4. Select the Collection, Collection Due Date, Submissions, and File Role in Submission from the dropdown lists.
5. Click the Select button to find and select your saved Excel file.
6. Click the Upload File button.
7. On the next screen, you should see that your file was uploaded. Under the Validation Results Summary, the system will tell you if your submission package has passed validation or if there are errors.
8. Click Validation Report to proceed to the next screen to view your errors, if any.
9. Review and correct errors until submission is valid and no errors are shown.
   a. To do this you will need to make your corrections to your Excel form and go through the upload process again.
10. When you file is error free, the Certify button will appear, click the Certify button.
11. Click Certify again on the next screen to complete the submission of your report.

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

1. Can I login and logout at any time?
   a. 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 close the web browser or click the logout button.

2. How do I know what reports I have access to?
   a. Click the Support tab in the black header bar.
   b. On the right hand side of the screen, under Support Resources, click the green label called
      Current User Profile and a list of the reports you have access to will appear.

3. Can I check the status of all the reports I have access to?
   a. Yes, click the Collection Summary link under Resources. It provides you with a list of reports
      that are open and the status of that report. Clicking the Download button allows you to retrieve
      the report.

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 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.

6. Does every amount reported on the WDE103 have to match what was reported on the WDE601?
   a. Yes, every object code expenditure for function codes 3510 and 3520 must match between the
      WDE103 & WDE601.

7. Why don’t I see all my vehicles listed in the purchased or leased vehicles tab?
   a. Make sure you have turned in a WDE621 to the WDE Pupil Transportation Manager. If you have
      turned in a WDE621 call to make sure it was received and then add the record to the WDE103.

8. How much can we claim for retirement on the WDE103?
a. Pursuant to W.S. 21-13-320(f), 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.

i. To calculate the reimbursable retirement amount: multiply the wages claimed on the WDE103 by 12.69%.

ii. Don’t forget to move your WDE109 claims for staff reimbursed on the WDE103 to function code 3590 – Non-Reimbursable Transportation Services.

9. Do I have to wait until my vehicle is paid off before I do the MPV adjustment?

a. No, WDE recommends you complete the MPV adjustment annually or wait until it is paid off and be consistent to avoid errors.

10. 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.

11. What amounts do I report on the WDE103 for DERA funded vehicles?

a. 75% of the allowable purchase price or any amount not reimbursed by DERA but approved by WDE should be reported on the WDE103. 25% of the allowable purchase price or any amount reimbursed by DERA or not approved by WDE should NOT be reported on the WDE103.

b. WDE601 Coding:

i. WDE103 Expense – 01 / 3510-3520 / 550 or 551 (75%)

ii. Non-WDE103 Expense - 20 / DERA / 3590 / 550 or 551 (25%)

iii. Non-WDE103 Revenue received from DERA - 20 / DERA / 84200 (25%)

12. Are driver’s education vehicles, repairs, maintenance, or fuel expenses reimbursable?

a. No, only expenses directly related to the transportation of students to and from school and to and from approved activities are reimbursable.

13. Are all activities reimbursable on the WDE103?

a. No, according to W.S. 21-13-320(b)(ii), in order for an activity to be reimbursable it must be sanctioned by the Wyoming High School Activities Association.

14. What fuel taxes are districts exempt from?

a. Contact WYDOT for specifics on what taxes you are exempt from. The taxation rates and rebates for fuel are found in W.S. 39-17-104 and W.S. 39-17-209(c)(v)(B).
15. Where would I code non-capitalized equipment?
   a. All non-capitalized equipment should be reported under object code 418 on the WDE601 and under supplies on the expenditure page of the WDE103. Equipment reported on WDE103 should consist of purchases meeting that capitalized dollar amount and reported under object codes 540, 542, or 544 on the WDE601.

16. How are insurance proceeds reported?
   a. Insurance proceeds are reported on the WDE103 under revenue using revenue code 85320. Repairs and other expenses correlating to those insurance proceeds also need to be reported on the WDE103.

17. How are fuel tax reimbursements, including credits, reported?
   a. These amounts should be recorded as revenue using revenue source code 81991 – ERATE, Discount, Rebate or Reimbursement.

18. Who do I contact with WDE103 questions?
   a. Contact Trystin Green at 307-777-6206 or trystin.green@wyo.gov.

19. Who do I contact with submission questions?
   a. Contact Trystin Green at 307-777-6206 or trystin.green@wyo.gov.

20. Who do I contact regarding Usernames and Passwords?
   a. Contact your district’s WyEd administrator.
   b. If further help is needed you may contact Susan Williams at 307-777-6252 or susan.williams@wyo.gov.