Minnesota Department of Education

Division of School Finance
Transportation
1500 Highway 36 West
Roseville, MN 55113-4266

OPEN ENROLLMENT AND CHARTER SCHOOL ENROLLMENT PROGRAMS MONTHLY TRANSPORTATION REIMBURSEMENT REQUEST

ED-01876-26

GENERAL INFORMATION AND INSTRUCTIONS: Pursuant to Minnesota Statues, section 124D.03, Subdivision 8 or Minnesota Statutes, section 124D.10 Subdivision 16, a parent or guardian of a student attending a nonresident district may apply to the nonresident district or charter school for reimbursement of necessary transportation costs. See the Instructions on page 2 for aid eligibility. This request MUST be completed MONTHLY by school districts requesting reimbursement of amounts paid to parents or guardians of eligible students. To qualify for aid, a student must be a member of a household with in income at or below the federal poverty guidelines. For Postsecondary Enrollment Options Program, use form ED-01765.

Note: UFARS Finance Dimension Code 739 should be used in conjunction with the transportation portion of this program.

MONTH OF REQUEST this requisition applies to: **MONTH:** _____ **YEAR:** _____

IDENTIFICATION INFORMATION

School District Name:		School District Number:	School District Type:
Name of Contact Person:	Title:	Telephone Number:	E-Mail Address:

REIMBURSEMENT REQUEST INFORMATION

Please provide the information requested in the table below. If your monthly request applies to more than 12 parents/guardians, attach additional copies and provide page numbers.

PAGE _____ **OF** _____

Name of Parent or Guardian	Names Student(s)	Grade	Resident District Number	Total Amount Reimbursed
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
If this is a multi-page request, enter the total reimbursement from the previous page.				
TOTAL REIMBURSEMENT REQUESTED:			$	

VERIFICATION OF DATA

I hereby verify that the above information is true and correct to the best of my knowledge and that records are available to support this request.

Signature – Responsible Authority: _____ Title: _____ Date: _____

Open Enrollment and Charter School Enrollment Programs

Monthly Transportation Reimbursement Request

Minnesota Statutes, Section 124D.03, Subdivision 8
Minnesota Statutes, Section 124D.10, Subdivision 16

Instructions for Completion

1. To qualify for reimbursement, a student must be a member of a family with in income at or below the federal poverty guidelines. The dollar amounts for various family sizes are as follows:

HOUSEHOLD SIZE	TOTAL ANNUAL HOUSEHOULD INCOME
1	$11,670
2	15,730
3	19,790
4	23,850
5	27,910
6	31,970
7	36,030
8	40,090
Each additional member	4,060

(Annual income levels effective from July 1, 2014 to June 30, 2015)

2. Parents shall apply to the nonresident district or charter school for transportation reimbursement as soon after registration as the parents wish. The district or charter school may make advance payment to the parents within a reasonable period of time after application.

3. The amount of payment shall be calculated by the local school district or charter school at 15 cents per mile or the actual cost of the transportation, whichever is less.

4. The local school district or charter school may require a student to use public transportation if it is available and will result in a lower cost than mileage reimbursement.

5. Reimbursement may not be made for mileage in excess of 250 miles of total travel per week.

6. Reimbursement will be made from the student's residence to the border of the attendance area of the school within the nonresident district.

7. The Minnesota Department of Education shall reimburse school districts for the actual amount of transportation payments made to parents if funds are available.