**EXAMPLE: CDE-40**

**PUBLIC SCHOOL TRANSPORTATION FUND**

**REIMBURSEMENT CLAIM**

MUST BE COMPLETED AND FILED ON OR BEFORE September 15, 2025

(For entitlement period of July 1, 2024 through June 30, 2025)

**DO NOT SUBMIT A PAPER FORM TO CDE – THIS IS A SAMPLE FORM**

(Name of person preparing report) (Date)

(School District Name & No.) (County)

REIMBURSEMENT INFORMATION

1. Total current operating expenditures for pupil transportation

 Remember to reduce total current operating expenditures by any

specific transportation revenue the district may have received:

Including, but not limited to:

Federal revenue received for transportation

 Summer school and preschool transportation revenue

Revenue received from other school districts to furnish transportation

 Do not reduce Total current operating expenditures

by any Special Education High Cost Revenue Received.

2. Mileage scheduled for regular pupil transportation on the mileage count date

 Pursuant to State Board Rule 22-51-R-3.00.

(Includes all miles driven on the mileage count date when establishing

routes for all eligible pupils. Same date as official pupil count date.)

Parent miles included here \_\_\_\_\_\_\_

3. Days school was in session **and** pupils (or instructional materials) were

transported/delivered in the 2024/2025 school year.

4. Number of days for which room and board was paid for

 pupils in lieu of transportation

5. Capital Outlay: If the district, or charter schools within the district

contract for transportation services (home to school/school to home) with a

 private transportation company (*not taxis, not public transportation*), you need to

complete the Capital Outlay Depreciation Schedule (available on the CDE website)

and provide the calculated ten year depreciation figure here.

If you are not a Capital Outlay district, enter zero.

ADDITIONAL INFORMATION

6. Number of pupils who were scheduled to be transported to

and from public school at public expense on the mileage count date (October 1, 2024)

7. Total actual miles traveled for activity trips, field trips,

athletic trips, etc. (July 1, 2024 through June 30, 2025)

Do not include parent miles

8. Total actual miles traveled for any purpose by pupil transportation vehicles

 (July 1, 2024 through June 30, 2025) – Do not include parent miles

If pupil transportation vehicles are also used for other purposes (administrative),

exclude the miles for other purposes.

Total Odometer Miles: Pupil Transportation Vehicles Only

Required Supporting CDE-40 Audit Documentation (District must Upload before Save/Electronic Signature)

(Signature of Authorized Representative)

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