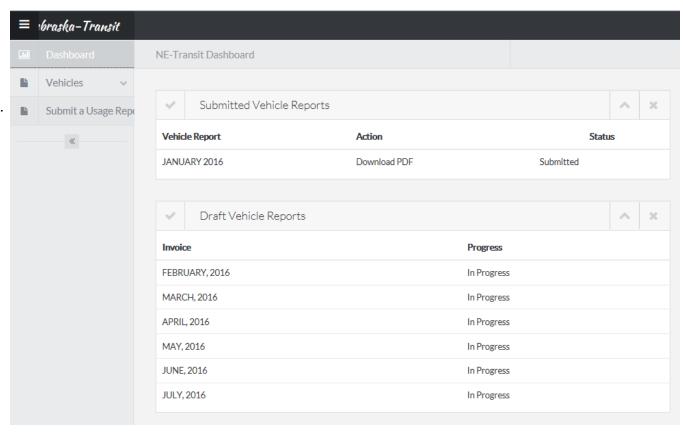
# 5310 Monthly Vehicle Usage Report

## **BASIC INSTRUCTIONS**

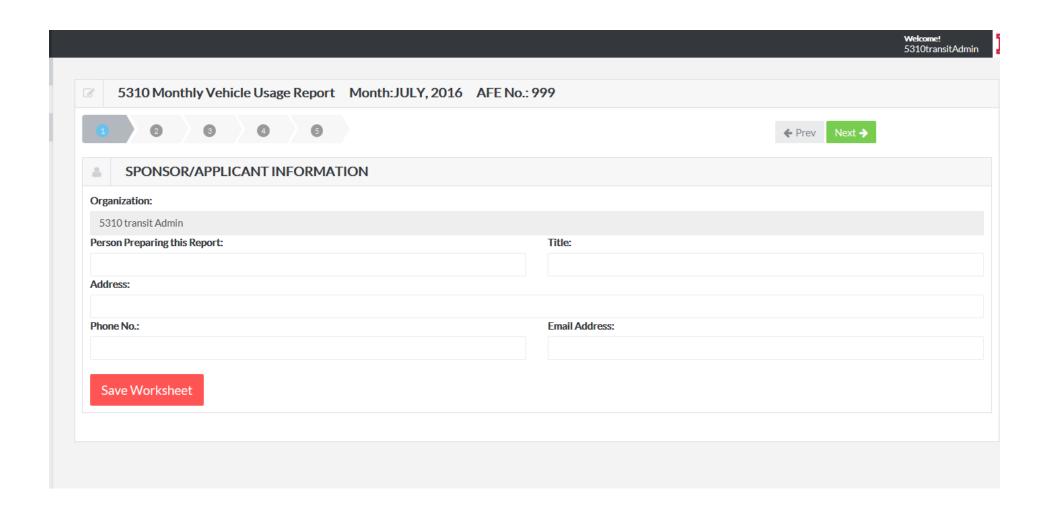
- 1. Create an account at <a href="https://invoice.nebraskatransit.com/register.php">https://invoice.nebraskatransit.com/register.php</a>
- To submit your report log in at <a href="https://invoice.nebraskatransit.com/">https://invoice.nebraskatransit.com/</a>
- 3. You will be directed to your dashboard .
- Click Vehicles.
- 5. Click Submit A Usage Report to open the report.
  - ◆ Please note every time you open a report it will open in the next month not submitted and create a draft report as illustrated below.
- 6. Complete and submit the report.
  - You must submit reports in month order. For example, you cannot submit the March report prior to submitting the January and February reports.

## Please Note:

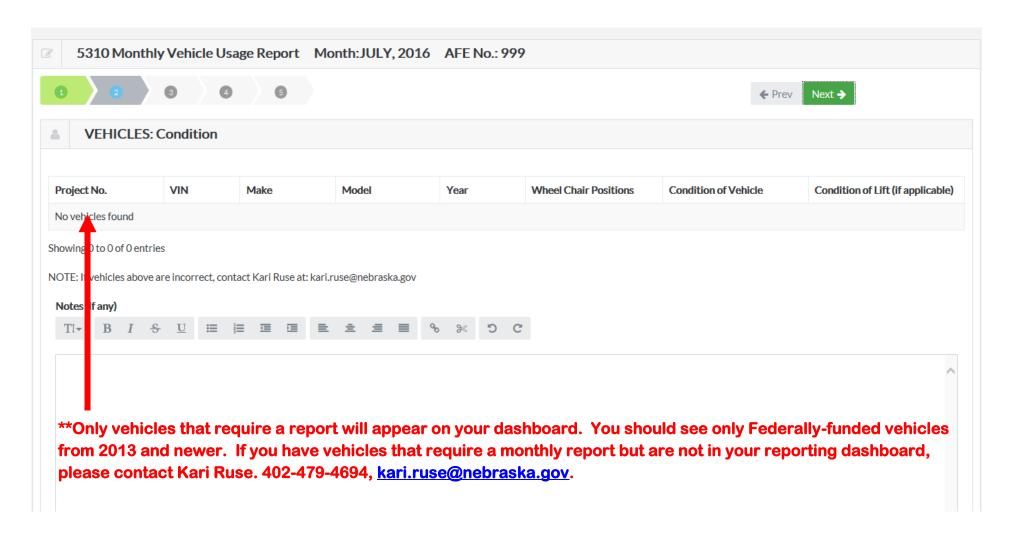
Only FTA-funded vehicles that require the monthly report will appear in the report. The vehicles will fall off the report list after 4 years.



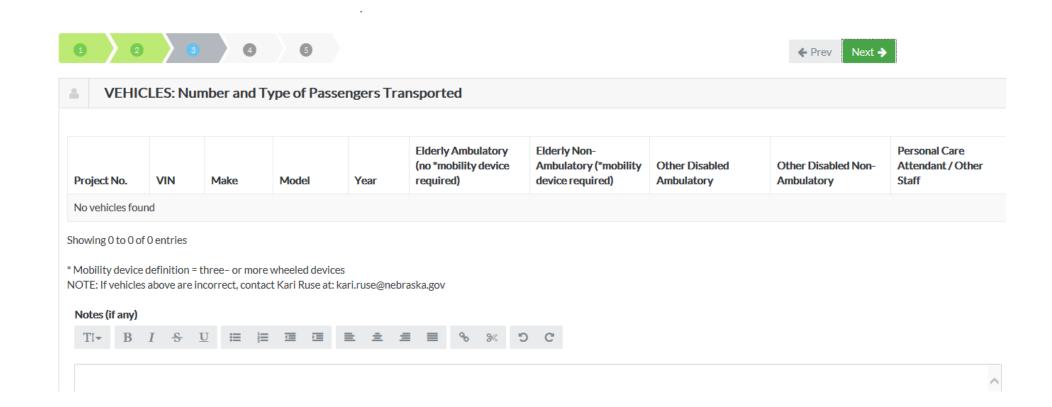
- 1. Complete information requested
- 2. Save Worksheet
- 3. Click green Next tab



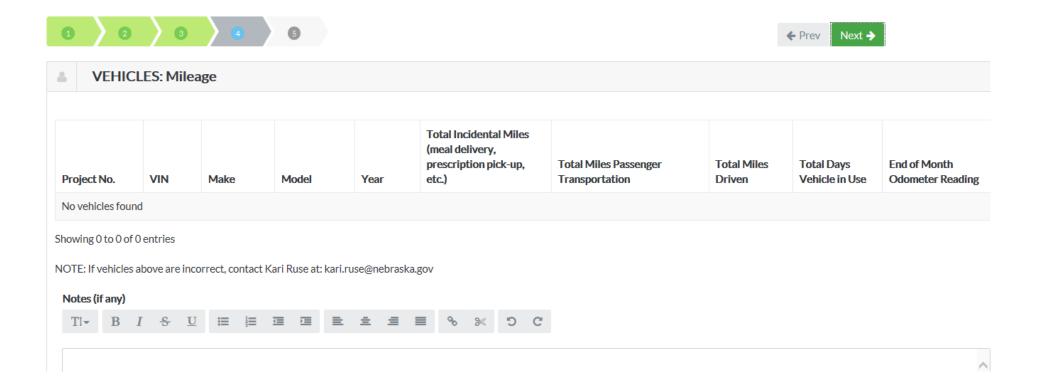
- 1. Vehicles will auto-populate \*\*
- 2. Rate the Condition of Vehicle and Lift
- 3. Notes field available for additional information
- 4. Save Worksheet
- 5. Click green Next tab



- 1. Vehicles will auto-populate
- 2. Input required data
  - Elderly Ambulatory (Does not require a wheelchair to access the vehicle. May use a walker, cane, etc.)
  - Elderly non-ambulatory (Requires a 3 or more wheeled device to access the vehicle.)
  - Other Disabled Ambulatory
  - Other Disabled Non-Ambulatory
  - Personal Care Attendant/Other Staff
- 3. Notes field available for additional information
- 4. Save Worksheet
- 5. Click green Next tab



- 1. Vehicles will auto-populate
- 2. Enter required data
  - Incidental Miles
  - Passenger Miles
  - Total Miles (equals incidental plus passenger miles)
  - Total Days in Use
  - End of Month Odometer Reading
- 3. Notes field available for additional information
- 4. Save Worksheet
- 5. Click green Next tab

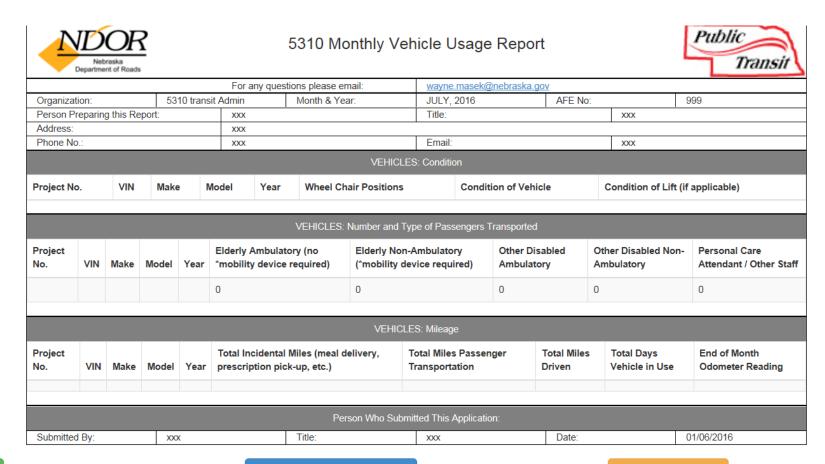


- 1. Complete Report Submitted by information
- 2. Save Worksheet
- 3. Click to the Summary page. Please note you will receive an error message if one or more of the worksheets was not saved.



#### **SUMMARY PAGE**

- 1. Download PDF to save or print for your records
- 2. Return to your Dashboard if you don't want to submit the report
- 3. Submit Report



SUBMIT REPORT

**RETURN TO DASHBOARD** 

DOWNLOAD PDF