5310 Monthly Vehicle Usage Report

BASIC INSTRUCTIONS

1. Create an account at https://invoice.nebraskatransit.com/register.php

2. To submit your report log in at https://invoice.nebraskatransit.com/

3. You will be directed to your dashboard .

4. 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.

WORKSHEET 1

1. **Complete information requested**

2. **Save Worksheet**

3. **Click green Next tab**

5310 Monthly Vehicle Usage Report   Month: JULY, 2016   AFE No.: 999

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👤 SPONSOR/APPLICANT INFORMATION

Organization:

5310 transit Admin

Person Preparing this Report: **Title:**

Address:

Phone No.:   **Email Address:**

Save Worksheet

WORKSHEET 2

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**

5310 Monthly Vehicle Usage Report   Month: JULY, 2016   AFE No.: 999

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VEHICLES: Condition

Project No.	VIN	Make	Model	Year	Wheel Chair Positions	Condition of Vehicle	Condition of Lift (if applicable)
No vehicles found							

Showing 0 to 0 of 0 entries

NOTE: If vehicles above are incorrect, contact Kari Ruse at: kari.ruse@nebraska.gov

Notes (if any)

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**Only vehicles that require a report will appear on your dashboard. You should see only Federally-funded vehicles from 2013 and newer. If you have vehicles that require a monthly report but are not in your reporting dashboard, please contact Kari Ruse. 402-479-4694, kari.ruse@nebraska.gov.

WORKSHEET 3

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**

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VEHICLES: Number and Type of Passengers Transported

Project No.	VIN	Make	Model	Year	Elderly Ambulatory (no *mobility device required)	Elderly Non-Ambulatory (*mobility device required)	Other Disabled Ambulatory	Other Disabled Non-Ambulatory	Personal Care Attendant / Other Staff
No vehicles found									

Showing 0 to 0 of 0 entries

* Mobility device definition = three– or more wheeled devices
NOTE: If vehicles above are incorrect, contact Kari Ruse at: kari.ruse@nebraska.gov

Notes (if any)

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WORKSHEET 4

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**

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VEHICLES: Mileage

Project No.	VIN	Make	Model	Year	Total Incidental Miles (meal delivery, prescription pick-up, etc.)	Total Miles Passenger Transportation	Total Miles Driven	Total Days Vehicle in Use	End of Month Odometer Reading
No vehicles found									

Showing 0 to 0 of 0 entries

NOTE: If vehicles above are incorrect, contact Kari Ruse at: kari.ruse@nebraska.gov

Notes (if any)

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WORKSHEET 5

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.

5310 Monthly Vehicle Usage Report   Month: JULY, 2016   AFE No.: 999

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Submission

Report Submitted By: Title: Date: ✖

Save Worksheet

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

NDOR — Nebraska Department of Roads

5310 Monthly Vehicle Usage Report

Public Transit

For any questions please email:			wayne.masek@nebraska.gov			
Organization:	5310 transit Admin	Month & Year:	JULY, 2016	AFE No:		999
Person Preparing this Report:	xxx		Title:		xxx	
Address:	xxx					
Phone No.:	xxx		Email:		xxx	

VEHICLES: Condition

Project No.	VIN	Make	Model	Year	Wheel Chair Positions	Condition of Vehicle	Condition of Lift (if applicable)

VEHICLES: Number and Type of Passengers Transported

Project No.	VIN	Make	Model	Year	Elderly Ambulatory (no *mobility device required)	Elderly Non-Ambulatory (*mobility device required)	Other Disabled Ambulatory	Other Disabled Non-Ambulatory	Personal Care Attendant / Other Staff
					0	0	0	0	0

VEHICLES: Mileage

Project No.	VIN	Make	Model	Year	Total Incidental Miles (meal delivery, prescription pick-up, etc.)	Total Miles Passenger Transportation	Total Miles Driven	Total Days Vehicle in Use	End of Month Odometer Reading

Person Who Submitted This Application:

Submitted By:	xxx	Title:	xxx	Date:	01/06/2016

SUBMIT REPORT   **RETURN TO DASHBOARD**   **DOWNLOAD PDF**