



ADMINISTRATIVE RULES OF MONTANA



10.7.104 CLAIM PROCEDURE

- (1) First semester:
 - (a) By February 15 the board of trustees must provide the county superintendent with one complete copy of the first semester transportation claim using forms provided electronically by the Superintendent of Public Instruction. The district claims must be signed by the chairman of the board of trustees and a copy must be retained on file at the district for audit purposes.
 - (b) By February 22 the county superintendent must review each district's claim for completeness and accuracy, and electronically notify the Superintendent of Public Instruction of the county superintendent's approval of each district's first semester transportation claim.
 - (c) Valid claims submitted by the district and approved by the county superintendent after February 22 will be paid with the second semester transportation reimbursement.
- (2) Second semester:
 - (a) By May 24 the board of trustees must provide the county superintendent with one complete copy of the second semester transportation claim using forms provided electronically by the Superintendent of Public Instruction. The district claims must be signed by the chairman of the board of trustees and a copy must be retained on file at the district for audit purposes.
 - (b) By June 1, the county superintendent must review each district's claim for completeness and accuracy and electronically notify the Superintendent of Public Instruction of the county superintendent's approval of each district's second semester transportation claim.
 - (c) Valid claims submitted by the district and approved by the county superintendent after May 24 and by June 30 will be paid by September 30 of the following school year.

Authorizing statute(s): 20-3-106, 20-10-112, MCA

Implementing statute(s): 20-10-145, MCA

History: Eff. 8/6/75; ARM Pub. 11/26/77; AMD, 1992 MAR p. 203, Eff. 2/14/92; AMD, 1997 MAR p. 203, Eff. 1/28/97; AMD, 2008 MAR p. 1692, Eff. 8/15/08.