

Following is a summary of the changes made to the *NDOT Transit Invoice Guidance Manual* from issuance in February 2025 through October 2025.

Throughout the Guide

Minor editing changes were made to enhance readability and clarify wording.

1 Introduction and Administrative Overview

1.3 Annual Program Documentation Requirements

- Certificate of insurance summary bullet: Replaced the last sentence with the following: "Subrecipients should provide NDOT with updated certificates of insurance at renewal date or if the policy changes."

2 Operating Revenue (Worksheet 1A)

2.3 Required Supporting Documentation

- Removed sentence on third bullet regarding subrecipients using whatever method they choose to document fares.
- Added "Revenue listing by fund report."

3 Local Match (Worksheet 1B)

- Added "Local match is only the portion of the expense (25 percent operating and 10 percent of non-operating) that subrecipients report on the Invoice, not the full expense amount."

3.3 Donations

- Removed sentence regarding example of a donation.
- Added "CFR 200.434 provides guidance about how to determine whether a donation is actually a donation or a sponsored fare."

4 Personnel Expenses (Worksheets 2A and 3A)

4.1 Operation (Worksheet 2a)

- Added additional information regarding a driver or dispatcher attending training but not using RTAP.

4.3 Leave Time Requirements

- Revised sentence to show subrecipients must coordinate with NDOT prior to requesting reimbursement of leave balances.

5 Vehicle Expenses (Worksheets 2B and 3B)

5.3 Special Circumstances

- Clarification regarding vehicle body damage.

6 Other Non-Operating and Capital Expenses (Worksheet 3C)

6.4 Training, Special Events, and Public Involvement

- Added “annual training day” as an example.
- Removed sentence regarding whether a subrecipient participates in a promotional event.

7 Rural Transit Assistance Program

- Replaced in its entirety.

8 Nebraska Transit Portal – Invoice Dashboard

- Documentation Format Requirements (for all sections). Revised content to ensure all sections were not in conflict.

8.2 Worksheet 1A: Operating Revenue

8.2.6 Required Supporting Documentation

- Removed sentence regarding subrecipients using whatever method they choose to document fares.

8.4 Worksheet 2A: Operating Personnel Expenses

8.4.6 Required Supporting Documentation

- Added clarification regarding time sheet requirements.

8.7 Worksheet 3B: Vehicle Maintenance Expenses (Other Non-Operating)

- Added clarification regarding allowable vehicle body repairs.

Following is a summary of the changes made to the *NDOT Transit Invoice Guidance Manual* from initial issuance in July 2024 through February 2025.

1 Introduction and Administrative Overview

1.4.2 Deposit Slips and Checks

- Clarification was provided regarding bank statements or bank deposit slips as an acceptable form of documentation when submitting invoice reimbursements.

2 Operating Revenue (Worksheet 1A)

2.1.2 Sponsored Fares (Organization-Paid Fares)

- Added more detail and clarification regarding sponsored fares.

3 Local Match (Worksheet 1B)

- Added clarification regarding qualified sponsored fares.

3.6 Qualified Sponsored Fares

- Changed title from Human Services Agency to **Qualified Sponsored Fares** and added clarification and detailed information about sponsored fares.

3.7 Required Supporting Documentation

- Added the word “one” to the sentence clarifying that one of the three forms of documentation is required for local match requests for reimbursements.

4 Personnel Expenses (Worksheets 2A and 3A)

4.3 Leave Time Requirements

- Added additional information regarding leave time benefits should an employee resign.

5 Vehicle Expenses (Worksheets 2B and 3B)

5.1 Operating (Worksheet 2B)

- Added content to include oil filters and purchasing oil in bulk.

6 Other Non-Operating and Capital Expenses (Worksheet 3C)

6.2 Administrative Support

- Added CTAA memberships as an allowable reimbursement.

6.3 Marketing

- Added to content that a photo of the vehicle wrap is required when requesting reimbursement.

6.6 Non-Allowable Expenses

- Added CTAA acronym to content.

7 Rural Transit Assistance Program (RTAP)

- Added CTAA acronym to content.

7.1 Reimbursement Guidelines

- Removed sentence regarding in-state travel for conferences where pre-approval is required.

8 Nebraska Transit Portal – Invoice Dashboard

8.2 Worksheet 1A: Operating Revenue

- Revised content to clarify sponsored fares.

8.3 Worksheet 1B: Local Matching Funds

- Revised content regarding local match and sponsored fares.

8.3.5 Required Supporting Documentation

- Added the word “one” to the sentence clarifying that one of the three forms of documentation is required for local match requests for reimbursements.

8.5 Worksheet 2B: Operating Expenses (Fuel or Oil Changes)

8.5.2 Oil Changes Expenses

- Added content to include oil filter and purchasing oil in bulk.