

DoD Bus Program

Carrier Management Reporting (CMR) Tool User Guide

July 2021

V3



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I. Overview

DoD Bus Agreement #5 requires approved ground transportation Carriers, or Agents reporting on behalf of Carriers, to report monthly passenger moves through the online Carrier Movement Reporting (CMR) Tool. This User Guide provides instructions on how to access the CMR Tool and properly submit reports.

- Carriers are required to electronically submit a monthly data report of all contracted activity for DoD passenger moves, even if you have had no activity.
- Data from the previous month is due by the 15th day of the month.
- Monthly data reports are submitted online through the CMR Tool, which is located on the Defense Travel Management Office (DTMO) Passport Portal.
- DoD reserves the right to remove any Carrier from the program that does not submit a data report by the deadline.

II. How to Access the Carrier Movement Reporting Tool

Request Access (First Time Users Only)

Note: If you already have access to the application, skip to the Login section.

STEP 1 – Create a Passport Account

- A. Go to the Defense Travel Management Office's Passport portal, https://www.defensetravel.dod.mil/neoaccess/passport.php
- B. Select **register here** and complete the form.

Passport		
	Username	
	Login/Email Address	
	Password	
	Enter Your Password	
	Forgot your password?	
	Log in to Passport	
	OR	
	Continue with your CAC	
	If you're new to Passport, register here. Login Help	

C. After you have received the confirmation email from Passport, you must request access to the Carrier Management Reporting Tool (step 2).

STEP 2 – Request CMR Access

- A. To be granted access, go to <u>https://www.defensetravel.dod.mil/Community/se/251137457FF49740</u>
- B. Answer the Captcha, then complete the request form and submit.
- C. We will review your request to ensure you are an approved carrier and send you an email when you are granted access and the tile appears on your Passport landing page.

Login to CMR

- 1. Login to Passport at https://www.defensetravel.dod.mil/neoaccess/login.php#
- 2. On the landing page, select the Carrier Movement Reporting icon.
- 3. Then, enter your Passport username and password again. Click Sign In.

Carrier Movement Reporting (CMR)		
Carrier Movement Reporting (CMR) & username S password		
R username S password	Carrier Movement Reporting (CMR)
S password	& username	
	🔍 password	
Sign In	Sign In	

4. We will send you an email from <u>dodhra.mc-alex.dtmo.mbx.military-bus-program@mail.mil</u> as part of a two-factor authorization process. The two-factor code usually comes within 10 minutes. If you don't receive an email, email us at <u>dodhra.mc-alex.dtmo.mbx.military-bus-program@mail.mil</u> 5. When you get your code, copy and paste it or directly type the code into the box. Click Verify.



A green success message appears if your code was correct. If an error message appears or if you did not receive a two-factor code, contact us. See Help (Section VI).
 Your code was correct. ×

III. Navigation	
------------------------	--

	Notice		Message Board	
Upload CSV File				
Individual Movement				
No Movement	A monthly data report of all contracted activity for DoD bus group			
Reports	DTMO no later than fifteen (15) calendar days after the last day of the			
Help	previous month. DTMO will notify Carrier of any reporting deficiencies			
Return to Passport	any feedback/corrective action on identified deficiencies within the			
	reports. Information received from the Carrier will not be released or published outcide the Government without prior written consent of the			
	Carrier. DTMO reserves the right to remove any Carrier from the	_		
	nrogram that does not submit data as required by the DoD Bus			
	Carrier			
	Carner		Reporting Year	

Menu Button (1) – The menu bars are always present at the top left side of the page. Click to expand and show the Home and Menu buttons. Alternatively, click the button again to minimize the menu.

Home Button (2) – Clicking on the down arrow on the right expands the menu, displaying the options discussed in Menu Options. Clicking on the actual Home icon brings you back to the Home Page (5).

Menu Options (3) - Click the Menu Button (1) and then the Home Button (2) to see the six menu options

- Upload CSV File is used to report multiple moves during a single period. The .csv (comma separated values) template is available for download on the DTMO website at https://www.defensetravel.dod.mil/Docs/CMR_CSV_Template.csv
- Individual Movement is used to report one movement at a time. After submitting a move, the application returns to the original interface, allowing the user to submit another move for the same period. If you are reporting a Non-Foreign OCONUS move (e.g. Hawaii, Alaska, Puerto Rico, Guam) use this option.
- No Movement is used when no movement or activity took place for the previous month.
- Reports
- Help
- Return to Passport

Feedback (4) – The Feedback icon allows you to submit comments to the DoD Bus team about the CMR tool. If you submit questions or concerns, the Bus Team will reach out to you directly.

Home Page (5) – In the body of homepage, on the top left, you will find a 'Notice' section. The top right 'Message Board' shows the latest messages and announcements from the DoD Bus team. Beneath those sections is a dashboard that allows you to select a Carrier and Reporting Year (USDOT and SCAC autopopulate) in order to view relevant historical metrics at a glance.

IV. How to Submit a Report

Reporting Multiple Moves

- 1. To report multiple moves in a month, download and complete the CSV template. If you do not have this file, click **Help** on the left menu to download.
- 2. When you've completed the file, select **Upload CSV File** page from the left menu bar.

DefenseTravel Management Office	Carrier Movement Reporting (CMR) Tool	ロクタ Jared_watson
分 Home ✓ Upload CSV File	The section of CMR is used to upload	d CSV files to DTMO. Select your file, verify or choose your reporting period date, a	nd click Validate or
Individual Movement No Movement Reports Help Return to Passport	Note: All carriers located Outside th must use the Individual Movement	e Continental US (OCONUS) and Overseas Non-Foreign locations (i.e. Alaska, Hawaii, option to report movements.	Puerto Rico, etc.)
	Choose file Reporting Period 202104 Load File Cancel Upload statistics	₩ ₩	Γā

3. Click the **file icon** and select your CSV file in the file explorer.

Management Office	Carrier Movemen	Reporting (CMR) Tool	C & jared_watson
The section of the se	CMR is used to upload CSV	files to DTMO. Select your file, verify or choose your reporting pe	riod date, and click Validate or Load File.
Note: All carri Individual Mo	ers located Outside the Cor vement option to report me	tinental US (OCONUS) and Overseas Non-Foreign locations (i.e. Ala ovements.	ska, Hawaii, Puerto Rico, etc.) must use the
Select Input File			100000
CMR_CSV_645584	4_202006_GOOD.csv		La
Reporting Period 202106			/
Load File	Cancel		/
Upload statistics	5		

4. The 'Reporting Period' defaults to the previous month. If that's incorrect, click the calendar icon and select any day in the correct month to change it. When the correct month and year is displayed, click **Load File**.

•		Ju	00					
•		Jui	00					
Su		June 2				•		
Ju	Мо	Tu	We	Th	Fr	Sa	CSV files to DTMO. Select your file, verify or choose your reporting period date, and click Validate or Load File.	
31	1	2	3	4	5	6		
7	8	9	10	11	12	13	e Continental US (OCONUS) and Overseas Non-Foreign locations (i.e. Alaska, Hawaii, Puerto Rico, etc.) must use the	
14	15	16	17	18	19	20	prt movements.	
21	22	23	24	25	26	27		
28	29	30	1	2	3	4		Ca
Report 2020	ing Peri 06	od						
Load	File				Ca	ancel		
Uploa	ad stat	istics						
	14 21 28 Report Load	14 15 21 22 28 29 Reporting Peri 202006	14 15 16 21 22 23 28 29 30 Reporting Period 202006 Upload statistics	14 15 16 17 21 22 23 24 28 29 30 1 Reporting Period 202006 Upload statistics	14 15 16 17 18 21 22 23 24 25 28 29 30 1 2 Reporting Period 20000 Upload statistics	14 15 16 17 18 19 21 22 23 24 25 26 28 29 30 1 2 3 Reporting Period 202006 Ca Upload statistics	14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 Reporting Period 20000 Cancel Upload statistics	14 15 16 17 18 19 20 21 22 23 24 25 26 27 Reporting Period 2000 Understatistics Cancel

5. If there are no validation errors, you automatically go to the Reports screen with a success message showing in the top right corner of the screen.

Note: To read more about viewing reports go to Section V: Historical Reports.

6. If there are one or more validation errors, the screen below and accompanying message will appear. Correct the error(s) before proceeding with the upload. Click **ACTION REQUIRED! - Correct Errors.**

Note: At any time, you can click **Cancel CSV Load & Abort** to cancel the upload and return to the first Upload CSV File screen.

м	anagement Office The section of CMR is used to upload CSV files to DTMO. Select your file, verify or choose your rep	~	Your file uploaded but had validation errors. Please use the Correct Errors button to make the	е	
	Note: All carriers located Outside the Continental US (OCONUS) and Overseas Non-Foreign location Individual Movement option to report movements.	s (i.e. Al	required changes before validating and submitting.co.etc.) must use the		
	Select Input File Choose file				
	Reporting Period 202104				
		ort			

7. For each row in the CSV that has one or more validation errors, there will be a corresponding row on the following screen. Row # refers to the row on the CSV, and Validation Errors describes the error(s) for that row. To correct the error(s), click **Edit**.

	DefenseTray	rel Carrier Movement Reporting (CMR) Tool				۶ C	LogOut
ଜ ዖ ,	Validation/Err	or Correction					
	Validate	Cancel CSV Load and Abort					
	Q ~ Searc	ch: All Text Columns Go Actions ~ Edit Save				🕞 Res	et
	Row # ↑=	Validation Errors	USDOT #	MRN or Invoice #	Equipment Origin City	Equipment Origin State	C
	1	,* 'ONE_WAY_ID' MUST BE POPULATED. VALUE OBSERVED = '' * 'ENROUTE_STOPS_AM' MUST BE POPULATED. VALUE OBSERVED =	999999	2020089999	Mechanicsville	Maryland	3
	2	,* 'TOTAL_PASSENGERS_AM' MUST BE POPULATED. VALUE OBSERVED = '	999999	2020088888	Mechanicsville	Georgia	3
	•						•
	1 rows selected					< 1-2)	>

8. Use the scroll bar or Tab button on your keyboard to navigate to the field(s) listed in Validation Errors. Click into and correct the field(s). When all validation errors are corrected, click **Save**. Then, click **Validate**.

Validation/Error Correction										
Validate	Cancel CSV Load an	d Abort								
Q~	Search: All Text Columns	Go Actions	∽ Edit Sa	ave					🕞 Reset	
Invoice #	Equi, ment Origin City	Equipment Origin State	Departure Date	Move Origin City	Move Origin State	One Way	Enroute Stops	Final Destination City	Final Destina	
				Mashanianilla	Manuland	~	-	Washington	District of Col	
999	Mechanicsville	Maryland	3/10/2020	wechanicsville	waryland			Georgeon		
999 388	Mechanicsville	Maryland Georgia	3/10/2020 3/15/2020	Mechanicsville	Maryland	No Yes	0	Washington	District of Co	

9. If all validation errors were resolved, the success message will appear in the top right. To confirm the upload, navigate to Reports from the left menu. If one or more validation error remains, return to Step 6.

Note: If you are unable to resolve any validation errors, please contact the Customer Support [see <u>Section VI</u>] or go to **Help** on the left side menu.

≡	DefenseTray	Carrier Movem	ent Reporting (C	Your CSV file has been submitted to					
ଜ	Validation/Err	or Correction				DTMO.			
	Q ~ Sear	ch: All Text Columns	Go Actions ~	Edit Save				5	Reset
	Row # ↑=	Validation Errors	USDOT #	MRN or Invoice #	Equipment Origin City	Equipment Origin State	Departure Date	Move Origin City	Move (
				No	Q data found				

Reporting an Individual Movement

All fields are required other than Carrier DOT Number and SCAC, which auto-populate based on Carrier selection. Use the "?" button next to each field for assistance. You may use Individual Movement to report multiple monthly moves, submitted one at a time.

1. Navigate to the Individual Movement page from the menu bar on the left.

DefenseTravel Management Office	Carrier Movement Reporting (CMR) Tool					
G Home ✓ Upload CSV File	Create Single Movemen	t				
Individual Movement	Enter the required details below for an individ	ual movement. Use "?" for help or refer	rence the CMR user guide.			
Reports Help Passport	Carrier Name	Reporting Period 202103				
	GENERAL INFORMATION Carrier DOT Number ⑦ SCAC ⑦					
	GOPAX MRN (Invoice Number if not applicable)	Image: Original Bid Cost Image: Original Did Cost	otal Movement Cost	Payment Method GTCC		
	Dod Component	Departure Date	One Way Trip No	Accident Occurred V No		

efenseTravel Carrier Mover	ment Reporting (CMR)	Tool		Ę
foral Ressengers Treate Single Movement 50	Movement Miles	1000	Deadhead Miles 50	2
LOCATIONS INFORMATION				
Equipment Origin State Alabama		~	Equipment Origin City ABBEVILLE	~
Movement Origin State Alabama		~	Movement Origin City ADDISON	~
Final Destination State Alabama		~	Final Destination City ALTOONA	× ?
FEES				
Cancellation Fee		0	Cancellation Fee Reason N/A	~
Other Fee	Other Fee Re 0 No other	eason fees charged	♥ Other Fee Explanation N/A	
Cancel Add Vehicle(s)				

2. When you have completed all required fields, click the **Add Vehicle(s)** button at the bottom.

3. On the next screen, click Add Vehicle(s).

DefenseTravel	Carrier Movement	Reportin	g (CMR) To	lool						þ
* Please add a row for ea	ach unique vehicle capacity									
usdot id 164777			Reporting Period 202103				Invoice Number 9999999999			
Qv		Go Actions	~	Q No data fo	und.			Add Vehicle	Submit and Return	
බ Home	전 Application 131 ⓒ Ed	lit Page 20	(b) Session	ᅯ View Debug	段 Debug	(i) Page Info	لَّہُ] Quick Edit	Theme Roller	鐐	

4. Select vehicle size, number of vehicles with that vehicle size associated, and cost per vehicle. Click the **Create** button.

≡	DefenseTravel Management Office	Carrier Movement Reporting (CMR) Tool		Q
	* Please add a row for ea	ach unique vehicle capacity.		
	USDOT ID 164777	Single Vehicle Update	×	
	Qv	Vehicle Size 56	~	Add Vehicle Submit and Return
		Number of Vehicles 1	~	
		Cost Per Vehicle 1000		
		Cancel	Create	

5. To add a vehicle with a different size, click **Add Vehicle** again. To edit a previously created vehicle entry, click the **pencil icon** next to the record. When all vehicles are reported, click **Submit and Return**.

DefenseTr Management C	avel Carrier Movement Re	porting (C	MR) Tool		Q
* Please add a ro	ow for each unique vehicle capacity.				
USDOT ID 164777		Repo 202	rting Period 103	Invoice Number 999999999	
Qv	Go	Actions \checkmark		Add Vehicle Submit and Ret	urn
	Size Of Vehicle No		Vehicle Per Mvmt No	Cost Per Vehicle Am	
1	56		1	1000	\mathbf{N}
					- 1
	•				

- 6. After submitting, a message appears that says "Movement Submitted to DTMO." Click **OK** to return to the Individual Movement screen.
- 7. To submit another move, fill out the form again.
- 8. To confirm submission, navigate to the Reports screen from the left menu.

Reporting No Movement

1. Click **No Movement** in the menu bar on the left.

DefenseTravel Management Office	Carrier Movement Reporting (CMR) Tool			Q
ය Home ∽	No Movement			
Upload CSV File	No Movement			
Individual Movement				
No Movement	The page allows the submission of a NO Movement	t report. Enter the I	required data below.	
Reports			,	
Help	Carrier CARRIER MOVEMENT REPORTING DEMO	~	Reporting Period (YYYYMM) 202103	
Passport			SCAC	
	999999		DEMO	
	Cancel Submit			

2. Select the Carrier you are reporting a movement for and the relevant Reporting Period. Click **Submit**.

Note: Reporting Period defaults to the previous month. USDOT ID and SCAC auto-populate based on Carrier selection.



3. If successful, you will be automatically returned to the CMR home page with a message that says "Action Processed" in the top right. If there is already a movement reported for that month, an error message describing that will appear. To confirm submission, navigate to the Reports page from the left menu to verify that a move with "N" appears for the correct reporting period.

V. Historical Reports

1. Navigate to the **Reports** page from the menu bar on the left to view previously reported submissions.

DefenseTravel Management Office	Carrier Movement Repo	orting (CMR) Tool						
☆ Home ✓ Upload CSV File	The page allows the viewing of reported movements by Reporting Period. Click the Report Date to view details of submissions by reporting period.							
Individual Movement No Movement Reports Help		E Reset						
Passport	Carrier Name ↑≞1	USDOT ID	SCAC	Report Date ↓≓₂	Move			
	CARRIER MOVEMENT REPORTIN	999999	DEMO	202103	Y			
	CARRIER MOVEMENT REPORTIN	999999	DEMO	202010	Y.			
	CARRIER MOVEMENT REPORTIN	999999	DEMO	202009	Y			
	CARRIER MOVEMENT REPORTIN	999999	DEMO	202008	Y			
	CARRIER MOVEMENT REPORTIN	999999	DEMO	202007	Y			
	CARRIER MOVEMENT REPORTIN	999999	DEMO	202006	Y			
	٩				Total 6			

Figure:

2. The table defaults to sort by most recent reports, alphabetically by Carrier Name. Click a column header to change the sorting or to search within that field. At any time, click **Reset** to go back to the default table settings. You can also search all or specific columns using the search bar at the top.

	DefenseTravel Management Office Carrier M	ovement Reporting (CMR)	ΤοοΙ		(ン 久 LogOut
ጨ					Controlled Unclassified	Information (CUI)
₽ _₽	The page allows the viewing of	reported movements by Report	ing Period. Click the Report Dat	e to view details of submissions	by reporting period.	
	Q 🗸 Search: All Text Columns	Go Actions ~			\sim	🕞 Reset
	Carrier Name ↑≞1	USDOT ID	SCAC	Report Date ↓=?	Move	
	CARRIER MOVEMENT REPORTING DE	999999	DEMO	202104	Y	
	CARRIER MOVEMENT REPORTING DE	999999	DEMO	202103	Y	
	CARRIER MOVEMENT REPORTING DE	999999	DEMO	202102	N	
	CARRIER MOVEMENT REPORTING DE	999999	DEMO	202010	Y	
	CARRIER MOVEMENT REPORTING DE	999999	DEMO	202009	Y	
	CARRIER MOVEMENT REPORTING DE	999999	DEMO	202008	Y	
	CARRIER MOVEMENT REPORTING DE	999999	DEMO	202007	Y	
	CARRIER MOVEMENT REPORTING DE	999999	DEMO	202006	Y	
	CARRIER MOVEMENT REPORTING DE	999999	DEMO	202005	Y	
	CARRIER MOVEMENT REPORTING DE	999999	DEMO	201911	Ν	
		16/777	DVI	202102	v	
						Total 18

3. For more information on a month's moves, click on the date, which is in YYYYMM format. If the date doesn't appear then there is no recorded movement submission (including No Movement) for the month.

Note: Clicking on the date that No Movement was submitted, denoted by 'N' in the Move column, will bring you to the No Movement screen with the relevant information.

DefenseTravel

The page allows th

CARRIER MOVEMENT REPORTING DE...

CARRIER MOVEMENT REPORTING DE ...

CARRIER MOVEMENT REPORTING DE ...

CARRIER MOVEMENT REPORTING DE ...

CARRIER MOVEMENT REPORTING DE...

CARRIER MOVEMENT REPORTING DE ...

CARRIER MOVEMENT REPORTING DE...

CARRIER MOVEMENT REPORTING DE ...

999999

999999

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9999999

999999

999999

999999

999999

16/777

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ienseTravel agement Office Carrier M	ovement Reporting (CMR)	Tool		여 오 LogOut
he page allows the viewing of	reported movements by Reporti	ing Period. Click the Report Dat	e to view details of submissions	by reporting period.
Q ~ Search: All Text Columns	Go Actions ~			G Reset
Carrier Name ↑=1	USDOT ID	SCAC	Report Date ↓=2	Move
CARRIER MOVEMENT REPORTING DE	999999	DEMO	202104	Y
CARRIER MOVEMENT REPORTING DE	999999	DEMO	202103	Υ

202102

202010

202009

202008

202007

202006

202005

201911

202103

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4. Click Actions to download the data or Return to Reports to go back to the Reports screen.

DEMO

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RVI

	DefenseTravel Carrier Movement Reporting (CMR) Tool											
습										Contr	olled Unclassif	ied Information (
یو ^ر ج												Return To Reports
	Q~			Go A	ctions ~							
	USDOT #	Reporting Period	MRN or Invoice	Departure Date	Origin City	Origin State	Destination City	Destination State	Total Move Cost	Total Passengers	Miles of Move	DoD Component
	999999	202104	00000000	22-APR-21	3537	AK	3537	AK	1000	100	100	х
	999999	202104	11111111	01-APR-21	4177	ID	5362	IL	1000	50	1000	F
	999999	202104	123456789	01-APR-21	24167	UT	3692	FL	1000	50	50	F
												1-3

Total 18

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VI. Help & Training

Training

Training Videos: https://youtube.com/playlist?list=PLRfZhCjDw0DVOJgVEfaRyXPuxMcsETUjQ

Customer Support

Phone: <u>571-372-1300</u> / <u>571-372-1181</u> (Request Carrier Movement Reporting Assistance)
Email: <u>dodhra.mc-alex.dtmo.mbx.military-bus-program@mail.mil</u>

Resources

Sample CSV Template: <u>https://www.defensetravel.dod.mil/Docs/CMR_CSV_Template.csv</u> [Data Dictionary below in Appendix A] Location Names Data File: <u>https://www.defensetravel.dod.mil/Docs/CMR_Locations.txt</u>

Carrier DOT Number Search: <u>https://ai.fmcsa.dot.gov/SMS/Search/Index.aspx</u>

Appendix A: Data Dictionary for CSV File

Column	Field Name	Field Descriptions
А	Carrier DOT Number	The ID is unique to each Bus Carrier.
В	GOPAX MRN / INVOICE NUMBER	GOPAX MRN - Enter the GOPAX MRN number or invoice number if no GOPAX MRN which this invoice was billed to the Government. The MRN number must be unique for each move. When there are multiple moves for one invoice, identify each move by adding a dash with a number (i.e1, -2, -3, etc.) to the invoice number. Example: Invoice Number W123455 has 2 moves, enter moves as W123455-1, W123455, etc.
С	Equipment Origin City	Enter the city from which the equipment originated (i.e. where the equipment is housed, maintained or was serviced last prior to movement).
D	Equipment Origin State	Enter the standard two letter postal abbreviation of the state from which the equipment originated (i.e. where the equipment is housed, maintained or was serviced last prior to movement).
E	Departure Date	Enter the Date the trip actually commenced, in MM/DD/YYYY format. October 4, 2016 would be displayed as 10/04/2016.
F	Movement Origin City	Enter the origin city or military installation where the movement was picked up.
G	Movement Origin State	Enter the standard two letter postal abbreviation of the origin state for the city or military installation identified
Н	One Way Trip	Was the trip one-way? Enter Yes (Y) or No (N).
I	Number of Enroute Stops	If the movement had multiple enroute stops where passengers embarked and/or disembarked, enter number of enroute stops for the entire movement.
J	Final Destination City	Enter the final destination city of the movement.
к	Final Destination State	Enter the standard two letter postal abbreviation for the final destination state of the movement.
L	Number of Passengers	Enter the total number of passengers for the movement.
М	DoD Component	Enter the requesting service's code from the table below.

		The DTMO reserves the right to add additional codes in the future should it be deemed necessary.
		Code Description
		A - Department of the Army
		C - Coast Guard
		F - Department of the Air Force
		J - Joint Staff/Command
		N- Department of the Navy
		M - United States Marine Corps
		X - Other DoD Components
		List the seating capacity for each size of vehicle(s) used for the movement. If multiple vehicles with different seating capacities were used for a single movement, use the value separator (pipe delimiter) between each vehicle size/capacity. Example 25 35 55
Ν	Vehicle Size(s)	Example: A movement is completed on three buses; one bus has a 25 seat capacity, the next 35 and the final 55. This SIZE OF VEHICLE would be recorded as 25 35 55.
		(Note: Pipe delimiter character is located above the back slash (\) on your keyboard just above the Enter key)
2	Total Vehicles	Enter the total number of each size vehicle(s) used to support the movement being reported. If multiple vehicles with different seating capacities were used for a single movement, use the value separator (pipe delimiter) between the quantities of each vehicle. Example 1 1 2
0		Example: TOTAL VEHICLES would be recorded as 1 1 1. If two 55 passenger buses were used, it would be 1 1 2.
		(Note: Pipe delimiter character is located above the back slash (\) on your keyboard just above the Enter key)
		Enter the actual cost per individual size of vehicle. Do not include fees. If multiple vehicles with different seating capacities were used for a single movement, use the value separator (pipe delimiter) between the costs of each vehicle. Example: 350.00 500.00 1200.00
Р	Cost Per Vehicle	(Note: Pipe delimiter character is located above the back slash (\) on your keyboard just above the Enter key)
		Enter dollar amount in 0000.00 format, do not use dollar signs or commas. When reporting a zero dollar and cent value, a single 0 is acceptable.

		Correct: 1000.00
		Correct: 0
		Incorrect 1,000
Q	Cancellation Fee	If a cancellation fee was charged, enter the cancellation fee amount.
		Enter dollar amount in 0000.00 format, do not use dollar signs or commas. When reporting a zero dollar and cent value, a single 0 is acceptable.
		Correct: 1000.00
		Correct: 0
		Incorrect 1,000
	Cancellation Reason	If a cancellation fee was charged, Enter the code that corresponds to the cancellation type.
		Code Description
D		0 - N/A
n		1 - Cancellation in advance of trip
		2 - Contractor not advised of cancellation, buses were dispatched
		3 - Reduced number of buses; movement took place, but used fewer buses than were contracted
S	Other Fee	Enter the total amount of any fees, other than cancellation fees, charged on a movement.
		Enter dollar amount in 0000.00 format, do not use dollar signs or commas. When reporting a zero dollar and cent value, a single 0 is acceptable.
		Correct: 1000.00
		Correct: 0
		Incorrect 1,000
Т	Other Fee Reason	Enter the code(s) that corresponds to the reason(s).
		Code Description
		A - Airport access fees
		T - Tolls
		P - Parking
		H - Holding charges
		IVI - IVIEAIS

		O - Other
		N - No other fees charged
U	Other Fee Explanation	If there is an O in the OTHER FEE REASON field, enter a brief description of other fees charged. Use up to 250 characters. Do not use commas.
V	Total Movement Cost	Enter the total actual cost of the completed movement. This amount should equal the sum of the TOTAL COST - PER
		VEHICLE SIZE.
		Enter dollar amount in 0000.00 format, do not use dollar signs or commas. When reporting a zero dollar and cent value, a single 0 is acceptable.
		Correct: 1000.00
		Correct: 0
		Incorrect 1,000
		Enter the original cost of the accepted bid for this movement.
201	Original Bid Cost	Enter dollar amount in 0000.00 format, do not use dollar signs or commas. When reporting a zero dollar and cent value, a single 0 is acceptable.
		Correct: 1000.00
		Correct: 0
		Incorrect 1,000
X	Movement Miles	Miles traveled for this moment - Enter the mileage between the origin and destination for the entire movement. If movement is an annual or multi- month award, enter the number of miles for movements completed in the reporting month. DO NOT include deadhead miles to or from equipment's storage location.
		Round to nearest mile, enter in 0000 format. Do not use decimals or commas. (Miles will be automatically rounded up if decimals are entered)
Y	Deadhead Miles	Deadhead Miles traveled for this moment - Enter the number of miles a single bus is moved from equipment origin to initial departure point plus the number of miles a single bus is moved from final destination back to equipment origin.
		Round to nearest mile, enter in 0000 format. Do not use decimals or commas. (Miles will be automatically rounded up if decimals are entered)

Z	Payment Method	Select code from the table below.
		Code Description
		GTCC - Payment by Government Travel Charge Card
		WAWF - Wide Area Work Flow; any payment for Federal Acquisition Regulation (FAR) based contract
		CHECK - Payment by Government issued check; including e-checks
		BILLED - Payment Pending (Invoice has been submitted to the Government, payment has not yet been received)
		GTR - Government Transportation Request (SF 1169)
AA	Accident Occurred	Enter Yes (Y) or No (N) to whether there was an accident during the movement.