Trip Cost Allocation Tool

User Guide

A comprehensive guide for transportation providers to accurately allocate trip costs across funding sources and service types

CCAM Technical Assistance Center • April 2026

Coordinating Council on Access and Mobility

Overview

This model is designed to assist transportation providers in developing estimates of the fully allocated costs of providing a transportation service under contract, using a consistent and reliable methodology approved by both providers (sellers) and purchasers (buyers) of transportation. The user enters budget data and actual transit operating data to compute the fully allocated cost of service.

v 2.3.1 (Current Release)
The 2.3.1 release of the Cost Calculator brings a constant stream of optimization and stabilization of the application, critical security updates and patches to Next.JS and REACT as well as the new features introduced to the application in previous releases.

- Passengers: Implemented Import/Export functionality
- Fixes for overflow Wrap on several tables
- Bulk importing Events and Agencies
- Bulk import Agency Profiles (Initial Release)
- Costed Services: fixes for the server-side formula
- Cost a Trip: fixes for the UI and server-side formula
- API Key: fixes and adjustments
- Fixes for the Audit DataGrid component
- Financial Data: fixed an issue with the Total Row misbehaving
- Improvements to the onboarding flow
- Export Information: fixes to ensure proper functionality during onboarding
- Export Information: implemented Financial Data export
- Fleet Map: fixes for missing calculation results
- Financial Data: converted utils to TypeScript
- Export Information: implemented export of the Budget Cert status
- Trip Pricing context normalization: moved existing types to typesets
- Trip Pricing context: implemented missing types; related fixes

v 2.1
The 2.1 release of the Cost Calculator brings in new functionality and initial releases of new feature sets; For more information, please visit the respective pages for each section you wish to learn more.

- Agency Profile (Initial Release)
- Passenger Profile (Initial Release)
- Events (Initial Release)
    - Recurring Trips
    - Group Trips
- Invoices (Initial Release)
- Introduction of Custom Fee's
- Bulk Importing of Data (Initial Release)
- API Keys for Development

- Integration of help documentation to the app
- Migration from Mapbox to Stadia Maps

v 2.0 (ALPHA)

This model is designed to assist the Omega Region's network of transportation providers in developing estimates of the fully allocated costs of providing a transportation service under contract, using a consistent and reliable methodology approved by both providers (sellers) and purchasers (buyers) of transportation.

The 2.0 ALPHA release of the NEMT CC is the initial conversion of the application from a single use calculator application into a multi-user, multi-organizational management and reporting tool. The application and the newly developed backend in this release bear the first step in that direction. The production application currently allows for a single operator to manage a single profile; however administrators can enable (currently in BETA) the ability for multiple users to access a single profile or multiple profiles to a single user. Furthermore, administrators can delineate different user roles from the administrative backend for the various users in the app in which access to the site can be limited by choice such as staff accounts, accounts to access reporting only, run trips and services only to name a few.

Once the user enters their budget data and actual transit operating data, the application is able to quickly compute the fully allocated cost of service. To further assist in the validity of the data entered, the NEMT CC application has an in-built auditing tool (currently in BETA) in which the system will help users identify whether or not the financial information input meets industry guidelines and highlights any records that should be reviewed.

Creating an Account

What you will need to get started

The Transportation Cost Calculator is a very simple tool once you have set up your profile with all the proper information. Understanding that many operators may not easily have this information, the initial release includes a BETA audit function to help guide operators in the relevance of their information.

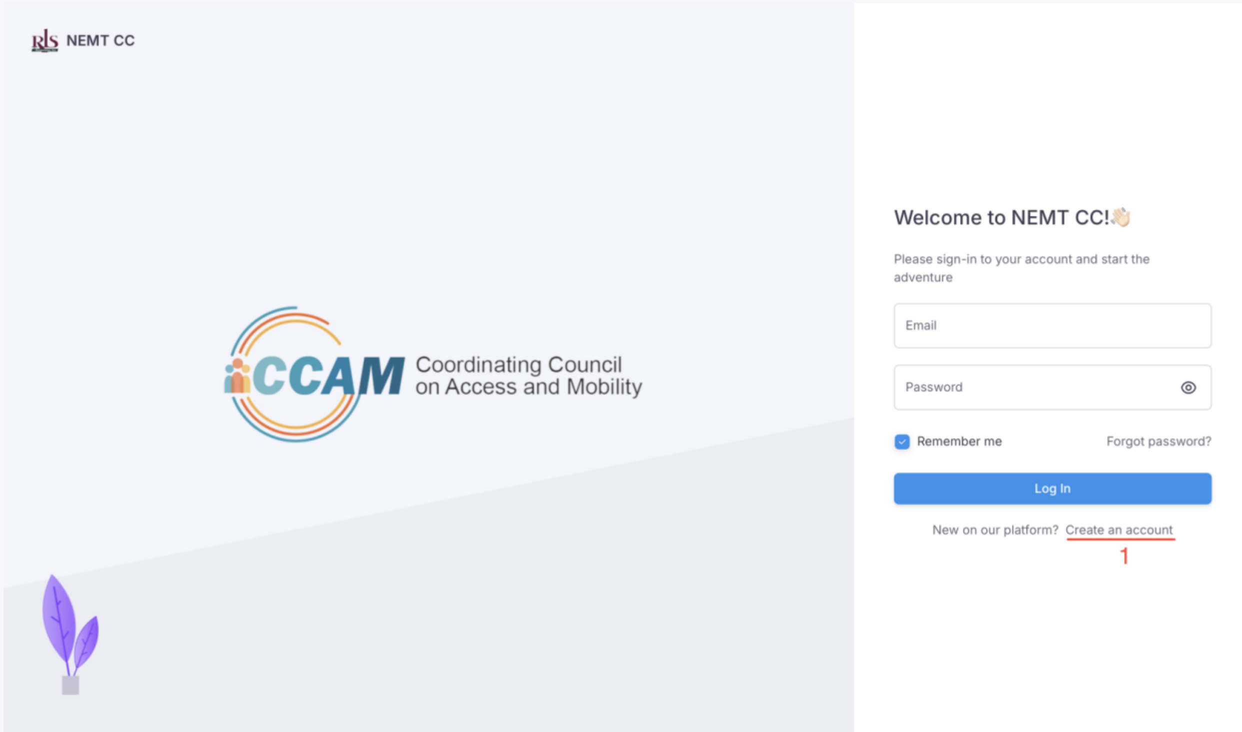
The Cost Calculator's Auditing function should not be used to validate your data at this phase. It is only for initial trials and awaiting user feedback in a live setting.

Items you will need to properly setup your profile are listed below;

- Organizational Information
  - Agency Info
  - Organization Info
  - Contact Info
  - Mode Info
- Service Data
- Financial Information

Creating an NEMT CC Account

You can create a free account on the Transportation Cost Calculator by accessing this weblink or from the login page by clicking the hyperlink at the bottom of the sign in form shown in the image below.

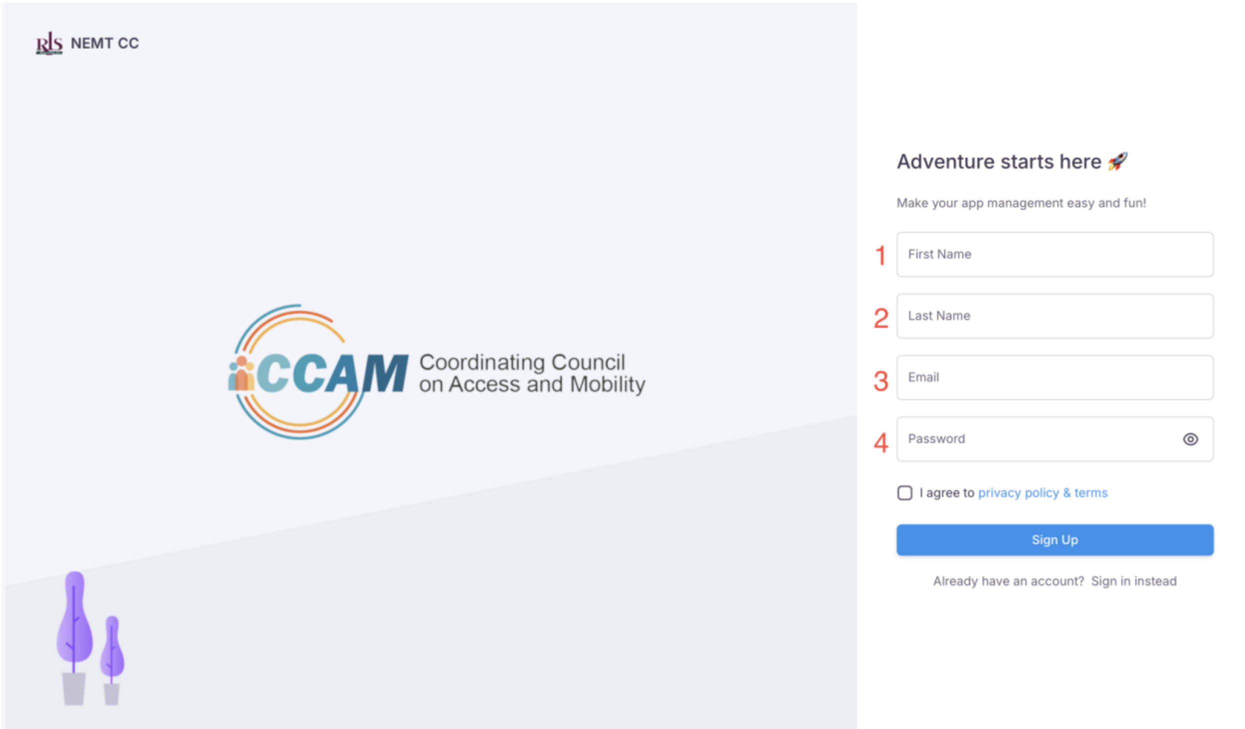


Creating an APP account

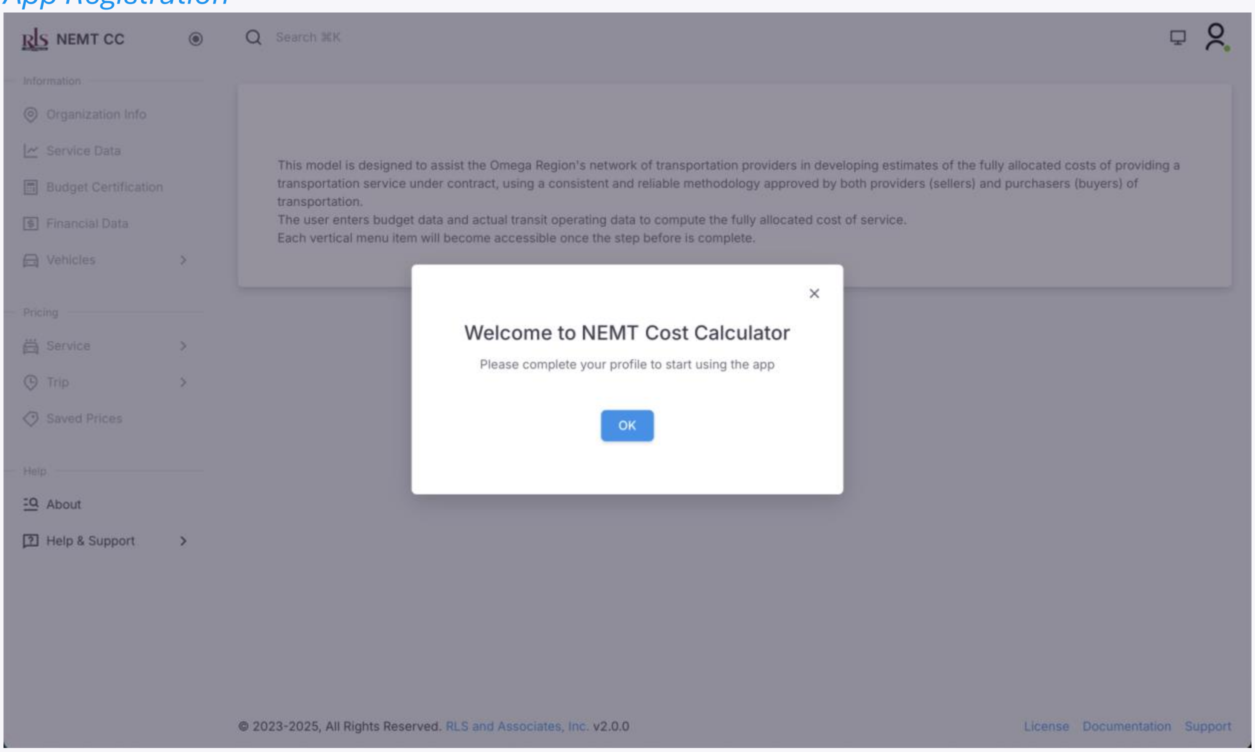
The first step in the registration process is to create your Transportation Cost Calculator APP account. This account will login into the app, reset the account password and receive system notifications. In short, this account will be using the APP.

To create an APP account you will need to provide 4 pieces of information. This information can be updated with new information at a later time.

1. First Name
2. Last Name
3. Email
4. Password



App Registration



Welcome Popup

NOTE: The system will not allow you to move forward without answering all required inputs on the form. As shown in the image below, until that field has been completed and saved, the navigation menu will remain in a closed state, where links can not be navigated.

Agency Info

The information populated within the Agency section is for the transportation trips and services that are being costed. Please note, the data provided in this section is currently only used for reporting purposes and this information can be updated at a later time at the users discretion.
There are six fields of information that the system requests with five being required.

1. Name of Transportation Entity
2. Doing Business As (Not Required)
3. Street Address
4. City
5. State
6. Zip Code

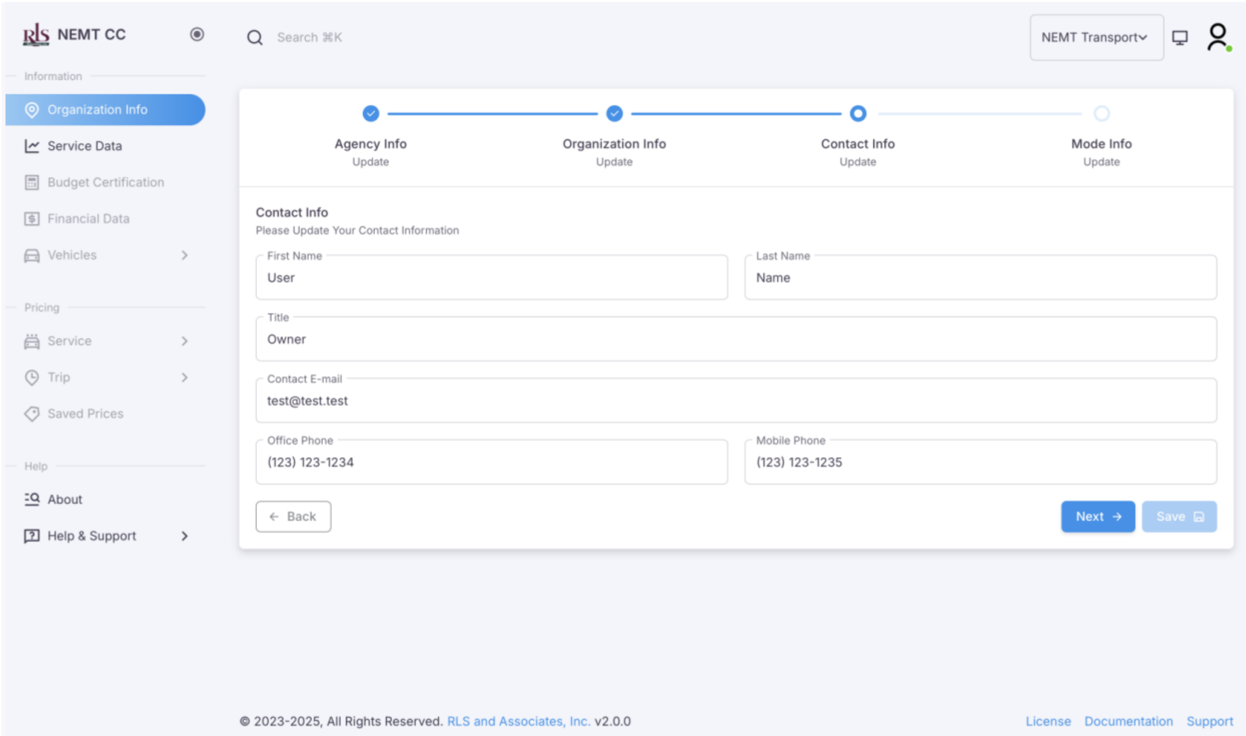
Organization Info

This section requests the user to select the type of organization that is being created. You may select a single option in this section and just like the section before, the choice selected here can be updated at anytime down the road.
There are six available options that can be selected in this section, they are;

- County, Municipal, or Regional Government Organization
- Transit Authority or District
- Nonprofit Organization
- NEMT Broker
- Managed Care Organization
- For-profit Transportation Company

Contact Info

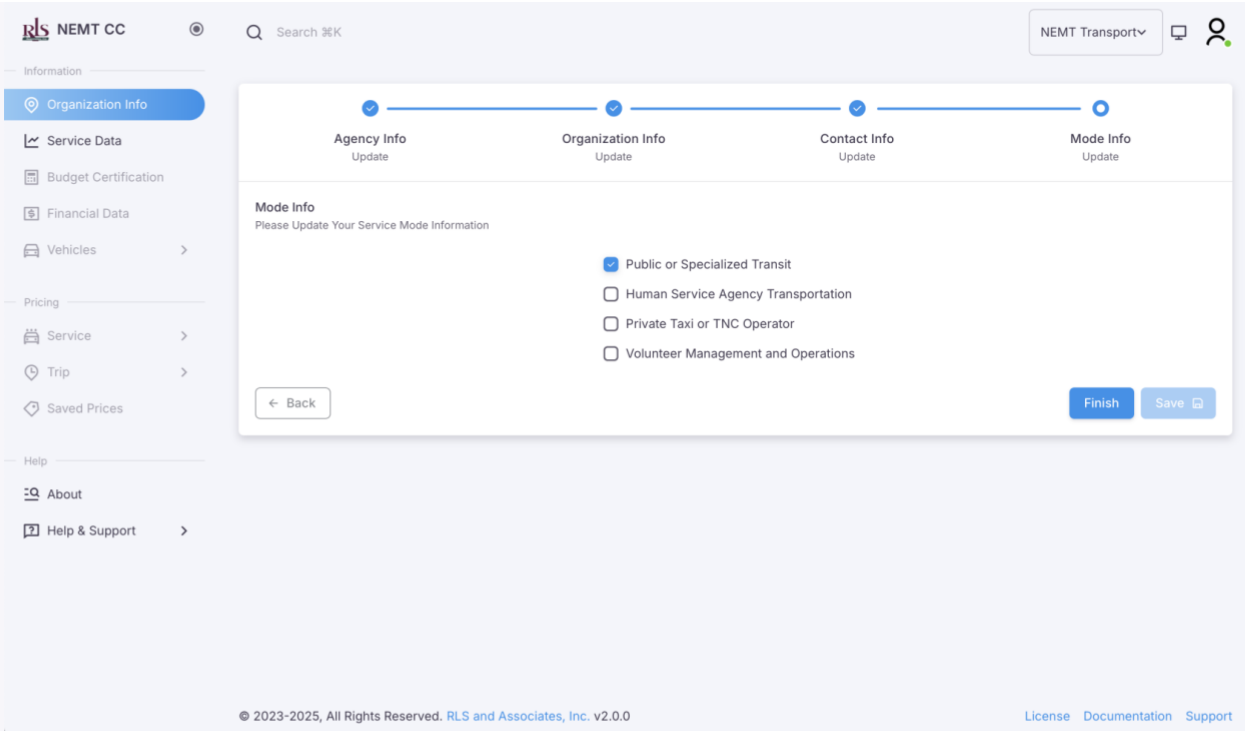
This section requests the contact information for the user at the organization. This user and the information provided here do not effect the system in anyway and this is NOT the user for logging into the app platform.



Mode Info

Depending on the mode selected here certain features will be available to the user in version 1 ALPHA release and more than a single mode of service can be selected here. There are four modes of operation that a user can select.

1. Public or Specialized Transit
2. Human Service Agency Transportation
3. Private Taxi or TNC Operator
4. Volunteer Management and Operations



Select one or multiple options

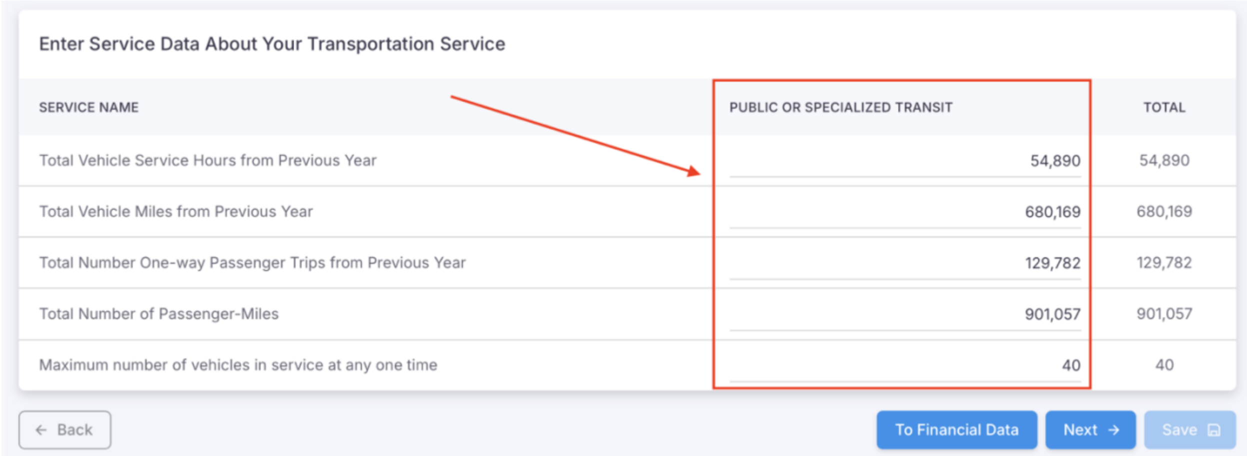
Service Data

The NEMT CC application has the feature in which an operator can enter general service information about the transportation service which allows for a quick and simple costing tool to be put in place.

Entering your service data of the following information will grant the operator of the NEMT CC app the ability to run quick costing reports based not he data from the previous year.

To access the service costing tool you will need to enter the following information;

- Total Vehicle Service Hours from Previous Year
- Total Vehicle Miles from Previous Year
- Total Number One-way Passenger Trips from Previous Year
- Total Number of Passenger-Miles
- Maximum number of vehicles in service at any one time



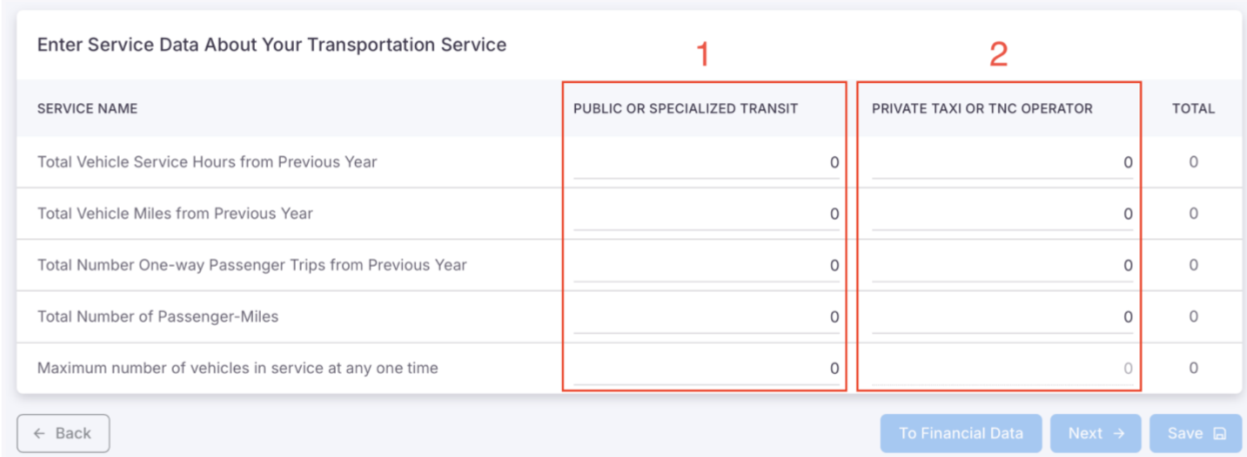
Enter Service Data About Your Transportation Service

SERVICE NAME	PUBLIC OR SPECIALIZED TRANSIT	TOTAL
Total Vehicle Service Hours from Previous Year	54,890	54,890
Total Vehicle Miles from Previous Year	680,169	680,169
Total Number One-way Passenger Trips from Previous Year	129,782	129,782
Total Number of Passenger-Miles	901,057	901,057
Maximum number of vehicles in service at any one time	40	40

Selecting a Single Mode of operation enables a single column of data to input

In the example shown in the image below, when multiple modes of operation have been selected in the Organization Info setup process, the operator will have the ability to set multiple modes of transportation service data. The example shows two modes of transportation that have been selected however it is important to note that there is no limit to the modes of operation that can be selected, and as such, if four modes have been selected, there will be four columns of information that will need to be filled out.

The data entered here is unique to that mode of transportation and will affect ONLY that mode of service being costed in the Services pricing section of the application.



Enter Service Data About Your Transportation Service

SERVICE NAME	1 PUBLIC OR SPECIALIZED TRANSIT	2 PRIVATE TAXI OR TNC OPERATOR	TOTAL
Total Vehicle Service Hours from Previous Year	0	0	0
Total Vehicle Miles from Previous Year	0	0	0
Total Number One-way Passenger Trips from Previous Year	0	0	0
Total Number of Passenger-Miles	0	0	0
Maximum number of vehicles in service at any one time	0	0	0

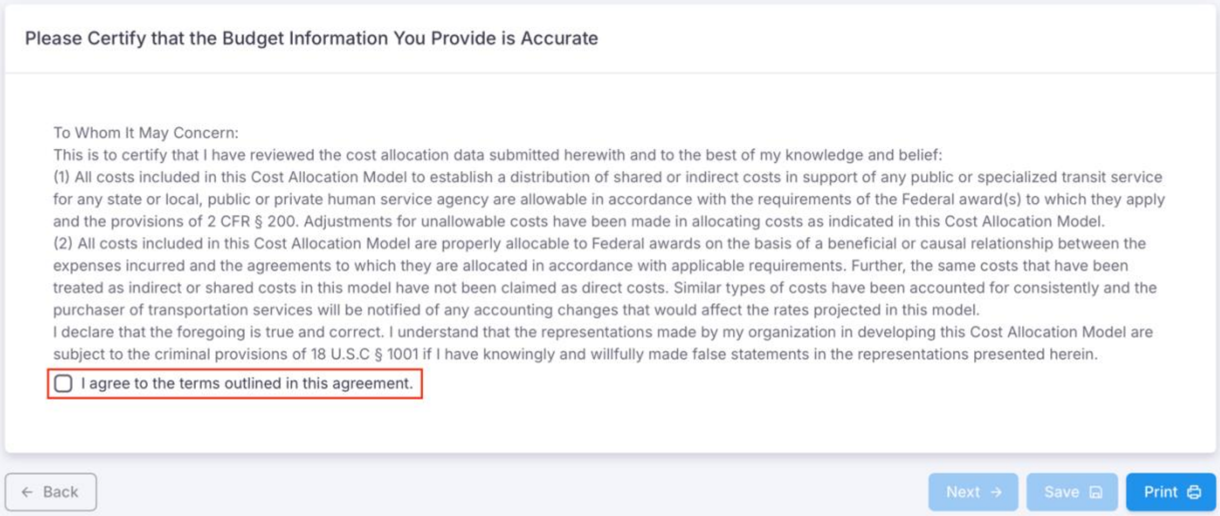
One or all 'Modes' can be selected during organization setup process

After the respective data has been filled in, click '**Save**' and the system will prompt the user to the Budget Certification screen.

Budget Certification

In this section you will be required to certify that the information that you provided in the system is to the best of your knowledge and correct to your knowledge.

If you agree to this statement, click the checkbox as shown in the image below. Once the checkbox has been selected it will enable the '**SAVE**' button; click this and the '**NEXT**' button will be enabled. This statement can also be printed for your physical records.



Once you select and agree to the statement the save button will 'Activate'

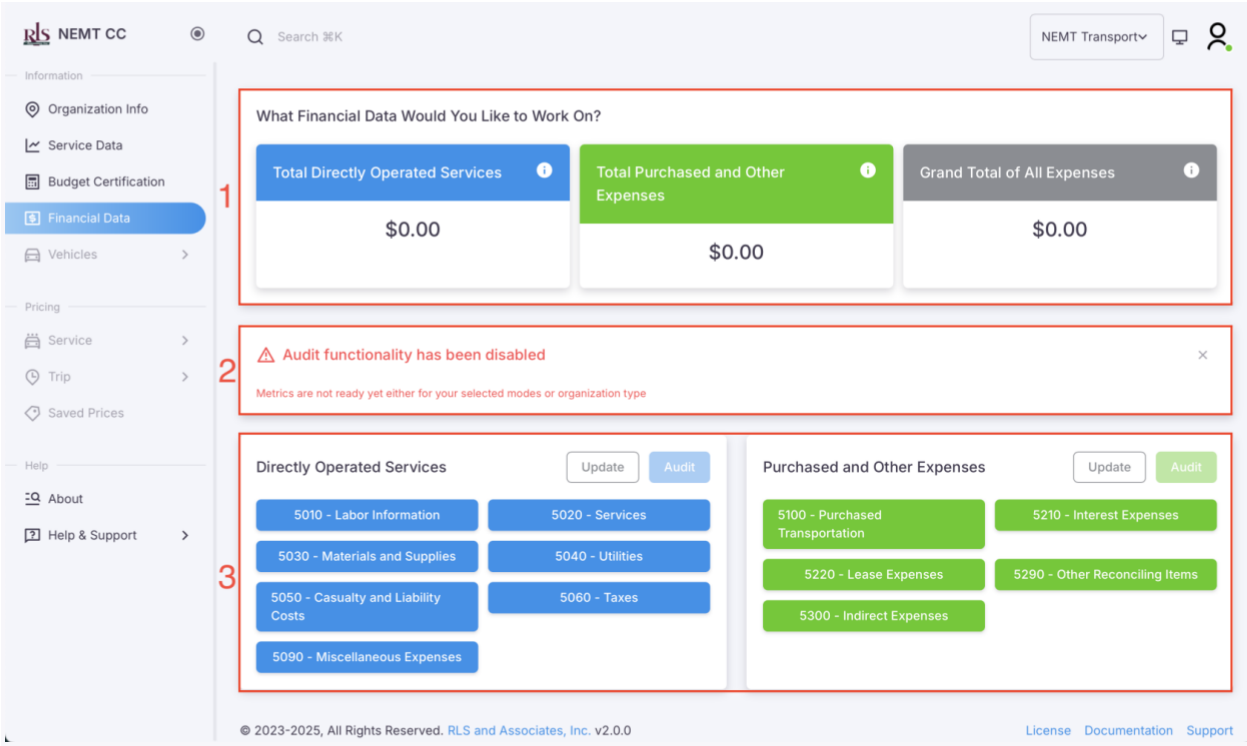
Financial Data

Dashboard

The Financial Dashboard page initially will consist of three sections; two of which will be permanently shown to you. In each section there are available features to help navigate you through the financial part of the application.

The three sections of the financial dashboard page are as follows and shown in the image below;

1. Financial Data Sub-total
2. Audit Feature Notification (for disabled or organization types not currently allowed)
3. Direct links to the various financial tables



Financial Data Overview

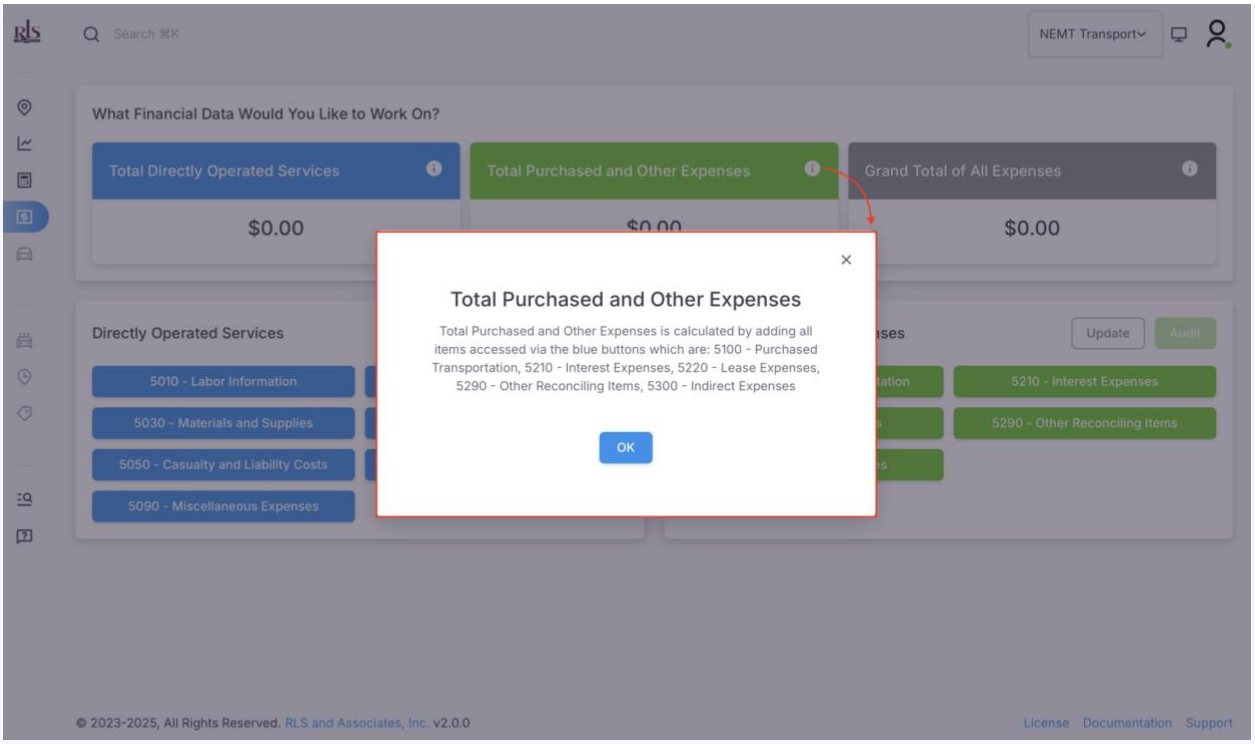
At the top of the page is the Financial Data Overview section which will show the sub-totaled amount for each section, listed below and the grand total of both expense categories;

- Total Directly Operated Services
- Total Purchased and Other Expenses

Section Features

1. Total of the category or grand total of both categories
2. Information on the category highlighted

In the above image, if you click the '**info**' icon in the upper right corner of widget box a popup will show (image below) and highlight the relevant information for that widget. In the example below, clicking the icon in '**Total Purchased and Other Expenses**' will bring up the information relevant to that widget.

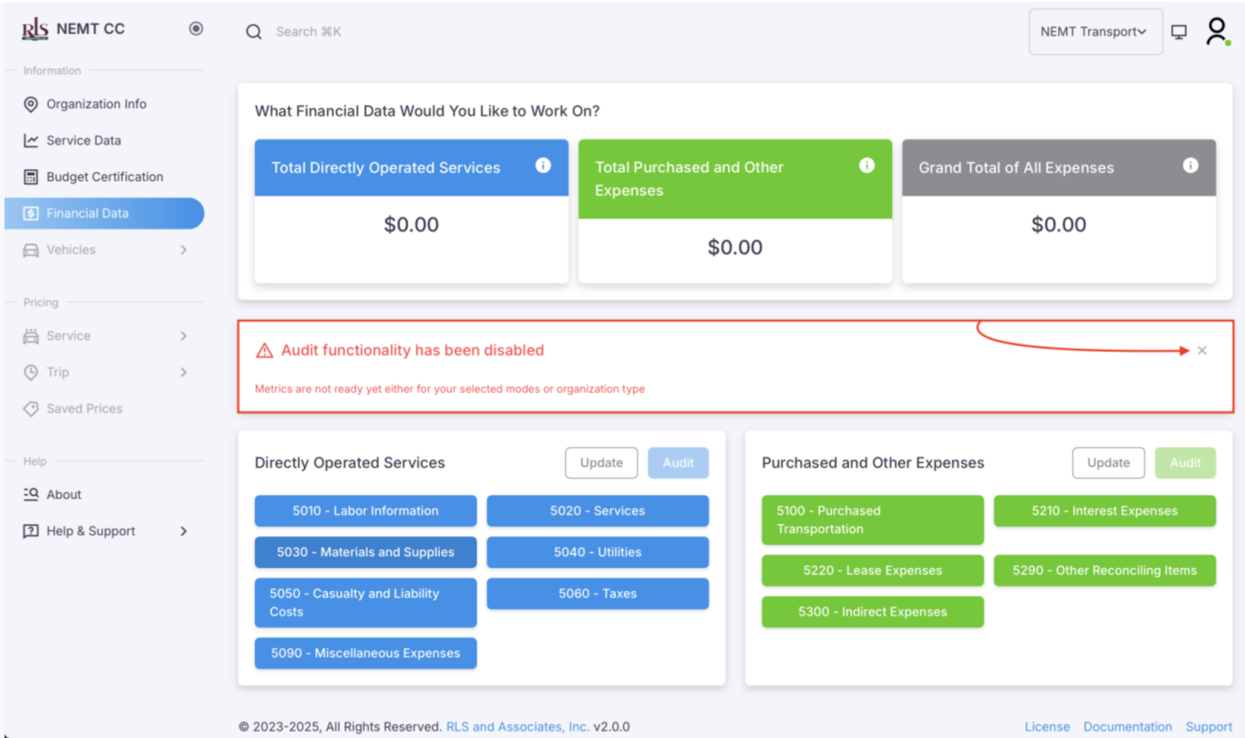


Audit Feature Notification (BETA)

THIS FEATURE IS CURRENTLY IN BETA and should not be used to validate the legitimacy of the data input. This feature has been enabled for user feedback in a production setting. Not all Organization types are able to access the auditing feature **but anyone can test it**. If you wish to test this feature, please visit the '**AUDIT**' help documentation section or by **CLICKING HERE**.

To help users with the validity of the data entered into the system, the Transportation Cost Calculator App has an in-built auditing feature in which the system will notify the user with one of three prompts as to whether or not the entered financial data meets industry standards for that entry.

If your Organizational type **DOES NOT** have immediate access to the auditing feature, the system will generate a notification (image shown below) that states this feature is not available. To dismiss this notification, simply click the 'X' icon in the top right corner of the widget.

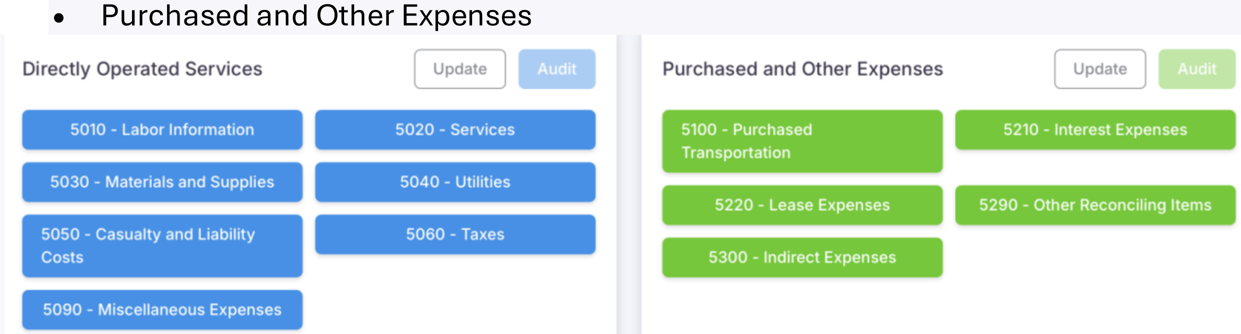


Financial Data

There are two main categories of financial information that the Transportation Cost Calculator App requires and within each of these categories are various sub-categories of financial information. In creating your account, this is easily the most difficult section to complete and in some cases you may not have all the data needed to enter into the system in which future releases of this software will help address these pain points.

The two main categories are;

- Directly Operated Services
- Purchased and Other Expenses



Each widget contains three options to the user;

1. Financial expenses for each category of information
2. Update button for existing information entered
3. Audit Button to audit the category selected

Directly Operated Services

Overview

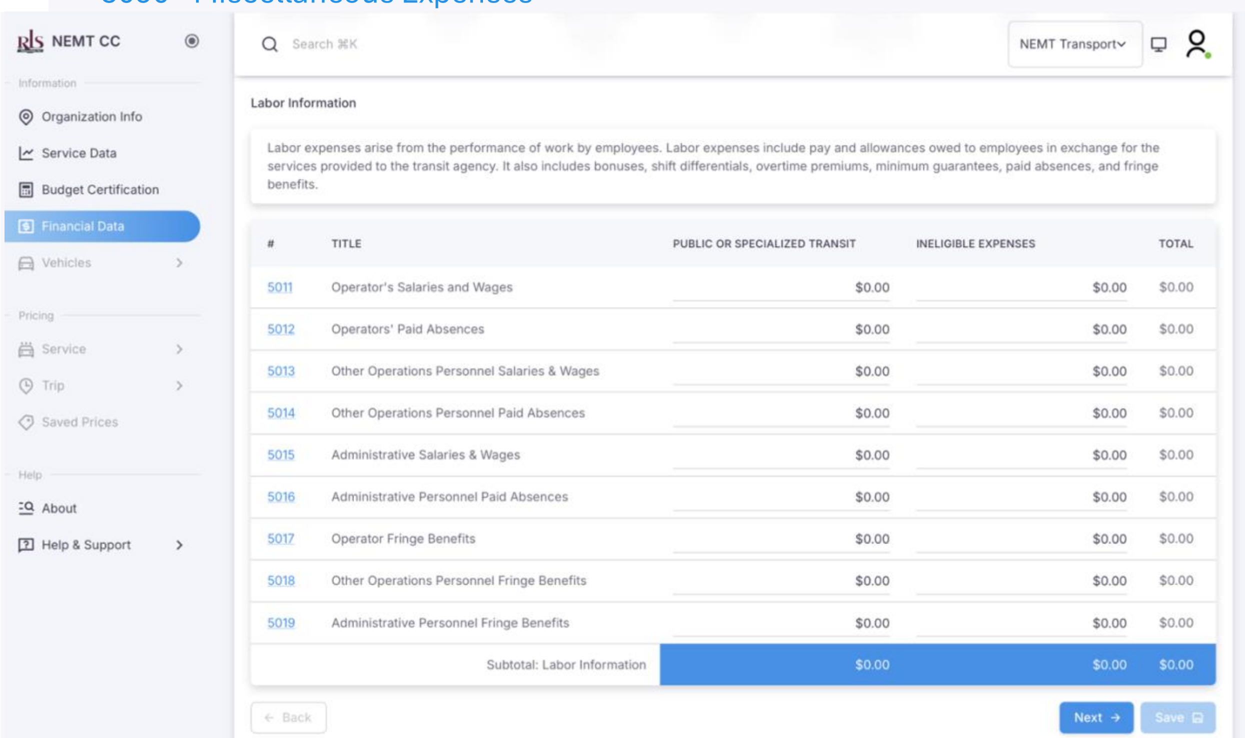
Operating expenses are expenditures incurred by a transit agency in providing public transportation service. Operating expenses for transit agencies generally include, but are

not limited to; salaries and wages, fringe benefits, services, fuel and lubricants, vehicle maintenance, materials and supplies, utilities, insurance, taxes, interest, and leases.
NTD has developed the guidance in this section in order to give agencies a better understanding of which object class expenses they should report. The agency reports costs within each object class under four different functions: Vehicle Operations, Vehicle Maintenance, Facility Maintenance, or General Administration.
These functions and associated sub-functions are described in the section titled Operating Expenses: Functions. The following table illustrates the relationship between Operating Expenses Object Classes (addressed in this section) and Functions (addressed in the following section) by providing high-level examples. Note that examples in the following table are not exhaustive; for further details, please refer to this section, Operating Expenses: Object Classes and the following section, Operating Expenses: Functions.

Financial Categories

Each category of information will have even further subset of information to be input. For example, underneath 5010 - Labor exists 9 sub-categories of information that make up the category 5010 (Image Below).

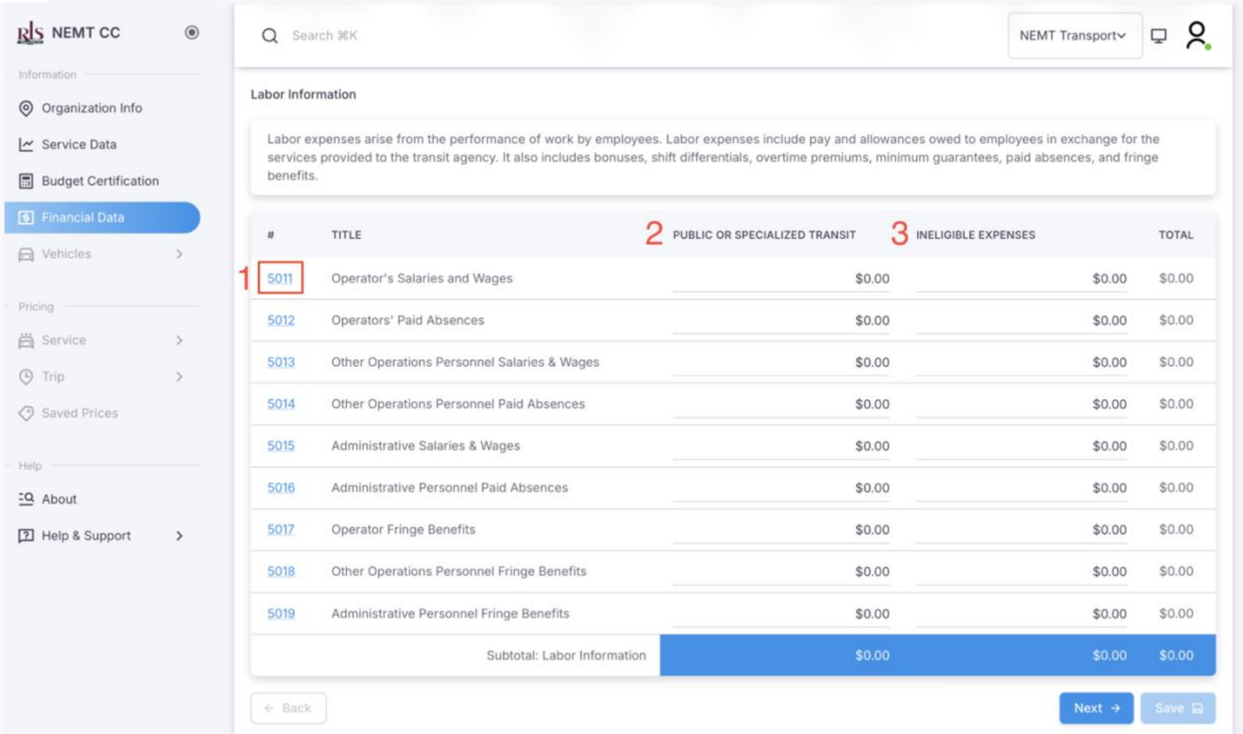
- 5010 - Labor Information
- 5020 - Services
- 5030 - Materials and Supplies
- 5040 - Utilities
- 5050 - Casualty and Liability Costs
- 5060 - Taxes
- 5090 - Miscellaneous Expenses



5010 - Labor and the subcategories of information that make up the category

As demonstrated on the image below, there are two columns of data to input as well as help text for each category of information.

1. **Help text:** When the category is clicked, in the example below, 5011, a popup message will display with the relevant information to help you fill this information out properly.
2. **Org Mode Selected** as Identified by your selection in Organization > Mode and can be updated at anytime.
3. **Ineligible Expenses**



5010 Labor - page layout

Purchased and Other Expenses

Overview

Total Purchased and Other Expenses is calculated by adding all items accessed via the blue buttons which are: 5100 - Purchased Transportation, 5210 - Interest Expenses, 5220 - Lease Expenses, 5290 - Other Reconciling Items, 5300 - Indirect Expenses

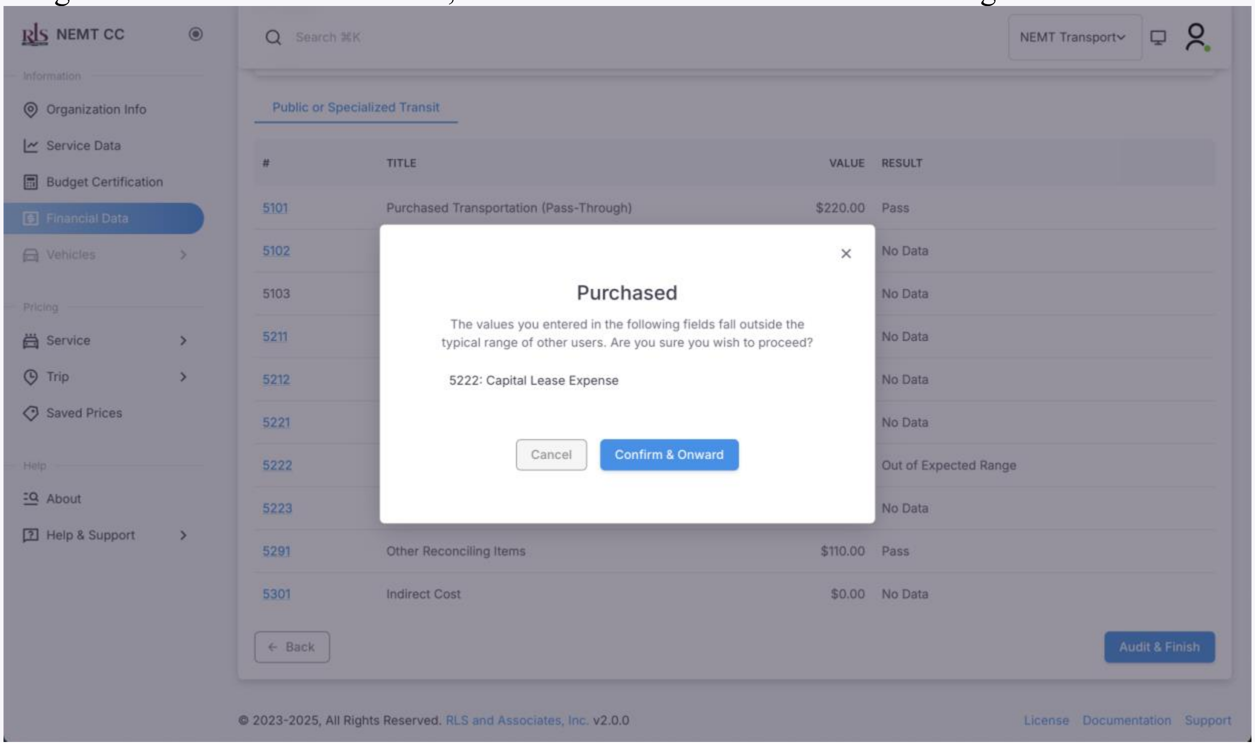
Financial Categories

- 5100 - Purchased Transportation
- 5210 - Interest Expenses
- 5220 - Lease Expenses
- 5290 - Other Reconciling Items
- 5300 - Indirect Expenses

Audit & Finish

Once you have entered all relevant data in both main categories, Directly Operated Services and Purchased and Other Expenses, the system will prompt you to audit and finalize data if the audit feature is available to your org type at this time.

If there are values that are out of the expected range, the system will show a popup of the categories that need further review, or should receive review. Please see image below.



Auditing Data

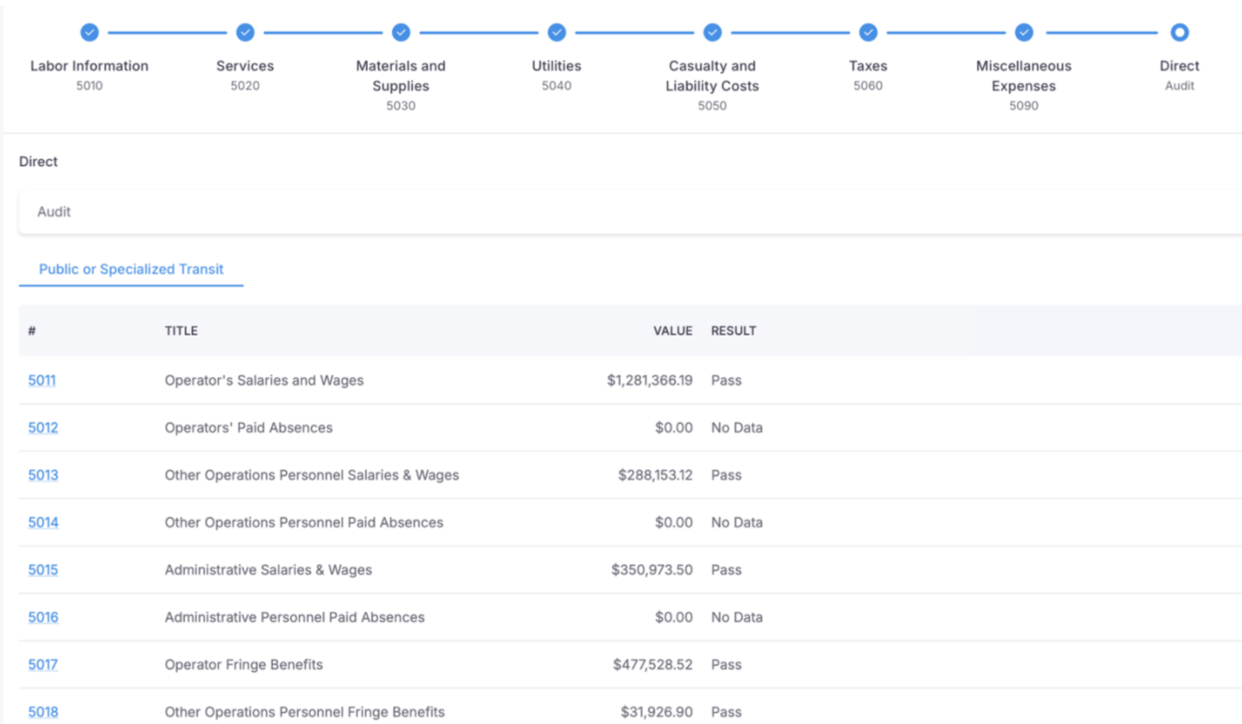
Overview

Audit Feature Notification (BETA)

THIS FEATURE IS CURRENTLY IN BETA and should not be used to validate the legitimacy of the data input. This feature has been enabled for user feedback in a production setting.

Not all Organization types are able to access the auditing feature. If you wish to test this feature, please visit the 'AUDIT' help documentation page by **CLICKING HERE**.

To help users with the validity of the data entered into the system, the NEMT CC App has an in-built auditing feature in which the system will notify the user with one of three prompts as to whether or not the entered financial data meets industry standards for that category.



#	TITLE	VALUE	RESULT
5011	Operator's Salaries and Wages	$1,281,366.19	Pass
5012	Operators' Paid Absences	$0.00	No Data
5013	Other Operations Personnel Salaries & Wages	$288,153.12	Pass
5014	Other Operations Personnel Paid Absences	$0.00	No Data
5015	Administrative Salaries & Wages	$350,973.50	Pass
5016	Administrative Personnel Paid Absences	$0.00	No Data
5017	Operator Fringe Benefits	$477,528.52	Pass
5018	Other Operations Personnel Fringe Benefits	$31,926.90	Pass

The three notifications available to users based on the data entered, these are as follows;

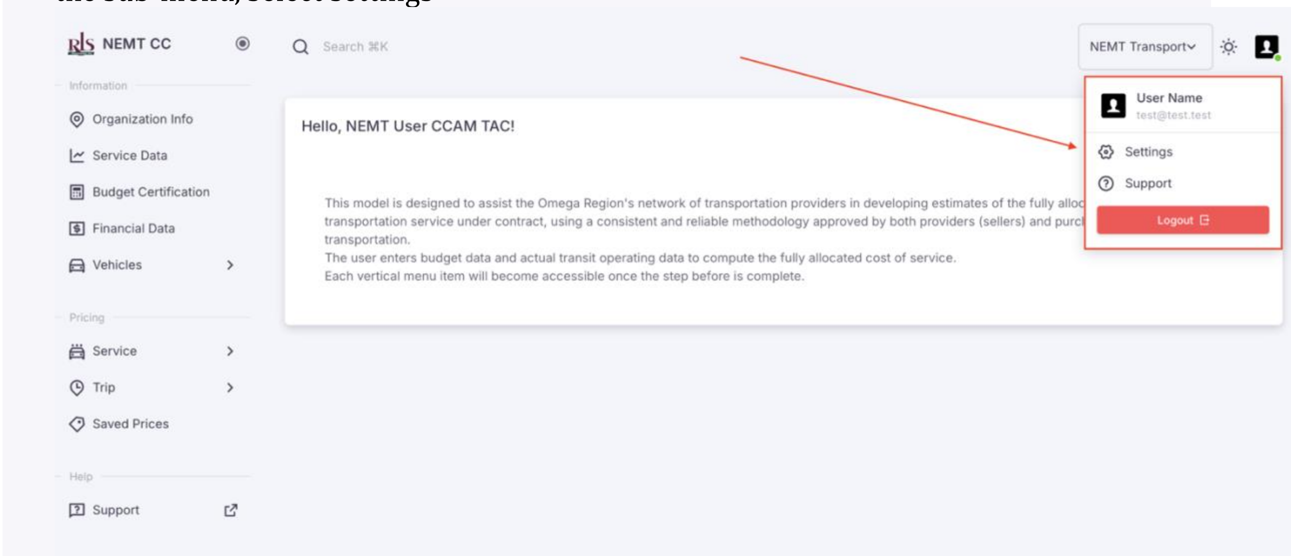
- Pass
- No Data
- Out of Expected Range

Managing Your account

Updating your password

To update your password on the NEMT CC App please follow these steps;

1. In the top right corner of the Application is your user icon. Click your profile icon and in the sub-menu, select settings

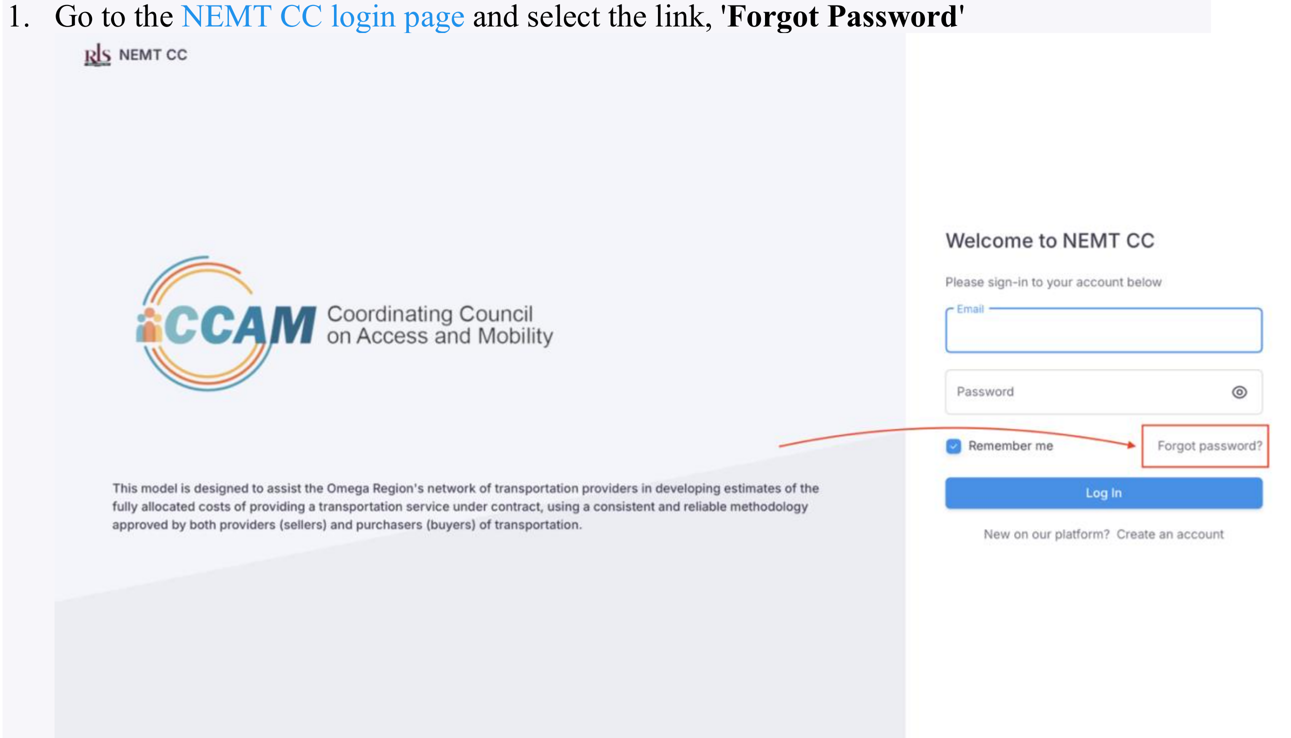


2. You will be brought to your user profile page which has an additional tab in the top labeled 'Security', select this tab

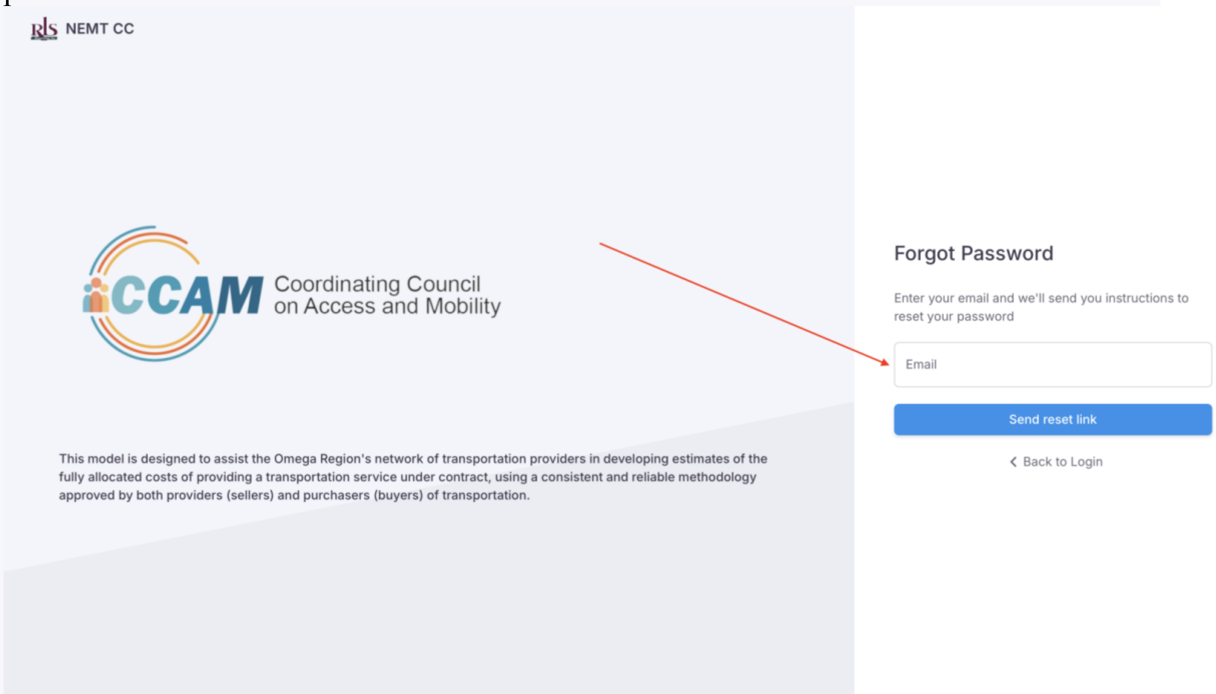
Forgot Password

If you've forgotten your password and need to reset it, this can easily be done from the login page., Please follow these steps or get started by clicking here.

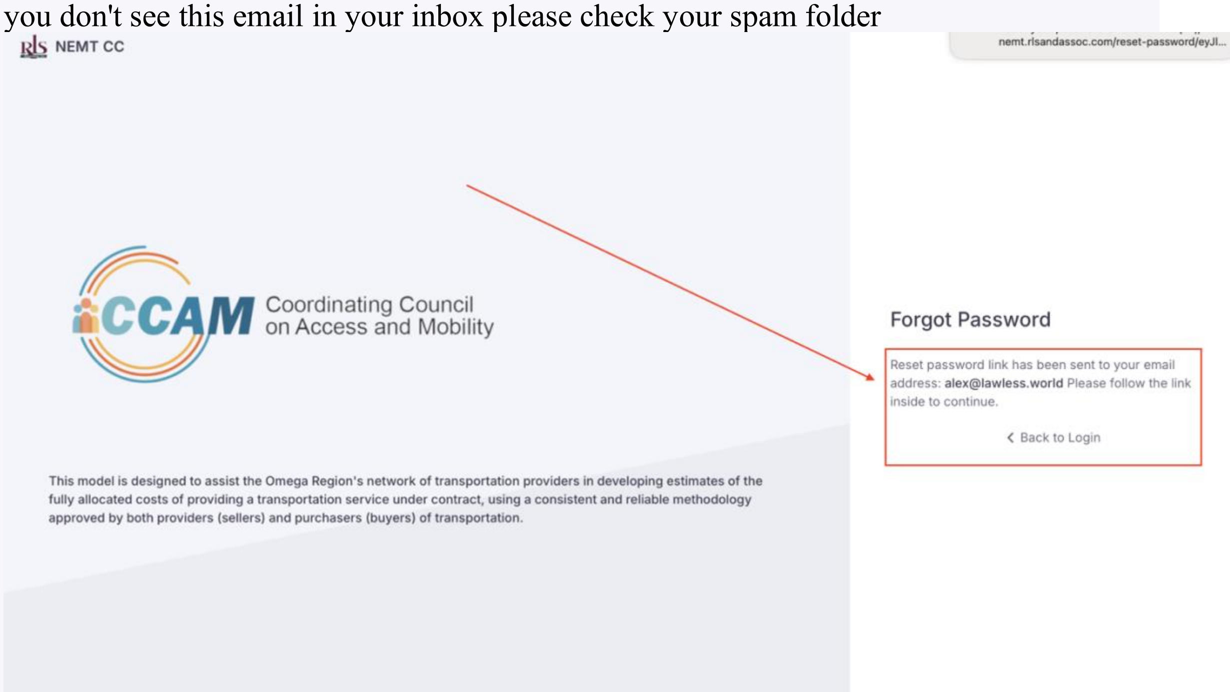
1. Go to the NEMT CC login page and select the link, '**Forgot Password**'



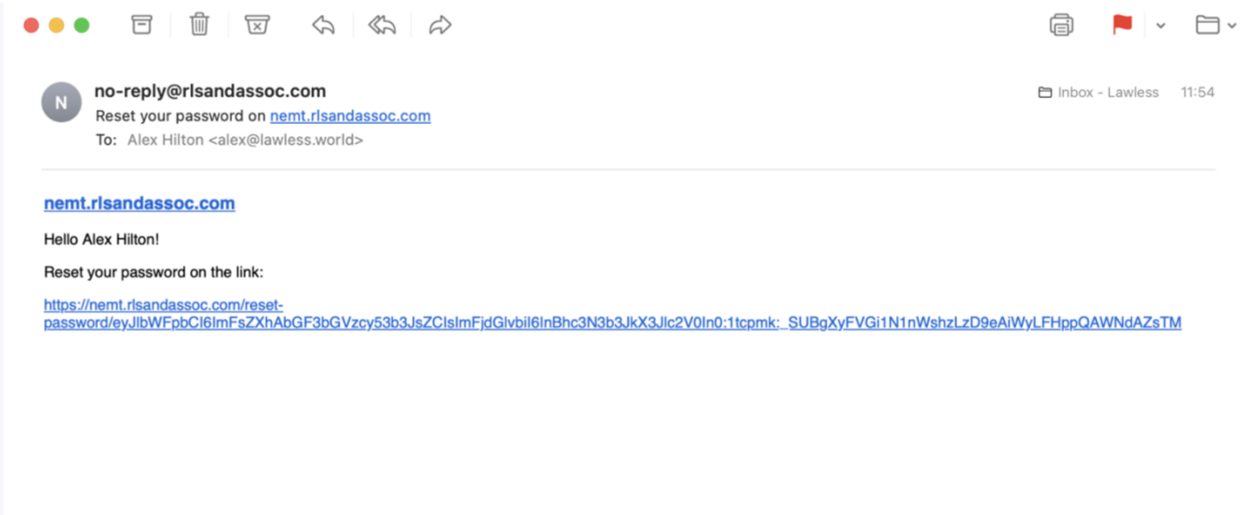
2. Enter the email registered to your account and you will be sent instructions to reset your password



3. You will receive an email with instructions and hyperlink to create a new password, if you don't see this email in your inbox please check your spam folder



App confirmation of sent mail

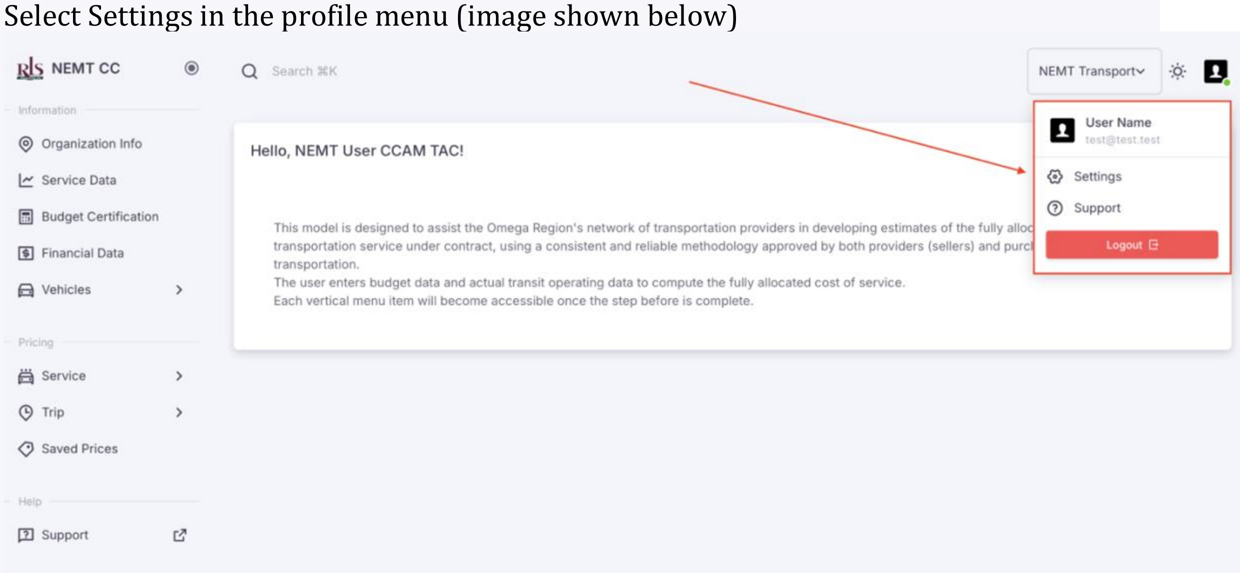


NEMT CC App Email

Updating your profile picture

Updating your profile picture can be done from the settings menu link housed in the User Profile photo. Currently, allowed file types are; JPG, JPEG or PNG. Max size of 100 KB

1. Select Settings in the profile menu (image shown below)



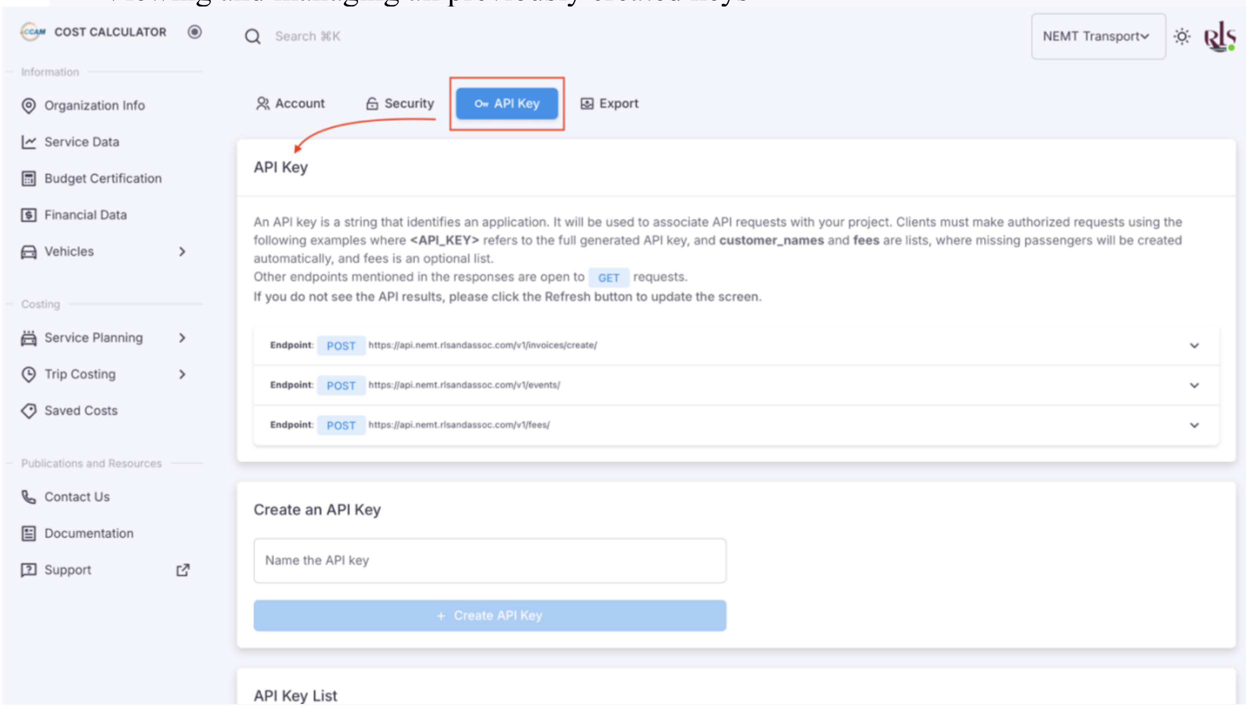
2. You will be brought to your user management page, select the option, '**Select New Photo**'

API Keys

Generate API Keys quickly and easily from the application. Select the API Key tab in the top of the window as shown in the image below.
There are three sections within this tab;

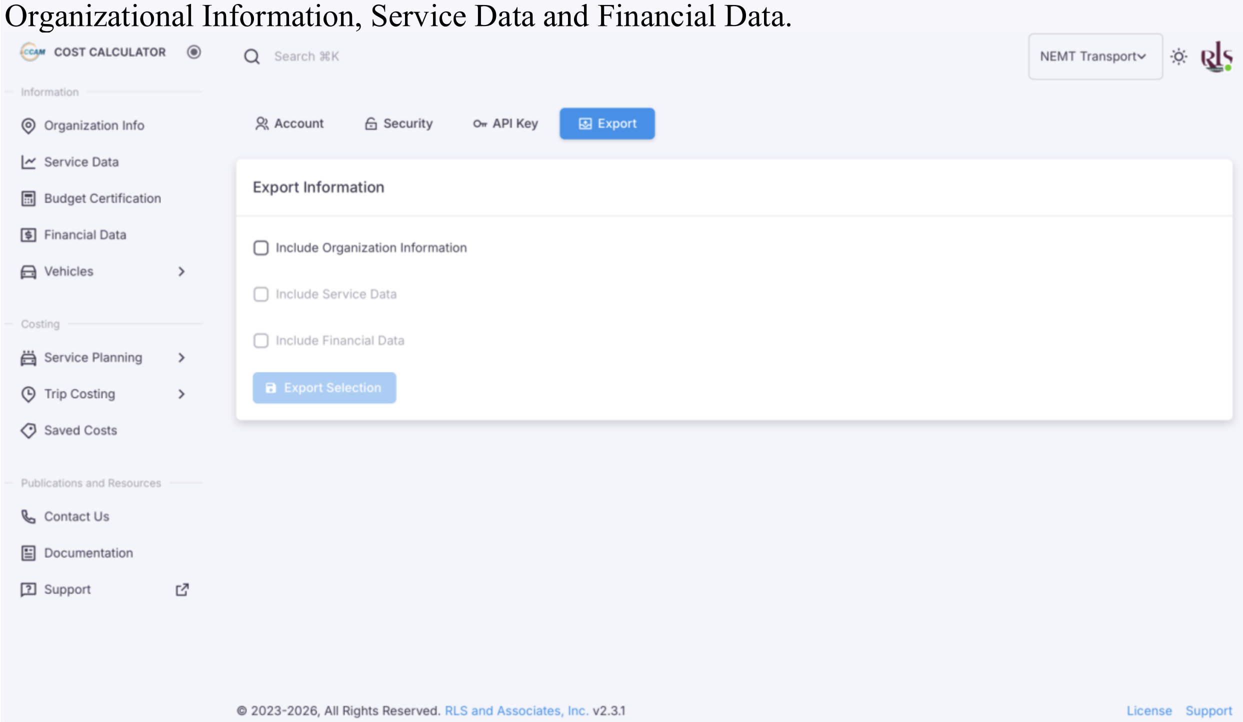
- Instructional data for connecting to the Endpoints
- Creating an API Key

- Viewing and managing all previously created keys

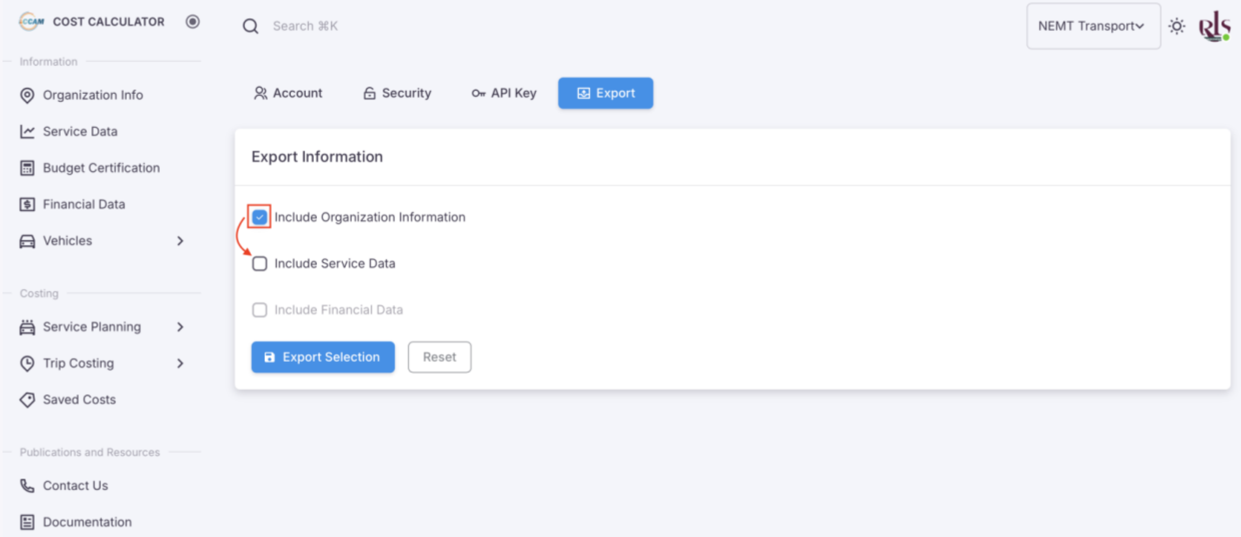


Exporting Your Account Information

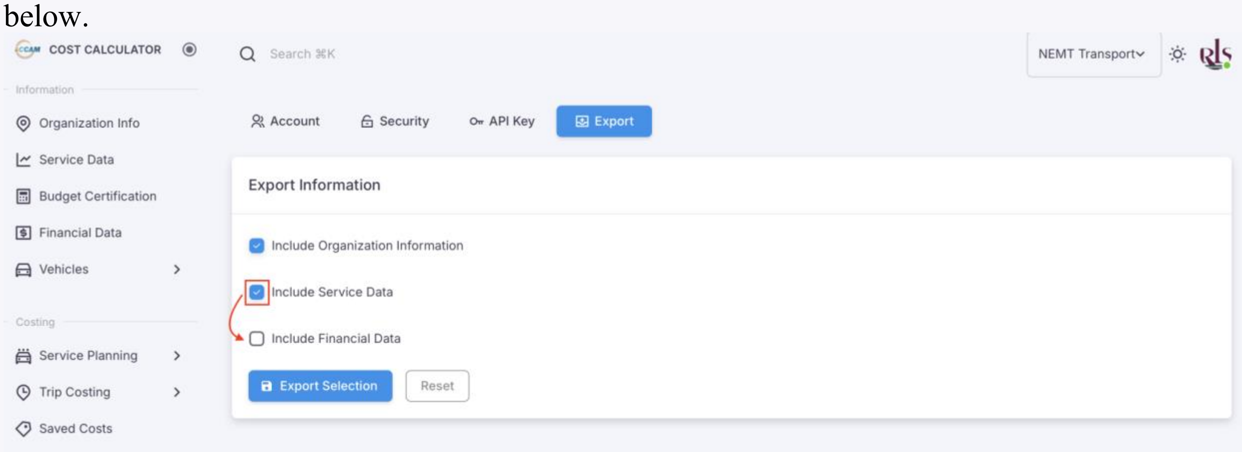
The initial foundation for exporting your account information is now active. By selecting the Export tab in Account settings will bring you to the following screen in which you can export Organizational Information, Service Data and Financial Data.



In order to export Service and Financial Data, you must select Include Organization Information first. Once doing so, you can select Service Data as shown in the image below.



In order to select Financial Data, Service Data must be selected first as shown in the image below.



Trip Costing

Costing

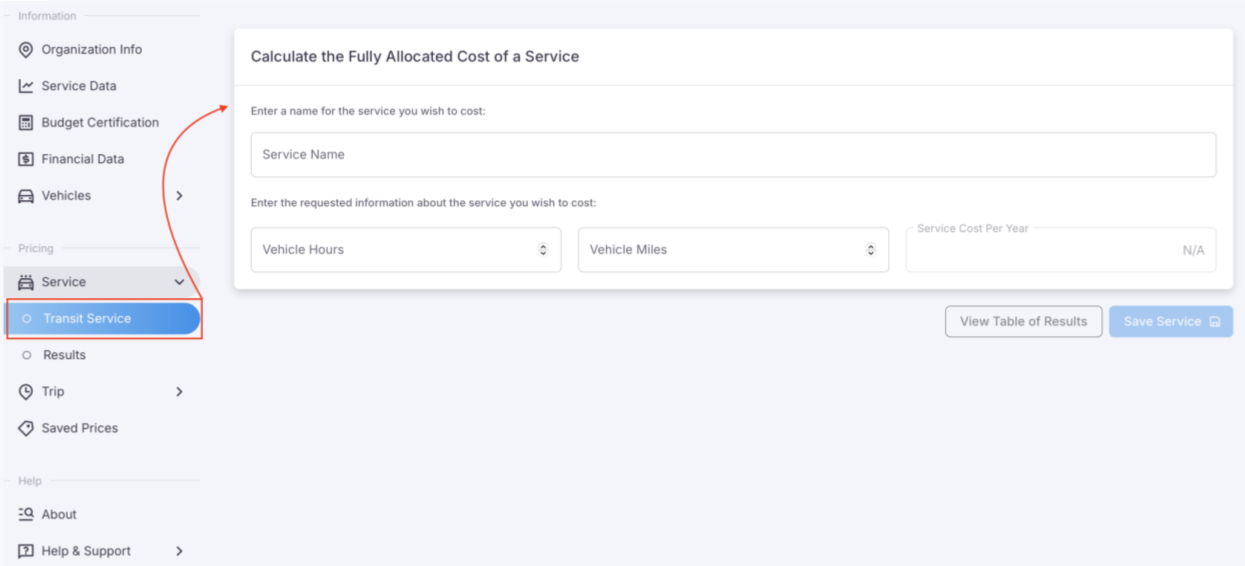
There are two types of costing the transportation cost calculator handles;

1. Services
2. Transit Trips
   - Single trip, single rider
   - Single trip, multiple riders
   - Recurring trip, single rider
   - Recurring trip, multiple riders

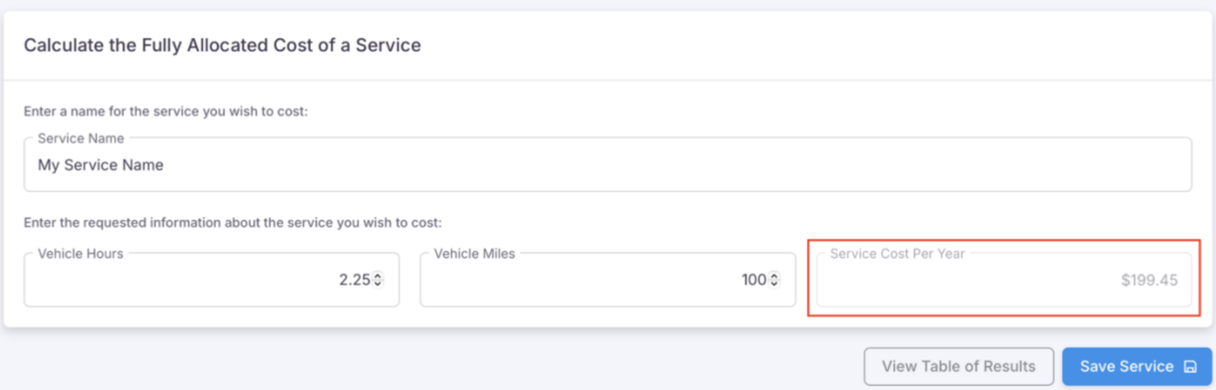
Service Costing

Based on the data entered in the Service Data page which is the previous year's service information you can calculate the fully allocated cost of a '*Service*'.
By entering three fields of information you can run the fully allocated cost of that service, see image below. The three fields of data needed are;

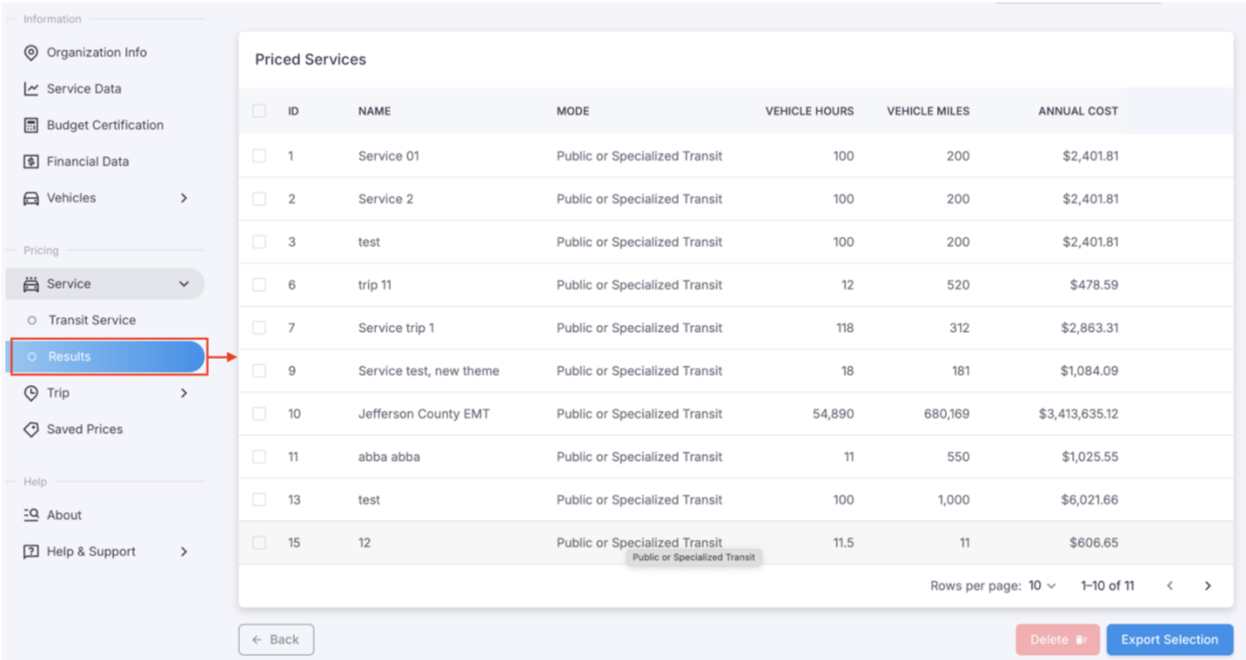
- **Service Name:** The name for the record of the report
- **Vehicle Hours:** Total hours of use for this service
- **Vehicle Miles:** The total distance of miles traveled for the service



As shown in the image below, by entering these three data points, the Service Cost Per Year will auto-populate.



Click '**Save Service**' to save this record to the database which can be viewed at any time by clicking the button, '**View Table of Results**'. Alternatively, you can access previous saved records through the navigation menu as shown in the image below.



Previously Saved Services - Navigation Menu, Service > Results

For more information on reporting for Services, please view 'Previously run trips - Navigation Menu, Trip > Results'.

Trip Costing

Overview

v.2.1.0's release includes three ways a user can access the Cost Calculator to cost a transportation trip, as well as new additional features to enhance the capabilities when costing a trip.

The three ways to Cost a Trip are;

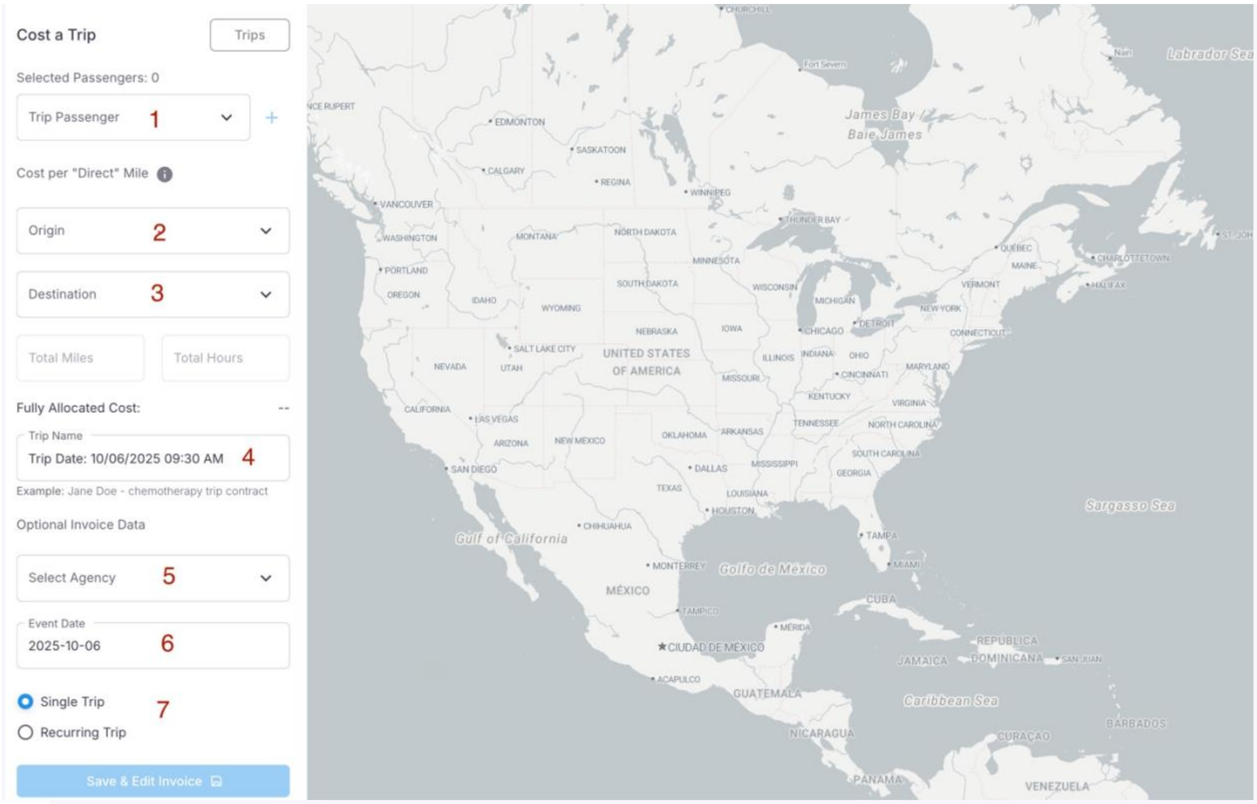
1. A standalone service in which trips can be manually costed and managed
2. Bulk importing of data via a CSV file
3. Connect to the app via API

Additional features added to costing a trip are listed below; please view the respective categories for further information on each topic.

- Agencies
- Passengers
- Events
- Invoices

Costing a trip

Costing a trip with the Cost Calculator is quick and simple. In the image shown below, the various input fields and data generated by the application are explained in more detail.



1. Trip Passenger(s); One or more passengers are able to be added to a trip, click the dropdown field and select or search for your desired passenger.
2. Trip Origin Address
3. Trip Destination Address
4. Custom name for the trip; (Optional)
5. Agency the trip will belong to
6. Date the trip occurred or will occur
7. Trip Type;
    1. Single Trip; once saved will direct you to the Invoice in which you can further edit
    2. Recurring trip; once saved you will be brought to the events page where you can assign additional trips to this event.

Viewing previously run trips

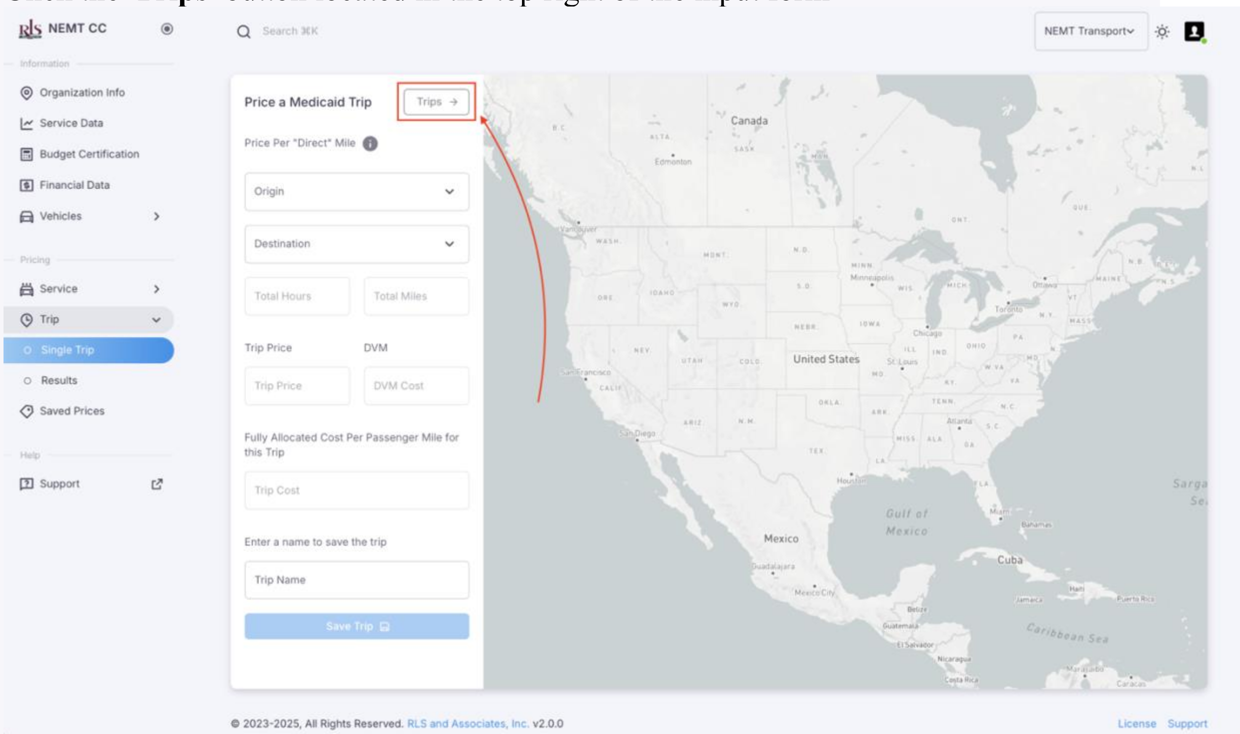
There are multiple ways that one can view a previously run trip on the NEMT CC.

- From the trip pricing screen
- By accessing
- Trip > Results from the navigation menu
- Saved Prices from the navigation menu

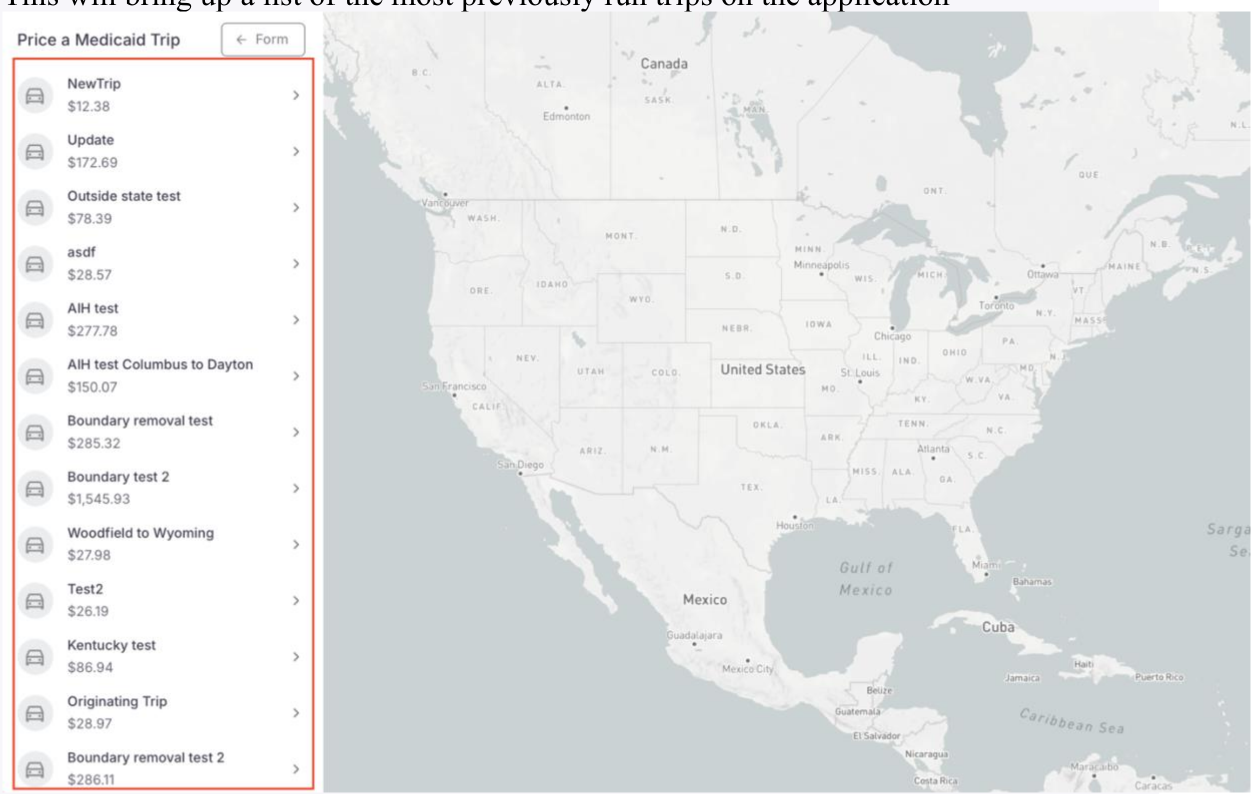
Previously run trips - Pricing Screen

Previously run trips are easily accessible from the Trip Pricing page. To view these trips, please follow the steps outlined below.

1. Click the '**Trips'** button located in the top right of the input form

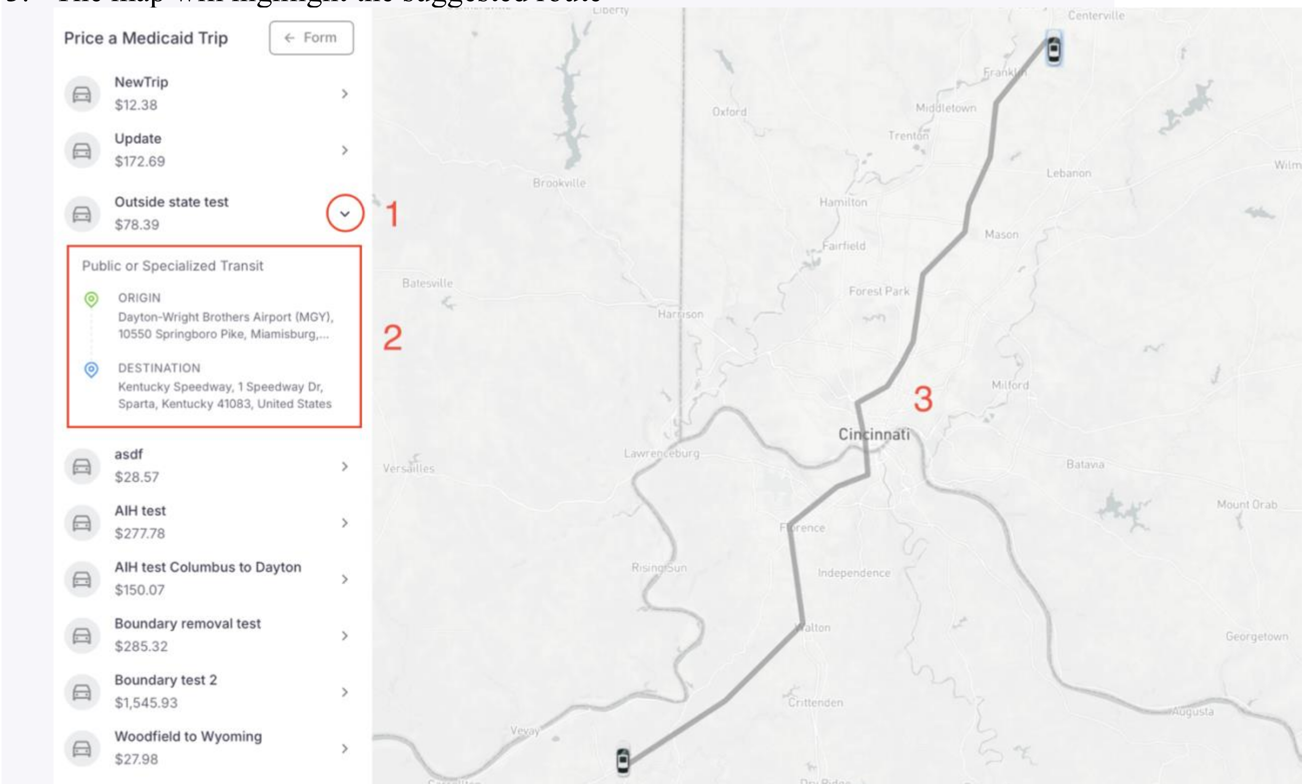


2. This will bring up a list of the most previously run trips on the application



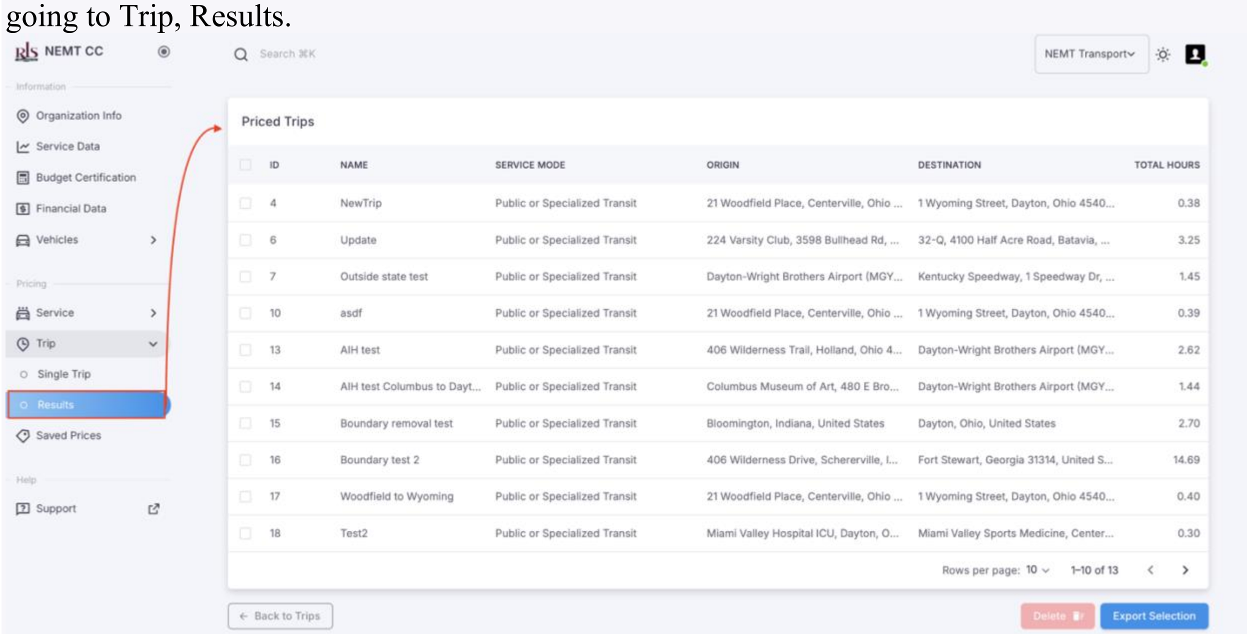
3. Click the arrow next to the trip you want to view
    1. Click the arrow next to the trip you want to view
    2. The Trip details will show, Origin to Destination

3. The map will highlight the suggested route



Previously run trips - Navigation Menu, Trip > Results

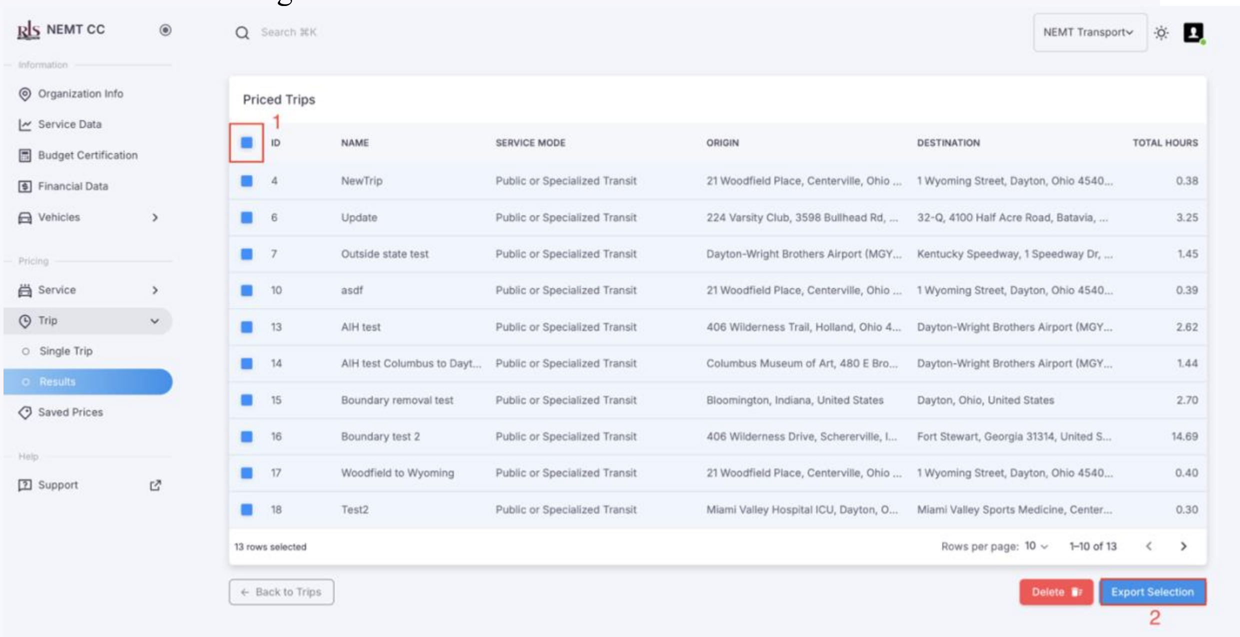
A more detailed record of previously run trips can be accessed from the navigation menu by going to Trip, Results.



Exporting Data

All previously recorded trips and individually selected trips are able to be exported from the NEMT CC application. To export data, please follow these simple steps;

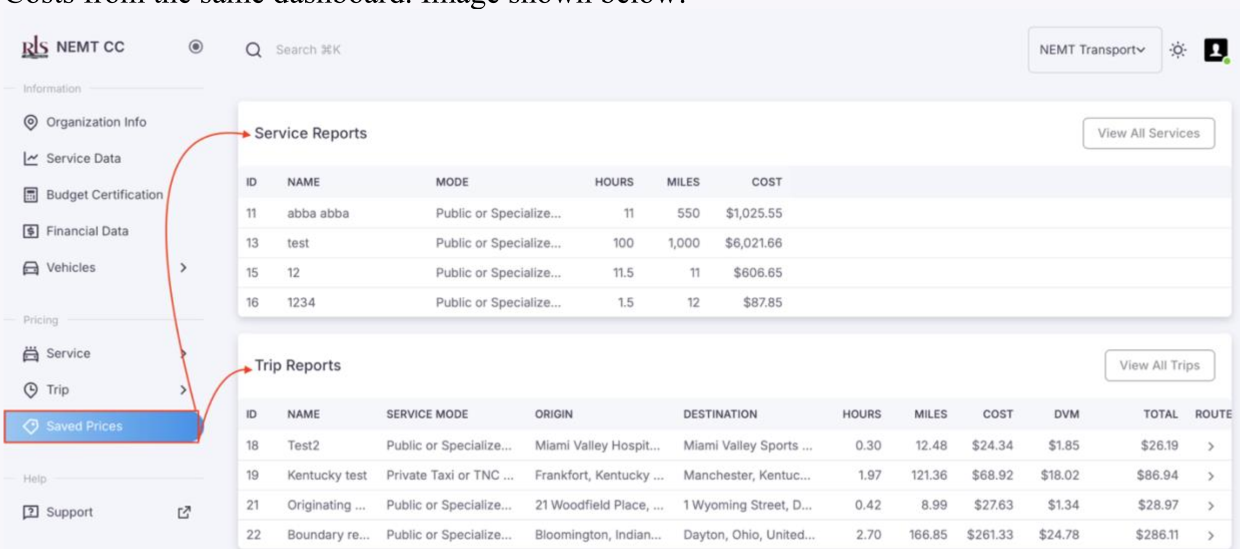
1. Select the data you want to export; to select all, click the checkbox at the top of the table field as shown in image below #1.



2. Once you have selected the records to export, click Export Selection located In the bottom right of the screen. Image above #2.

Previously run trips - Saved Prices

In the navigation menu labeled, '**Saved Prices**', users able to view both saved Service and Trip Costs from the same dashboard. Image shown below.



Quickly access the data from these records or click the button in the top right of each table to access the richer tables under each category labeled, Results in the navigation menu. Image shown below.

Service Reports

View All Services

ID	NAME	MODE	HOURS	MILES	COST
11	abba abba	Public or Specialize...	11	550	$1,025.55
13	test	Public or Specialize...	100	1,000	$6,021.66
15	12	Public or Specialize...	11.5	11	$606.65
16	1234	Public or Specialize...	1.5	12	$87.85

Importing and Exporting Data

This section will cover how to bulk Import data for;

- Events (Single and Recurring trips)
- Agencies
- Passengers

Overview

In v2.1, users have the ability to import previous run trips through the Cost Calculator in which the Fully Allocated Cost of those trips will calculate.

Import Trips

Importing previously run trips or trips that you want to see the fully allocated cost for is simple and fast; to import trips, please follow these steps outlined below.

1. Download Import CSV Template

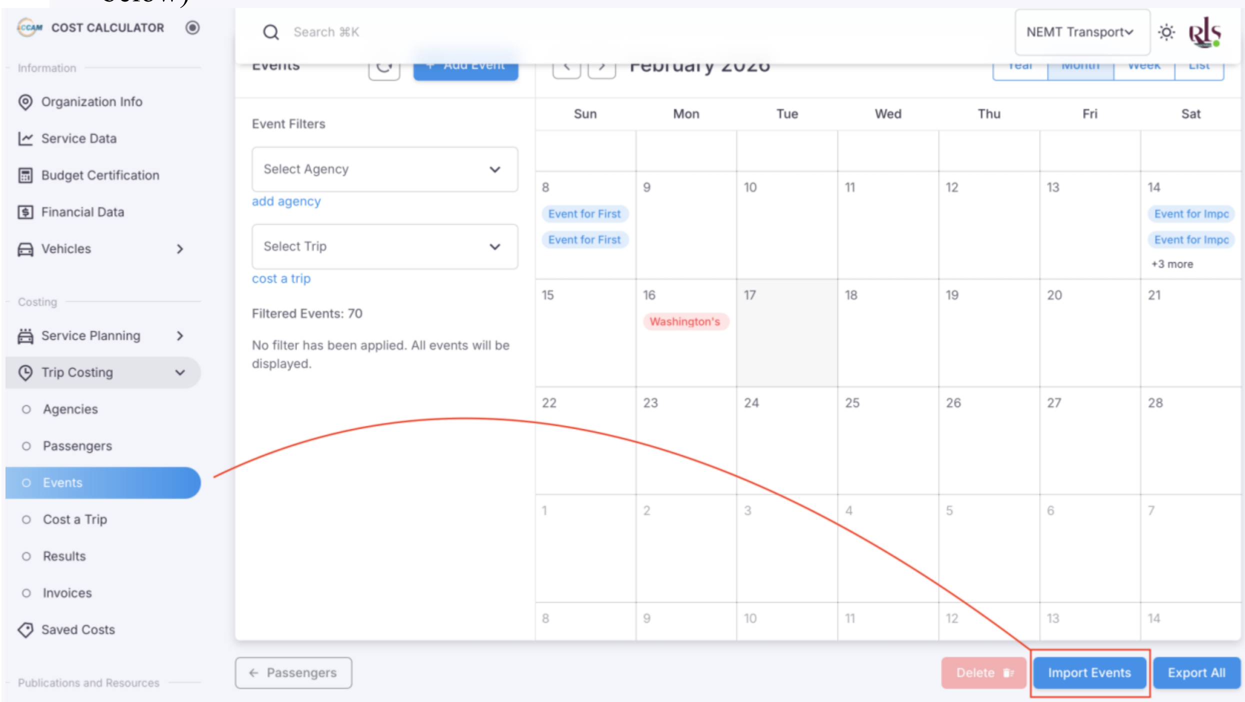
The Cost Calculator allowed format for imports is a CSV file. Please use the formatted table below to batch upload trips.

View All CSV Headers

- tripName
- customerNames
- modeName
- originAddress
- originCity
- originState
- originPostcode
- destinationAddress
- destinationCity
- destinationState
- destinationPostcode
- directHoursDuration
- directMileDistance
- tripPrice
- dmvPrice
- totalPrice
- companyName
- invoiceTo
- billingName

- eventName
- issuedDateIso
- startDateIso
- billTo

1. Go to the Events page under trip costing
2. Located at the bottom of the table, select the button labeled "Import Events" (Image below)



2. Update the template with your information

There will be five rows remaining of information that you want to keep; shown in the table below.

tripName	customerNames	modeName*	originText	destinatio
Example Trip Name	John Doe|Jane Doe	Public or Specialized Transit	8080 High Pointe Drive, Newburgh, Indiana 47630, United States	201 North 47591, Ur

Of the four remaining rows of data you only need to edit three rows.

1. tripName - Custom label to identify the trip in the system. ***It is NOT recommended*** *that the passenger's name be used for the trip to avoid possible PII being entered into the application.*

2. **customerNames** - This is the passengers name or unique identifier how you label your passengers in our system. In the example shown above, we use a numerical ID to identify the passenger; in the example of an NEMT transport provider, they may choose to use the passengers medicaid ID rather than their name.

3. *modeName - **Do not edit the data in this row.** This will not upload the data properly and you will not be able to calculate the fully allocated cost on those trips.

4. originText - The address of where the trip is originating from

5. destinationText - The address of where the trip destination is located.

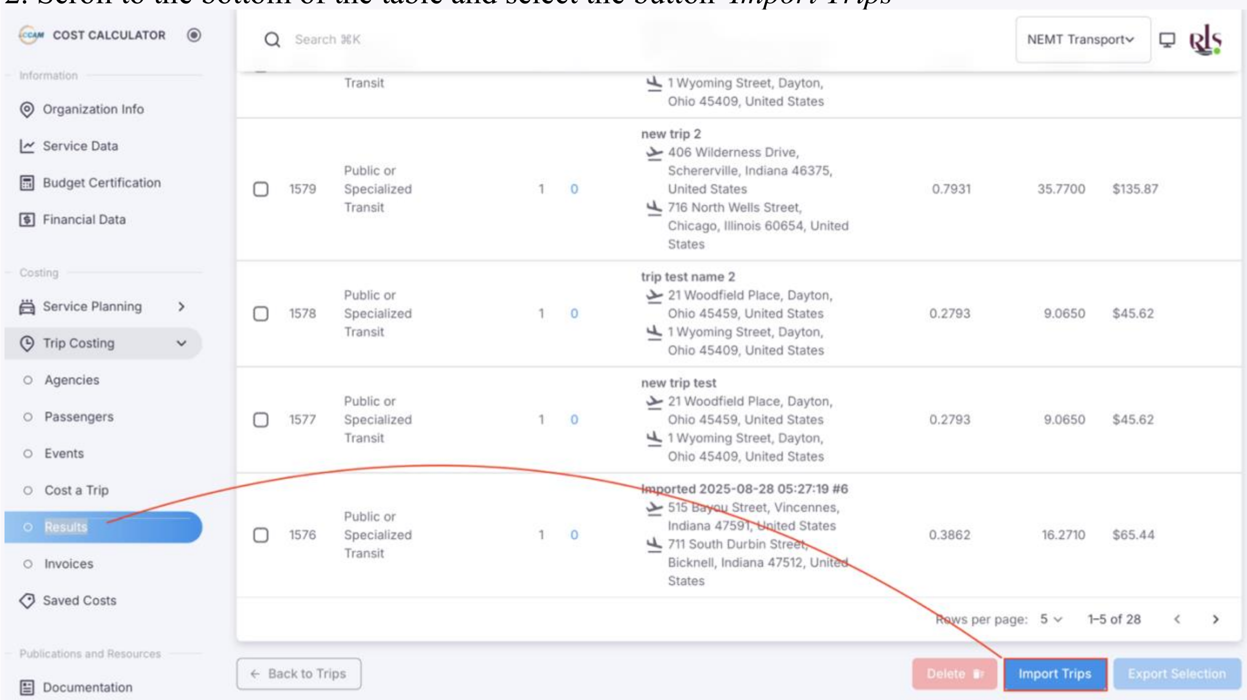
6. companyName - The agency in which this trip has been assigned

7. invoiceTo - The agency and address information that is included on an invoice
8. eventName - Custom names for the event being imported, this is separate to the main trip name
9. issuedDate - Date the invoice is to be issued
10. startDate - Date the trip for the invoice started
It is possible that the mapping system might not recognize the address and needs to be formatted in a different manner. Please see the section below, regarding uploading your files for more information on solutions to fixing this.

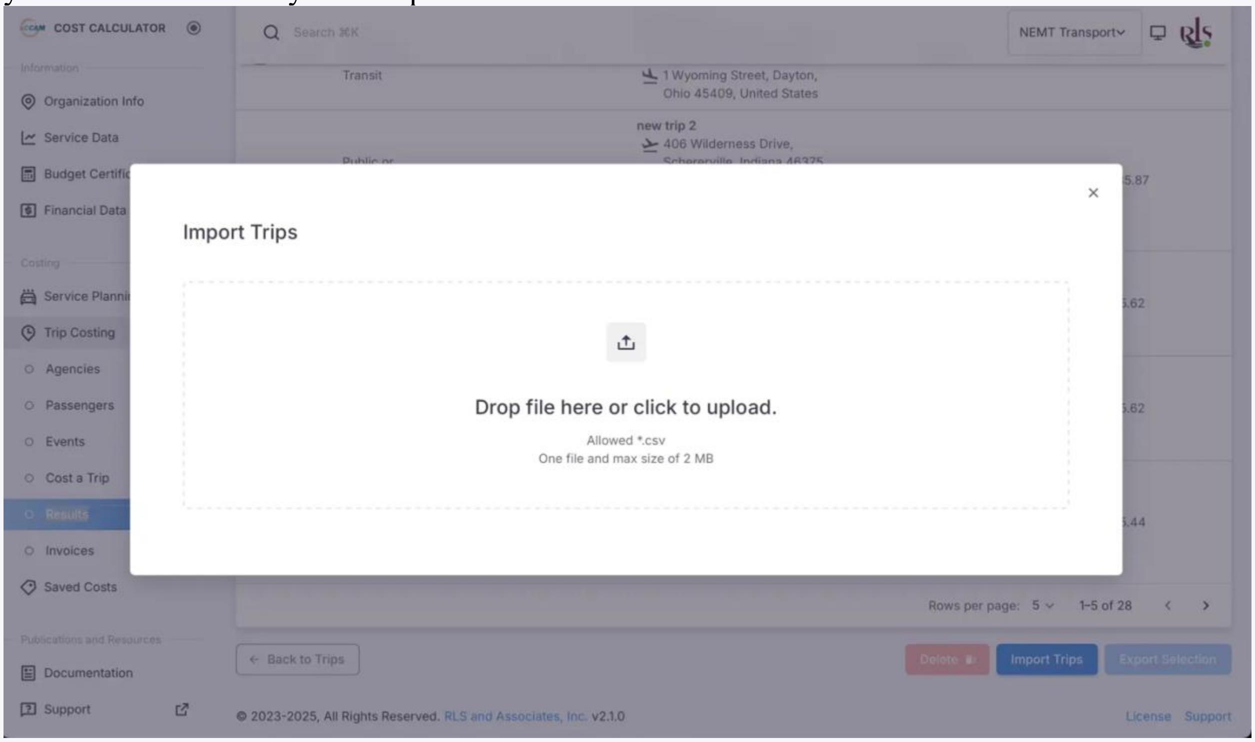
3. Upload Your File

Once you have entered the desired trip information you want to upload you will want to follow these steps.

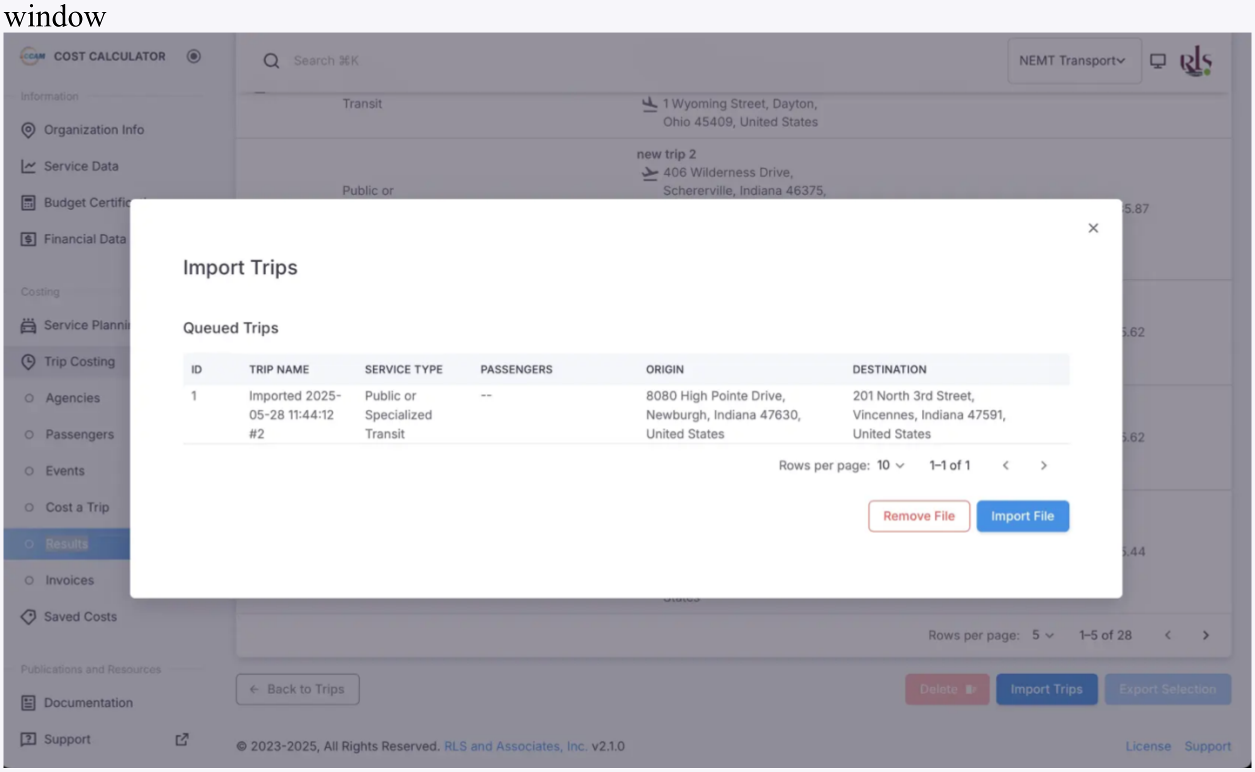
1. Return to the Trips Results screen
2. Scroll to the bottom of the table and select the button *'Import Trips'*



3. A popup window will appear and you can either drag and drop your CSV file into the box or you can select it from your computer's folder structure.

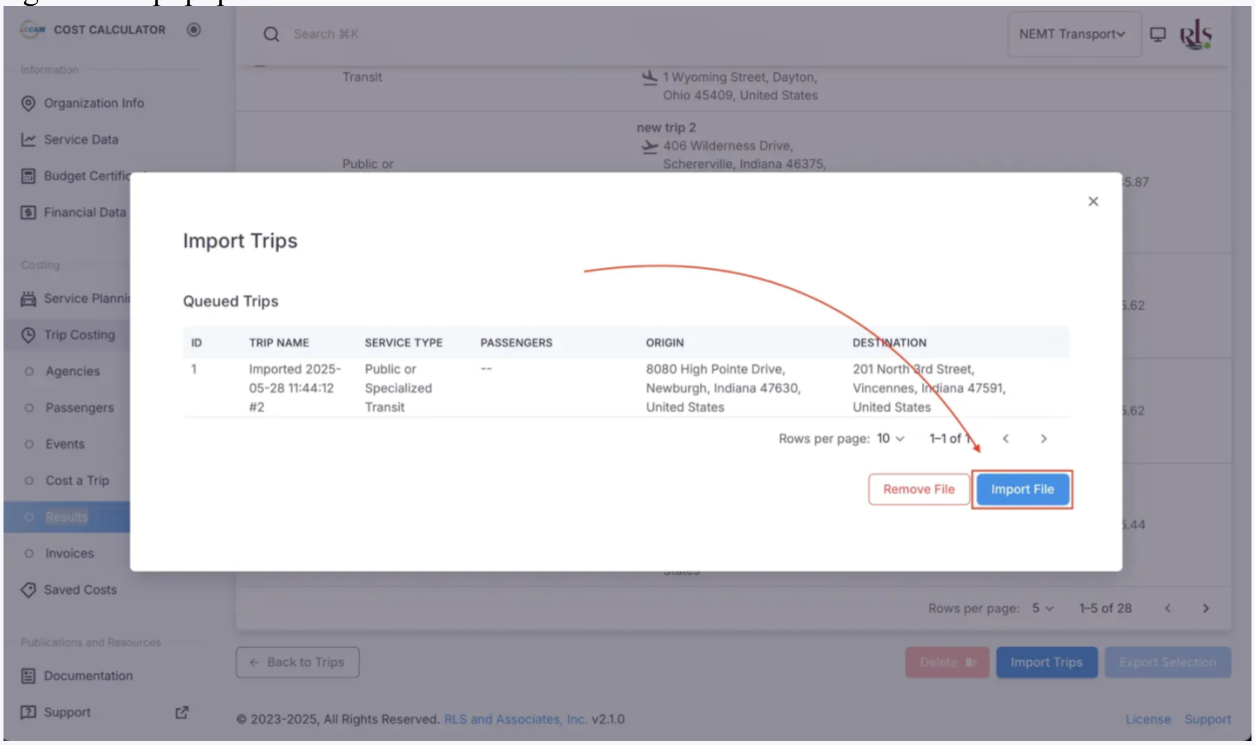


4. Once you've selected and uploaded your file, you should see your file for review in the window

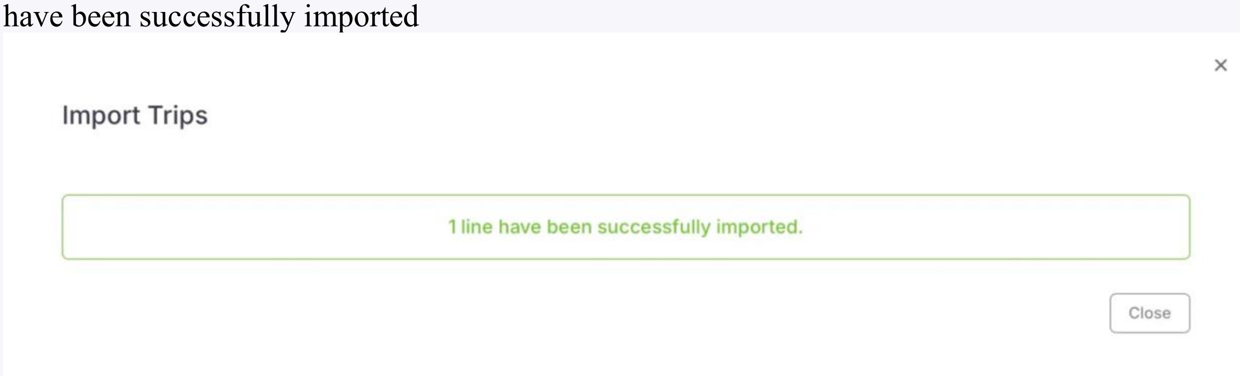


In the example image shown above, a passenger was not designated and will auto-default to the default passenger in the system.

5. If the trip data looks appropriate, select the button labeled - "Import the file" in the bottom right of the popup window

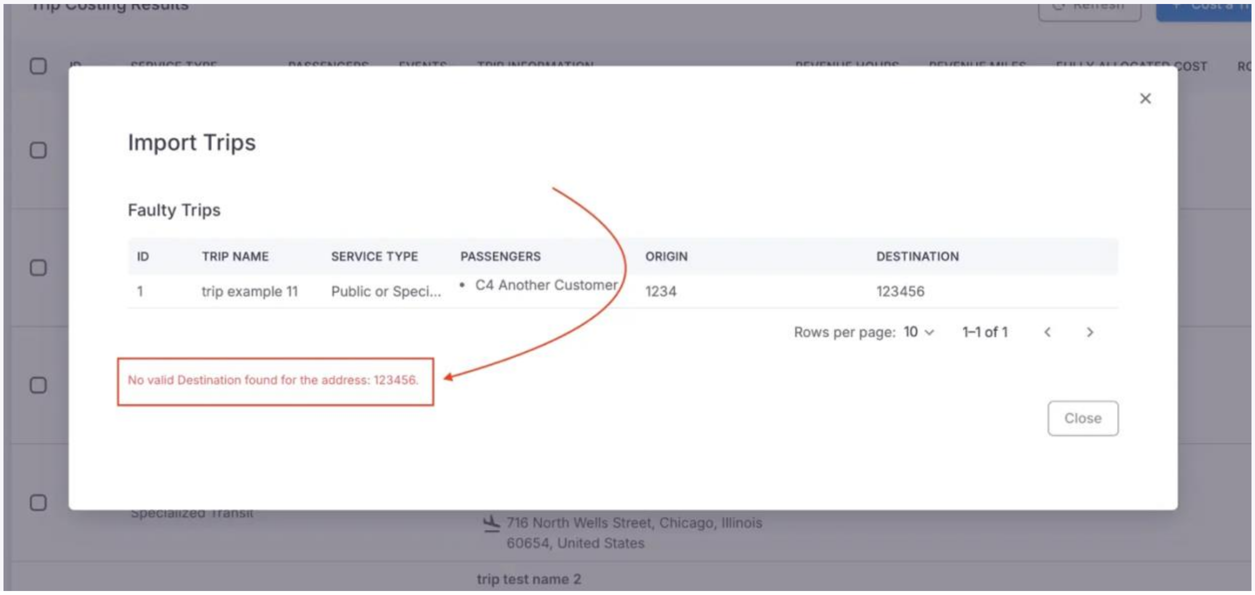


6. If your file successfully imported you will see a screen with the following message. Depending on how many trips you've run, that will be reflected in the numerical placeholder in the example below. For example, if you imported 100 trips, the resulting total will be 100 lines have been successfully imported



7. If your trips did not successfully import into the system, you will see the following image below; In the example shown, the origin and destination addresses are both improperly formatted

and need to be fixed.



Importing and Exporting Data : Exporting Trip Data

Importing and Exporting Data : Filtering Trip Data & Exporting

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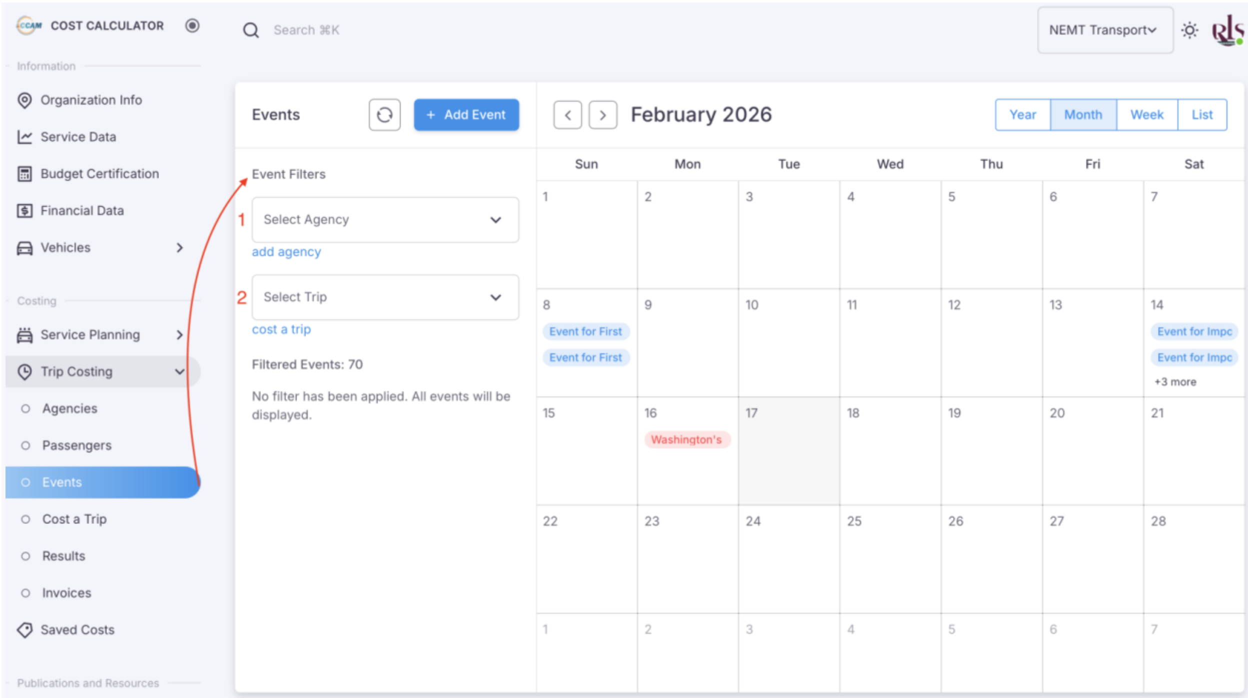
Overview

NOTE: The Events management section is currently in active development and is a ALPHA release.

Trip data can currently be filtered by three categories from the events screen;

- Agencies
- Trips
- (Coming in the next release) Passengers

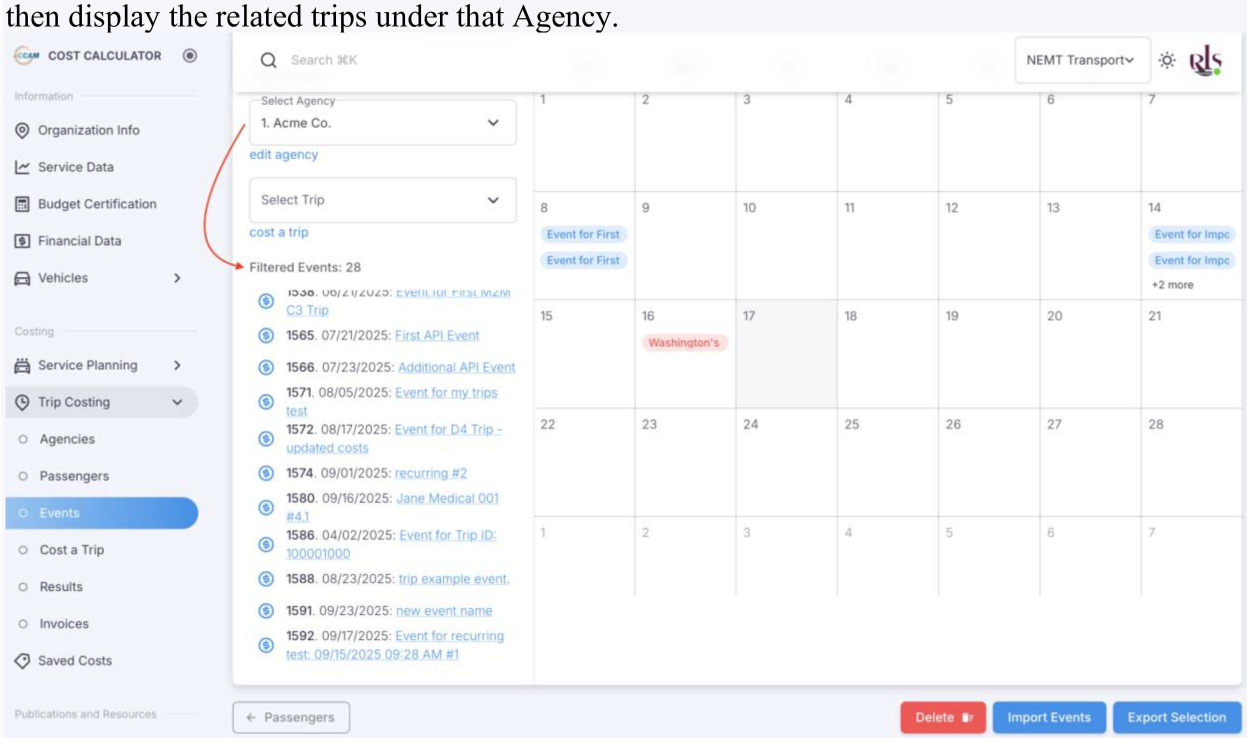


Applying Filter

As shown in the image above, you can select either Agency or Select Trip as your starting point. By selecting Agency for example; all trips related to that Agency will be filtered which can then be exported.

Filter by Agency

As shown in the image below, selecting Acme Co. will filter all events related to Acme Co. and then display the related trips under that Agency.

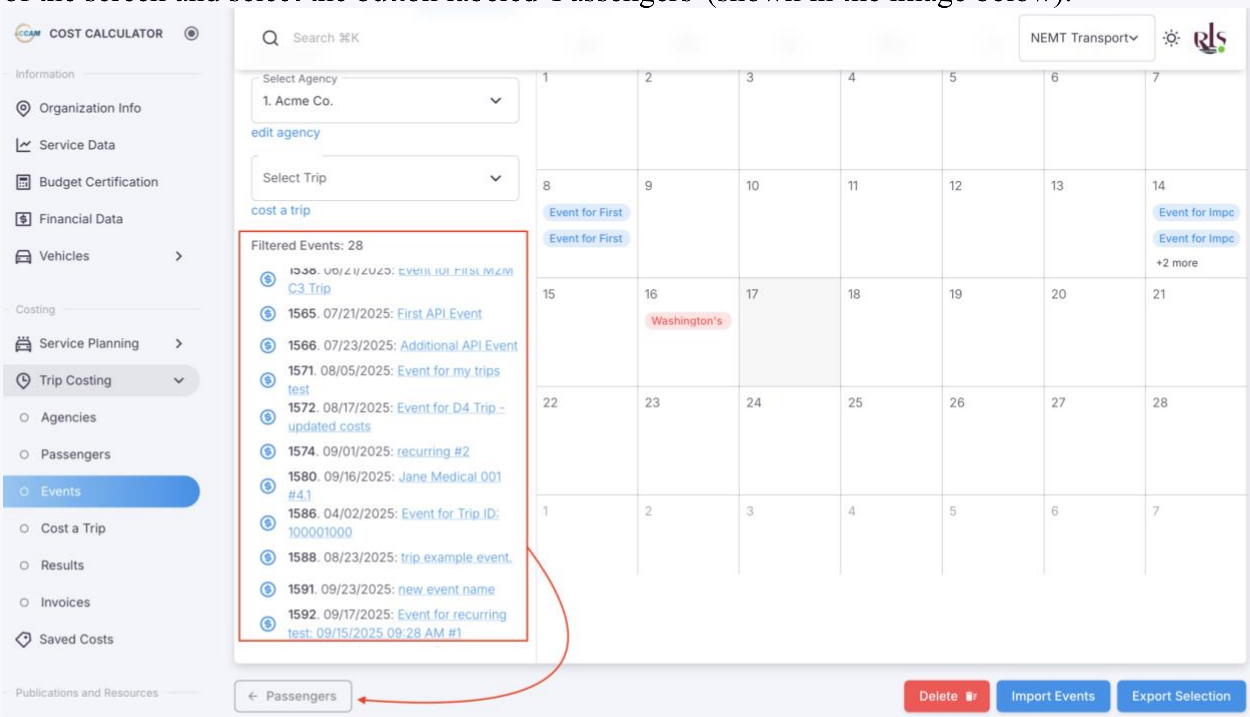


Once you have filtered the data you have a variety of options at your disposal.

- View passengers associated with trips to that Agency or Trip (Coming Soon)
- Export all trip data related to that Agency or Trip
- View and edit individual trips related to that Agency or Trip

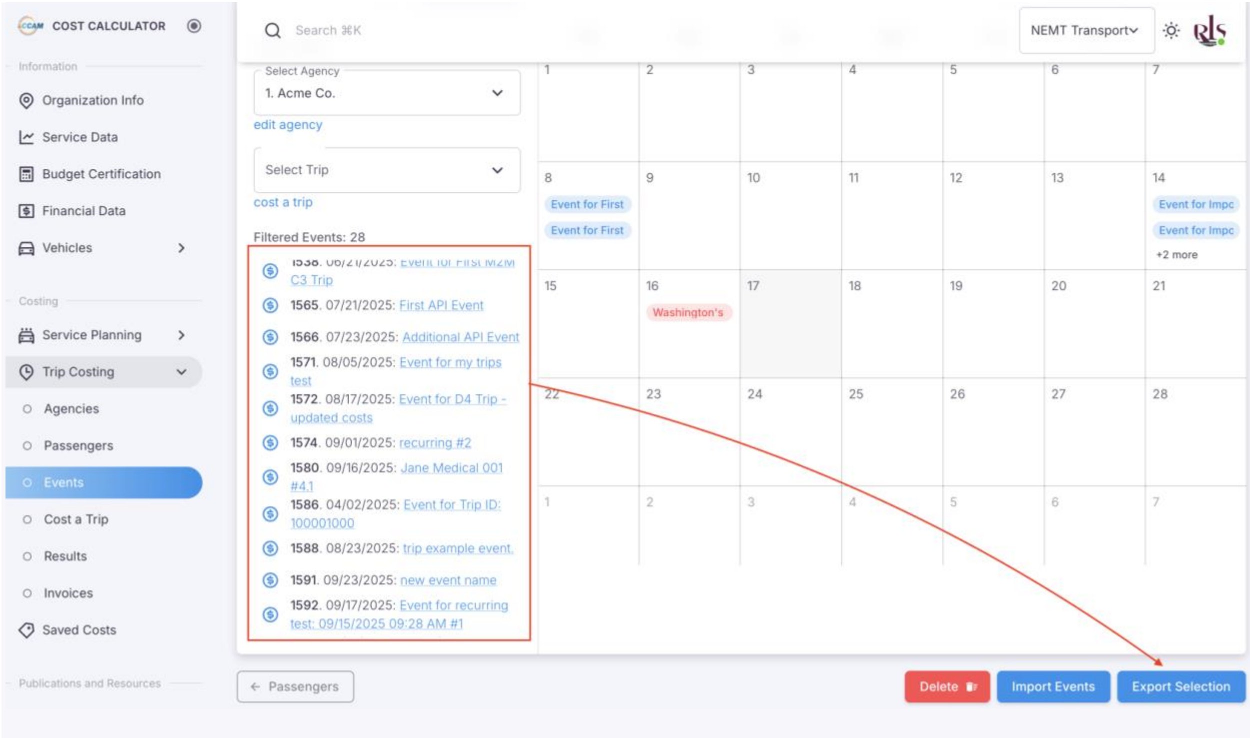
Viewing Filtered Passengers

To view the desired filtered passenger list for an Agency or Trip, simply select the desired Agency or Trip you want to view the passengers for. Once selected, simply scroll to the bottom of the screen and select the button labeled 'Passengers' (shown in the image below).



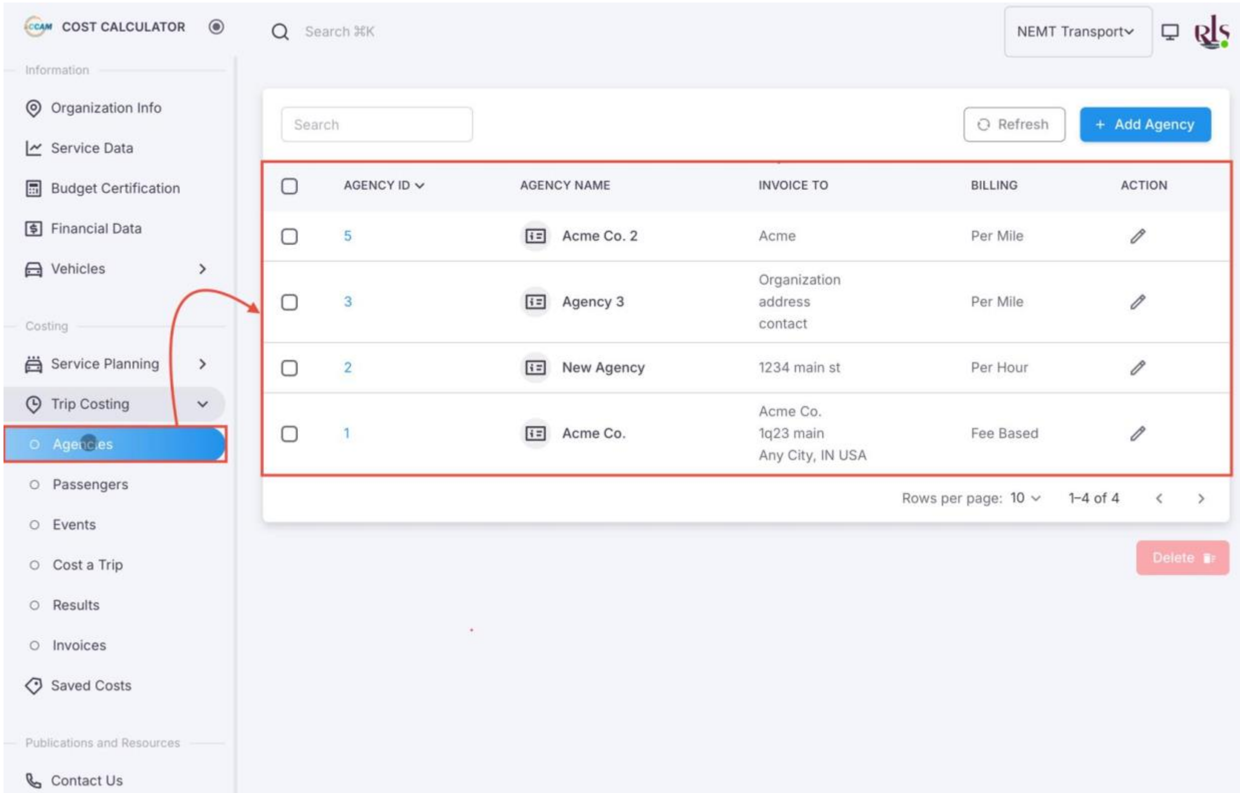
Export Agency Filtered Trips

In the Agency Filtered example used for Acme Co., you can see in the image below that there are 28 filtered events for this agency. To Export this report to CSV simply select the agency, then any specified trips for that agency and then export your filtered results by clicking the button in the bottom right corner of the screen. Please see the image below.



Agencies

The initial release of the Agencies feature on v2.1.0 allows a transportation trip to be assigned to an agency. Please note, this feature is in early development and has basic functionality but will be greatly improved over the next few updates.



Passengers

Events

While in early it's early stages of development, Events are an important part of the transportation cost calculator.

Invoices

APIs & Developing to the Platform