

July 7, 2015

To: Members of CEA Units A and B

From: Claire Spinner, Chief Financial Officer  
Terry Gist, President, Cambridge Education Association

Subject: Instructional Materials Reimbursement Information and Form

In accordance with Article 26 of the Collective Bargaining Agreement between the Cambridge School Committee and the Cambridge Education Association Units A and B, an "Instructional Materials Reimbursement Account" has been established to reimburse members for out-of-pocket expenses for classroom supplies and other instructional materials used in the course of their employment with the Cambridge Public Schools. Per the collective bargaining agreement, the reimbursement amount for Fiscal Year 2016 is a maximum of **\$400.** To qualify for reimbursement, all purchases must occur between March 1, 2015 and February 29<sup>th</sup> 2016.

#### **Eligibility**

The CEA and administration have agreed that any member of CEA Units A and B who is on the payroll as of September 30<sup>th</sup> is entitled to receive the instructional materials reimbursement. In addition, a small number (10) of additional reimbursement allotments have been reserved as a contingency for the following:

- A unit member may be on a short-term leave of absence during the beginning months of the school year, with an extended term substitute (who is not eligible by contract for reimbursement) filling in. Upon return, the unit member is eligible.
- A new teacher may be hired after September 30, in a position previously filled by an ETS, or in a grant-funded position.

These additional allocations, up to the limit of ten, will be available until January 31 of this school year.

#### **Procedure to Request the Instructional Materials Reimbursement**

1. Complete and sign the "*Instructional Materials Reimbursement Form*"
2. Attach **original** receipts for all purchases for which reimbursement is requested. Please note that there is no exception to this requirement.
3. Submit the completed form and receipts **no later than March 1, 2016** to the Financial Operations Office, 159 Thorndike Street, Cambridge MA 02141, attention Linda Branco. (Earlier submissions are strongly encouraged and will result in a quicker turnaround of your reimbursement.)

The Instructional Materials Reimbursement is paid to an employee through his/her payroll check as a non-taxable reimbursement. It is identified as "SD Instructional Materials" on regular semi-monthly payroll checks.

If you have any questions regarding this process, please contact Linda Branco via in the Financial Operations Office via email or at ext. 6445.

**FY 2016 Instructional Materials Reimbursement Form**  
**CEA Units A & B Members Only**

Purpose: Reimbursement of up to **\$400** for out-of-pocket expenses for classroom supplies and other instructional materials. By agreement with the CEA, an employee must be on the payroll as of September 30 to be eligible to receive the reimbursement. Note: furniture, non-instructional equipment/materials and professional development expenses are not eligible for reimbursement.

Submit the completed form and receipts **no later than March 1, 2016** to the Financial Operations Office, 159 Thorndike Street, Cambridge MA 02141, attention Linda Branco. (Earlier submissions are strongly encouraged and will result in a quicker turnaround of your reimbursement.) **Forms received after March 1, 2016 will not be processed.** Please submit one reimbursement form per year.

**Instructions**

1. The purchase date must be between March 1, 2015 and February 29, 2016.
2. Complete the chart below by listing each individual receipt. For each receipt, list the date, vendor name and amount. Attach additional sheets if necessary.
3. Sum the total cost of the purchases for which you have submitted receipts and put this amount in the "TOTAL" line. (Please double-check your total)
4. Attach all original receipts. Please note, there is no exception to this requirement. ALL RECEIPTS MUST BE TAPED ONTO 8 1/2 X 11 SHEETS OF PAPER. When trimming the receipts, do not cut the date of purchase off the receipt.

Date	Vendor Name	Required Receipt Attached (√)	Amount Of Receipt
<b>TOTAL</b>			<b>\$</b>

**(please print)**

Name: \_\_\_\_\_

School/Dept: \_\_\_\_\_

Date: \_\_\_\_\_