

## **MONTHLY MBTA REIMBURSEMENT FORM**

Use this form if you are eligible\* for MBTA Reimbursement, but not enrolled in the MBTA Payroll Deduction Program

To receive a **partial** reimbursement of Monthly MBTA purchases the following paperwork needs to be completed and submitted each month to the Payroll Department, 135 Berkshire Street

- Completed and Approved Monthly MBTA Reimbursement Form
- **Original** Receipt (Taped to a 8 1/2 X 11 sheet of paper)
- Copy of the corresponding CharlieTicket/Card/Pass

**Please retain a copy for your records**

**REIMBURSEMENT REQUEST FOR** \_\_\_\_\_  
*Month*

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

1. Total Purchased \_\_\_\_\_  
*(Original Receipts Attached)*

2. X 65% = \_\_\_\_\_

Total \$ Amount to be Reimbursed: \_\_\_\_\_  
Not to exceed \$265

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor/Administrator)

### **\*Who is eligible for the MBTA Pass Reimbursement Benefit?**

*All Cambridge Teacher's Association members, full or part time (Units A-E)*

*All full and part time members of Custodian, Family Liaison, Food Services, and Security Collective Bargaining Units*

*Any Non-Union, Permanent Employee who works 20 or more hours per week*