



To: Members of CEA Units A and B
From: Claire Spinner, Chief Financial Officer
Dan Monahan, President, Cambridge Education Association
Date: September 14, 2018
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 (CEA) 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 is a maximum of **\$450**. To qualify for reimbursement, all purchases must occur between March 1, 2018 and February 28th 2019.

Eligibility

The reimbursement will only be paid to members of CEA units A and B who are active employees within the Cambridge Public Schools. Members on a full year Leave of Absence (paid or unpaid) are not eligible. The reimbursement amount will be \$225 for any member who is on a partial year leave of absence of 90 or more days. The reimbursement will be \$225 for any bargaining unit member who has a hire date after the 90th day of school.

Procedure to Request the Instructional Materials Reimbursement

1. Complete, printout, and sign the "*Instructional Materials Reimbursement Form*," which is available at www.cpsd.us in the On-line Forms for Staff page.
2. Attach **original** receipts for all purchases for which reimbursement is requested to the form by taping them to an 8 ½ " X 11" sheet of paper. Please note that there is no exception to this requirement.
3. Submit the completed form and receipts **no later than March 1, 2019** 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 in the Financial Operations Office via email (lbranco@cpsd.us) or by phone 617-349-6445.

FY 2018 Instructional Materials Reimbursement Form
CEA Units A & B Members Only

Purpose: Reimbursement of up to **\$450** for out-of-pocket expenses for classroom supplies and other instructional materials. Members on a full year Leave of Absence (paid or unpaid) are not eligible. Any member who is on a partial year leave of absence of 90 or more days or who has a hire date after the 90th day of school will receive reimbursement up to \$225.

Submit the completed form and receipts **no later than March 1, 2019** 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, 2019 will not be processed.** Please submit only one reimbursement form per year.

Instructions

1. This PDF form may be completed electronically, but must be submitted on paper. You must print, attach receipts and submit a paper copy.
2. Complete the chart below by listing each individual receipt. For each receipt, list the purchase date, vendor name and amount. Attach additional sheets if necessary. Please include your name on all sheets.
3. The purchase date must be between March 1, 2018 and February 28, 2019.
4. Please double-check your total calculations!
5. 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. Please do not cut the date of purchase off the receipt.

Note: furniture, non-instructional equipment/materials and professional development expenses are not eligible for reimbursement.

Purchase Date	Vendor Name and Purchase Description	Receipt Attached (√)	Amount Of Receipt
		TOTAL	

hereby certify that the above supplies/materials were purchased for instructional purposes in the course of my employment with the Cambridge Public Schools. **Please Type or Print:**

Name: _____

School/Dept: _____

Title: _____

Date: _____