

Collective Bargaining Non-Salary Cost Data Instructions for FB 2027-29 Negotiations

Form CB-1

A Form CB-1 must be completed for each applicable cost item in accordance with the required unit of measure. Please provide FY 26 actual amounts by means of financing for bargaining unit 5 on a department-wide basis. Do not submit information by Program ID.

The Form CB-1 is composed of two sections, requiring separate reporting for: 1) included bargaining units; and 2) excluded bargaining units. The following lists all cost items that require data submission through the Form CB-1. Explanatory notes are provided where necessary.

<u>Cost Item</u>	<u>Unit of Measure</u>	<u>Notes</u>
1. Mileage	Number of miles	
2. Substitutes	Dollar amount	
3. Travel Allowance (per diem) – Intrastate, One-Day Trips	Number of days	Per diem to cover meals and sundry items per the HTA-HSTA Supplemental Agreement.
4. Travel Allowance (per diem) – Intrastate, Overnight	Number of days	Per master agreement.
5. Travel Allowance (per diem) – Out of State	Number of days	Per master agreement.

Data for cost items not requested initially will be collected at a later time, if and when those items become subjects for negotiation.