

## Natca Local Voucher



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

\* Union Officer

Voucher# \_\_\_\_\_

Purpose: \_\_\_\_\_

Check# \_\_\_\_\_

Debit Card  EFT  Travel Dates: \_\_\_\_\_

Deposit  Expense

Date	Description	Amount
<b>Total Requested:</b>		
<b>Reason:</b>		<b>Not Reimbursed:</b>
		<b>Total:</b>

**Itemized receipts must be included for expense vouchers.**

I certify the above expenses, incurred with my official NATCA duties, are correct and have not been previously submitted for reimbursement. In accordance with NATCA Standing Rule F-18, I agree to repay any reimbursed expenses if I take an FAA supervisory or management position within 12 months of attending a NATCA-sponsored function or event.

Signature: \_\_\_\_\_

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

For mileage, enter the starting and ending odometer readings. **Rate of \$0.58 is only valid for 2019**

Date:	Beginning:	Ending:	Total Miles:	Rate:	Total Expense:	To/From
				0.58	\$	
				0.58	\$	

Authorizing Signature: \_\_\_\_\_

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

Officer #1

Signature: \_\_\_\_\_

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

Officer #2

Comments:

\*Select Union Officer only if a check is written to an elected officer, this will also be tallied in box 19 of the LM-4

Digital Payment: \_\_\_\_\_