

CASH EXPENSE VOUCHER FOR NATCA MEMBERS & LOCALS [HIGHLIGHTED FIELDS REQUIRED]

5-DIGIT NATCA MEMBER # _____ PAYABLE TO: _____
 MEMBER REGION/LOCAL ID _____ PURPOSE OF EXPENSE: _____
 TRAVEL DATES: _____ VOUCHER #: _____

BUDGET FOR (REGION/DEPT/COMMITTEE)

LM2 DOCUMENTATION	Account	Description	Total
Please allocate your activity on this voucher according to the following categories to the nearest 10%. Enter zero if category not applicable. Representational (1) _____ % Political Activity (2) _____ % Contributions/Gifts (3) _____ % General Overhead (4) _____ % Union Administration (5) _____ % EQUALS: _____	5110__	Rent	
	5120__	Telecommunications	
	5130__	Utilities	
	5140__	Office Supplies	
	5150__	Printing/Photocopying	
	5190__	Repairs and Maintenance	
	5200__	Postage and Express Mail	
	5210__	Office Equipment Rental	
	5220__	Data Processing/Internet	
	5360__	Meeting Room Rental	
	6380__	Mileage	
	6390__	Parking, Taxi, Gas and Tolls	
	6410__	Transportation (Air/Rail/Bag Fee)	
	6420__	Lodging (Hotel/Motel)	
	6430__	Meals (Food and Drink)	
	6460__	Car Rental	
		Other	
		TOTAL----->	



I certify the above expenses, incurred in connection 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: _____

Please email this form along with all your itemized receipts to accounting@natca.org.

Mileage Must include odometer readings and to/from information:

Date	Begin	End	Total Miles	Rate	Total Expense	To/From
				0.725		/
				0.725		/
				0.725		/
				0.725		/

PLEASE REMEMBER TO RECORD YOUR TOTAL MILEAGE EXPENSE IN THE ABOVE "MILEAGE" COLUMN.

Comments: