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

5-DIGIT NATCA MEMBER #

MEMBER REGION/LOCAL ID

BUDGET FOR (REGION/DEPT/COMMITTEE)

PAYABLE TO: ______________________________

PURPOSE OF EXPENSE: ______________________________

TRAVEL DATES: ____________________ VOUCHER #: ____________

LM2 DOCUMENTATION

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:	0

Account	Description	Total
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--->		$0.00

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	IRS Rate	Total Expense	To/From
			0		$0.00	/
			0		$0.00	/
			0		$0.00	/
			0		$0.00	/

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

Comments:

PRINT SAVE

Effective 07/30/2026