

CASH EXPENSE VOUCHER FOR NATCA MEMBERS

| | | |
|---|-------------------------|-----------------------------------|
| NAME: _____ | NATCA MEMBER # _____ | For Accounting Department only |
| | REGION/LOCAL _____ | |
| PURPOSE OF EXPENSE: _____ (Description using 50 characters or less) | | Batch: _____ |
| DATE OF EXPENSE: _____ | | Ref: _____ |
| Region/Department/Committee: _____ | | Date: _____ |

| | | | |
|--|-----------------------|---|--------------|
| LM2 DOCUMENTATION | Account | Description | Total |
| Please allocate your activity on this voucher according to the following categories to the nearest 10% | 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/Baggage Fees) | |
| | 6420 | Lodging (Hotel/Motel) | |
| | 6430 | Meals (Food and Drink) | |
| 6460 | Car Rental | | |
| | Other | | |
| | TOTAL-----> | | |

| | |
|-----------------------------|-------------|
| Representational | _____ % |
| Political Activity | _____ % |
| Contributions, Gifts | _____ % |
| General Overhead | _____ % |
| Union Administration | _____ % |
| Equals | 100% |



Itemized receipts must be included and stapled/taped onto a separate sheet of paper!

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: _____

Authorizing Signature: _____ Date: _____

Signature: _____ Date: _____
President or Executive Vice President

Mileage *Must include odometer readings and to/from information*

| Date | Begin | End | Total Miles | Rate | Total Expense | To/From |
|------|-------|-----|-------------|------|---------------|---------|
| | | | | 0.50 | | / |
| | | | | 0.50 | | / |
| | | | | 0.50 | | / |
| | | | | 0.50 | | / |

Comments

If you have recently changed your mailing address, please update it on UnionWare; also, ensure that NATCA's Accounting Department has your correct banking information.
Please keep a copy of this voucher for your records.