

CASH EXPENSE VOUCHER FOR NATCA MEMBERS [HIGHLIGHTED FIELDS REQUIRED]

PAYABLE TO: _____
5-DIGIT NATCA MEMBER #
 PURPOSE OF EXPENSE: _____
MEMBER REGION/LOCAL
 TRAVEL DATES: _____ VOUCHER #: _____
 BUDGET FOR (REGION/DEPT/COMMITTEE)

For Accounting Department only
 Batch: _____
 Ref: _____
 Date: _____

LM 2 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:



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 ----->		

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: _____
 Budget Manager

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
				0.565		/
				0.565		/
				0.565		/
				0.565		/

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

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.