

National Air Traffic Controllers Association
Thirteenth Biennial Convention
Honolulu, HI
September 12-14, 2010

Convention Subsidy Information

The following is provided so that NATCA Locals may properly prepare and request subsidies for attendance at the 2010 Biennial Convention in Honolulu, Hawaii. For those NATCA Locals that qualify, subsidy checks are available after the Convention.

Subsidies are available to any NATCA Local in the contiguous 48 states that received dues rebates of \$3000.00 or less annually. We must deal with NATCA Locals outside the contiguous 48 states on an individual basis. Each Regional Vice President will be responsible for keeping track of Locals within his/her region that may be considered "anomalies" for the purpose of approving subsidies.

NATCA Locals who wish to apply for a convention subsidy shall send the 2010 Subsidy Application Form and the following information to Adell Humphreys at the National Office:

Copies of receipts for actual expenses incurred by the Local's primary delegate to attend the 2010 Honolulu Convention for the following expenses: transportation, including reasonable taxi or shuttle service to and from the airport and home/facility/hotel; parking at the departure airport; hotel; and meals.

Each local seeking a subsidy will be expected to allocate and expend 30% of all rebate checks received, or otherwise eligible to receive, between the previous Convention and this Convention. As an example: If a Local's rebate checks since the last Convention total \$3,600.00, the Local is expected to allocate and expend up to 30% of this amount (\$1,080.00) to attend the Convention before being subsidized to attend the Convention. If the Local in this example provides receipts subject to subsidy totaling more than \$1,080.00, the Local will be provided a subsidy equal to those expenses in excess of \$1,080.00.

Subsidies will be capped at \$180.00 for meals (including fees for attending functions) and limited to four (4) nights lodging at the NATCA Negotiated Rate plus all taxes (approximately \$842). Airfare will be reviewed on a case-by-case basis. If you drive a POV and request a subsidy for mileage, tolls, and hotel parking, you must provide an acceptable cost comparison for travel by air. Expenses may not exceed those otherwise authorized by the NATCA Expense Reimbursement Policy.

If a situation is not covered by the circumstances outlined herein, one RVP and one member of the National Finance Committee will review such situations and take appropriate action to decide the matter in question. If you have not received a subsidy or a related response within 4 weeks of submission, please contact your RVP. **To be valid, the national office must receive the application no later than March 11, 2011.**



APPLICATION FOR 2010 CONVENTION SUBSIDY

SUBMISSION INSTRUCTIONS:

1. Subsidies may be provided to any NATCA Local in the contiguous 48 states that received dues rebates of \$3000.00 or less annually.
2. NATCA Locals outside the lower 48 states will be dealt with on an individual basis.
3. You must include a copy of all receipts of actual expenses. Do not submit original receipts. A copy of the previously approved voucher and associated receipts should be sufficient.
4. If you drive and request subsidy for expenses incurred for mileage, tolls, and parking, you must provide an acceptable cost comparison for travel by air with three weeks advance notice. If no cost comparison is properly provided, a comparison will be calculated for you.
5. The use of this Form is required. Please complete all sections and ensure all required data and receipts are attached.
6. Submit your application to Adell Humphreys at:
 NATCA
 c/o Chief of Staff
 1325 Massachusetts Ave. N.W.
 Washington, DC 20005
7. Applications must be received no later than March 11, 2011 to be eligible for a subsidy.
8. Certified mail or other accountable mail is recommended; and required to substantiate declarations of "lost mail".
9. Please keep a copy of everything submitted for your records.

Local	Name of Delegate	
Transportation	Reviewed on a case by case basis	\$
Taxi/Shuttle	To/From hotel/home and airport	\$
Parking	For 4 days at departure airport	
Hotel	Capped at NATCA rate plus taxes for 4 nights	\$
Meals	Capped at \$180.00	\$
TOTAL		\$
Next two lines must be completed by the national office		
30% OF DUES REBATES		\$
AMOUNT OF SUBSIDY		\$

I certify the above expenses, incurred in connection with official NATCA duties, are correct and previously submitted to, and approved by, the Local for reimbursement.

Print Name: _____ Title: _____

Signature: _____ Date: _____

Additional Information by Local:	Comments by National Office:
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