

INSTRUCTIONS FOR FAC REPS/MEMBERS FILLING OUT A NATCA CASH EXPENSE VOUCHER

Vouchers can be found on the NWP Website, Nwp.natca.net (no www.) under “Forms Library,” then clicking “2010 Expense Voucher.”

NAME:--Would be who the check is to be made out to, you or your Facility.

VOUCHER #:--No need to fill this in, the Regional Office will put this number in.

PURPOSE OF EXPENSE:--For Example, Reg. Meeting, Lobby Week, or Convention.

DATE OF EXPENSE:--This would be the dates the expenses incurred.

REGION/DEPT./COMMITTEE:--NWP Region # is 19.

On the Left Side of the Expense Form is a box labeled “LM2 Documentation.” This is for DOL records and the total percentage should add up to 100%. Category definitions are as follows:

Representational—representing your members by being educated on Regional issues at Regional meetings and National meetings. **Political Activity**—anything associated with PAC activity, scheduling meetings with members of Congress, Lobby Week. **Contributions, Gifts & Grants**—(does not usually pertain to Non-Employees). **General Overhead**—cell phone bills being paid by the Region, etc. **Union Administration**—anything associated with preparing for special meetings with Regional staff regarding issues at your Facility or with the FAA.

The Account #'s and Description of Expenses columns are self-explanatory. If you are getting reimbursed for airfare, you would put your expense under “Transportation.” Hotel bills need to be broken down by “Parking,” “Internet,” “Meals,” if applicable.

A reminder on room costs---the Region will cover only ½ the room cost if not shared with another member.

MILEAGE:--There is a mileage fill-in at the bottom of the form. Put the date you traveled, your odometer reading--beginning and ending, and total miles. Multiply the mileage rate, which is .50 by the number of miles; enter amount under “Balance.” Fill in “To/From” (for example, SAN/Residence, etc). Add up the total “Balance” owed and put under “Mileage” under Description of Expenses.

PARKING, TAXI, GAS AND TOLLS:--For all taxi receipts, you must list the address of the origin, the destination of your trip and any other passengers. If you rent a car, NATCA will only pay for gas, not mileage.

TRANSPORTATION:--If you decide to drive versus flying, you must do an airfare comparison 14 days out from the meeting. NATCA will only reimburse mileage for driving up to the price of what an airline ticket would cost.

MEALS:--Meal reimbursement is as follows: Breakfast=\$20, Lunch=\$25, Dinner=\$50 (This does not include tax/tip.) NATCA’s policy for tipping is a maximum of 20%. All meal receipts must contain the itemized copies of what was eaten, and the names of anyone who joined you and you paid for.

TOTAL:--Add up all expenses and put the amount here.

SIGNATURE:--Sign the first line certifying the above expenses are correct.

Turn in ORIGINAL receipts ONLY (please make and keep a copy for your records). All receipts must be taped on a white 8 1/2 x 11 paper. **Send to Mickela at the Regional Office/2111 Palomar Airport Road, #325, Carlsbad, CA 92011**, for Ham’s approval. She will then send voucher off to NATCA National in DC. There is usually a 2-3 week turnaround time before getting a check. **Expenses can only be reimbursed if less than 6 months old.** Any questions please e-mail or call Mickela, (760) 208-1601 / Mickela@natca.net.