

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

10012

PAYABLE TO: Jane Smith

For Accounting
Department only

5-DIGIT NATCA MEMBER#

PURPOSE
OF EXPENSE: Travel to training conference

Batch:

ABC

MEMBER REGION/LOCAL ID

TRAVEL DATES: March 7-10, 2019

VOUCHER#: 81

Ref:

BUDGET FOR (REGION/DEPT/COMMITTEE)

Example 1: payer is one of
voucher's authorizers

Date:

LM 2 DOCUMENTATIONPlease 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)	\$358.00
6420	Lodging (Hotel/Motel)	\$441.09
6430	Meals (Food and Drink)	
6460	Car Rental	
	Other	
TOTAL		\$799.09

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: 3/15/19

Authorizing Signature:

Budget Manager

Date: 3/16/19

Signature:

President or Executive Vice President

Date: 3/16/2019

Mileage Must include odometer readings and to/from information:

Date	Begin	End	Total Miles	Rate	Total Expense	To/From
	0	0	0	0.58	\$0.00	/
	0	0	0	0.58	\$0.00	/
	0	0	0	0.58	\$0.00	/
	0	0	0	0.58	\$0.00	/

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

Comments: Please reimburse via Venmo. Username: j-smith-89

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.

PRINT

SAVE

Effective 1/1/2019

Your trip confirmation-KA DEC



American Airlines <no-reply@notify.email.aa.com>
jane.smith@gmail.com
Thursday, November 15, 2016 at 1:48 PM
[Show Details](#)



Hello Jane Smith! Issued: Nov 15, 2016

Your trip confirmation and receipt

Record locator: KA

[Manage Your Trip](#)

Your trip receipt



XX452

Jane Smith

FARE USD	\$ 298.60
TAXES AND CARRIER-IMPOSED FEES	\$ 59.40
TICKET TOTAL	\$ 358.00



HAMPTON INN BY HILTON LEAVENWORTH
405 CHOCTAW STREET
LEAVENWORTH, KS 66048
United States of America
TELEPHONE 913-680-1500 • FAX 913-680-1501
Reservations
www.hilton.com or 1 800 HILTONS

SMITH, JANE

Room No: 417/NQRU
Arrival Date: 11/13/2017 12:28:00 PM
Departure Date: 11/16/2017 7:31:00 AM
Adult/Child: 1/0
Cashier ID: BTRN
Room Rate: 125.13
AL:
HH # 446753666 BLUE
VAT #
Folio No/Che 56011 A

Confirmation Number: 1965

HAMPTON INN BY HILTON LEAVENWORTH 11/16/2017 7:31:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
3/7/2019	144735	GUEST ROOM	\$125.13
3/7/2019	144735	LODGING TAX - RM	\$10.01
3/8/2019	144872	GUEST ROOM	\$125.13
3/8/2019	144872	LODGING TAX - RM	\$10.01
3/9/2019	145024	GUEST ROOM	\$125.13
3/9/2019	145024	LODGING TAX - RM	\$10.01
3/10/2019	145089	VS *2653	(\$441.09)
3/7/2019	144735	State Taxes	\$11.89
3/8/2019	144872	State Taxes	\$11.89
3/9/2019	145024	State Taxes	\$11.89
BALANCE			\$0.00

EXPENSE REPORT SUMMARY

	11/13/2017	11/14/2017	11/15/2017	STAY TOTAL
ROOM AND TAX	\$147.03	\$147.03	\$147.03	\$441.09
DAILY TOTAL	\$147.03	\$147.03	\$147.03	\$441.09

You have earned approximately 3753 Hilton Honors points for this stay. Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 4,900 h

Hampton hotels are all over the world. Find us in Canada, Costa Rica, Ecuador, Germany, India, Mexico, Poland, Turkey, United Kingdom, and United States of America. Coming soon in Italy and Romania.

CREDIT CARD DETAIL

APPR CODE	013622	MERCHANT ID	000100682400
CARD NUMBER	VS *2653	EXP DATE	10/21
TRANSACTION ID	145089	TRANS TYPE	Sale

From: Venmo <venmo@venmo.com>

Date: Mon, Mar 18, 2018 at 10:25 AM

Subject: You paid Jane Smith \$799.09

To: <localABC@natca.net>



[You paid Jane Smith](#)

Reimburse for training conference travel costs, Voucher #81

Transfer Date and Amount:

Mar 18, 2018 PDT · private \$799.09

Like

Comment

Charged to your **bank account** ending in ####, and will appear as "VENMO" on your card's billing statement.

Payment ID: xxxxxxxx36

Invite Friends!

For any issues, including the recipient not receiving funds, please contact us at support@venmo.com or call 1-855-812-4430.

See our [disclosures](#) for more information.

This payment will be reviewed for compliance with our User Agreement and if we determine that there is a violation by either party, it may be reversed or your ability to transfer to your bank account may be restricted.

Venmo is a service of PayPal, Inc., a licensed provider of money transfer services. All money transmission is provided by PayPal, Inc. pursuant to [PayPal, Inc.'s licenses](#).

PayPal is located at
2211 North First Street, San Jose, CA 95131

For security reasons, you cannot unsubscribe from payment emails.

Paid by: Rachel Jones

Rachel Jones
Michael Williams

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[Manage Your Trip](#)

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Jane Smith

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Paid by: Mark Stern

Rachel Jones
Michael Williams