

**CASH EXPENSE VOUCHER FOR NATCA EMPLOYEES & OFFICERS** [HIGHLIGHTED FIELDS REQUIRED]

PAYABLE TO: \_\_\_\_\_

UNIONWARE MEMBER # \_\_\_\_\_

PURPOSE  
OF EXPENSE: \_\_\_\_\_BUDGET FOR  
(REGION/DEPT/COMMITTEE) \_\_\_\_\_

TRAVEL DATES: \_\_\_\_\_ VOUCHER #: \_\_\_\_\_

For Accounting  
Department only

Batch: \_\_\_\_\_

Ref: \_\_\_\_\_

Date: \_\_\_\_\_

This voucher is for the use of NATCA employees and officers only. NATCA members shall complete the cash voucher that contains functional categories.



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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

 Authorizing Signature: \_\_\_\_\_  
 Budget Manager

Date: \_\_\_\_\_

 Signature: \_\_\_\_\_  
 President or Executive Vice President

Date: \_\_\_\_\_

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

Date	Begin	End	Total Miles	Rate	Total Expense	To/From
				0.545		/
				0.545		/
				0.545		/
				0.545		/

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

Comments: \_\_\_\_\_

PLEASE KEEP A COPY OF THIS VOUCHER FOR YOUR RECORDS.