

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: _____ 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
				0.53.5		/
				0.53.5		/
				0.53.5		/
				0.53.5		/

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

Comments: _____

PLEASE KEEP A COPY OF THIS VOUCHER FOR YOUR RECORDS.