

INSTRUCTIONS FOR FILLING OUT AN NWP CASH EXPENSE VOUCHER

Vouchers can be found on the NWP Website, <http://nwp.natca.net> (no www.) under "Forms Library," then clicking "Expense Voucher for Members."

NAME—Your name or your Local's name depending on who needs to be reimbursed.

MEMBER #--Put your NATCA # (if you don't know it, contact Mickela)

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

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

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

REGION/DEPT./COMMITTEE--National or the Region will fill this in.

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

Representational — representing your members by being educated on Regional issues at Regional 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 only covers 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 (currently 0.555) 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. If you rent a car, NATCA will only pay for gas, not mileage.

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. Gas is only for rental cars as the mileage rate accounts for gas usage.

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 the cheapest 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.

Tape receipts on a white 8½ x 11 paper. The signed voucher and supporting receipts can be submitted for approval one of three ways: by scanning and emailing to Mickela@natca.net, by faxing to 760-477-6080, or by mailing to Mickela at the Regional Office - 2111 Palomar Airport Road #325, Carlsbad, CA 92011. If submitting by mail, send the original signed voucher with original receipts, but be sure to **keep a copy** for your records. If submitting by email or fax, then you must **retain the original** signed voucher and receipts. After approval at the region, the voucher will be sent to NATCA National in DC. Expect 2-3 weeks 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.