



**NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION  
LOCAL \_\_\_\_\_, AFL-CIO**

**Financial Policy**

*Introduction –*

This policy applies to all activities funded through this Local's budget. It is the responsibility of the President and Treasurer to manage the Local's funds in the best interest of its members. All officers are required to protect the union's funds from misuse.

It is the Local's policy to reimburse members for expenses incurred while performing union-related duties and/or activities.

*Purpose –*

To establish guidelines and procedures for conducting union business in accordance with the Department of Labor and NATCA rules and regulations.

Any amendments to this policy shall be made in accordance with the Local Constitution and Robert's Rules of Order.

*General –*

The local's fiscal year shall be from January 1st through December 31st.

The local's Treasurer shall maintain the business records of the local. Tax and finance related documents shall be retained for a minimum of 6 years. The records shall include the following:

- The Local Constitution
- Membership and executive board meeting minutes
- Vouchers and original receipts
- Bank Statements
- Copies of cancelled checks

- Rebate check stub
- Financial reports
- Tax records (IRS, LR forms)

All checks shall be signed by 2 officers of the Local.

Any F&E (furniture & equipment) purchase in excess of \$ \_\_\_\_\_ must be approved in advance by a majority vote of the local's officers.

The treasurer shall maintain a current inventory asset list of the Local's property.

The Treasurer shall prepare and file the Local's LM forms in a timely manner with the DoL and ensure that the Local files properly with the IRS via the IRS Form 990EZ or 990N. The President of the local is responsible for ensuring the forms are correct prior to signing.

A copy of the tax forms shall be sent to the Regional Administrator as proof of compliance.

#### *Budget –*

The Treasurer shall submit a budget by \_\_\_\_\_ of each year to the executive board for review and approval.

The total budget for expenditures shall not exceed the projected Local's income for the year. Funds not expended shall be transferred to the next quarter's budget or allocated to the reserve fund – approval for use of reserve funds requires a majority vote of the executive board.

#### *Vouchers –*

All requests for reimbursement shall be submitted through the Local's voucher form. Vouchers that are not filled out properly shall be returned unpaid. The Treasurer shall generate a tracking number for each voucher.

Vouchers must include original receipts. Itemized receipts for all meal expenses should be submitted if an itemized receipt is provided or available. Receipts must have name and address of establishment, date, and amount of expense.

Requests for reimbursement must be made within \_\_\_\_ days (not to exceed 180) of the date of the expense. Requests made after this time are no longer considered legitimate expenses of the Union and will not be processed for payment.

Use of Local credit/debit card for other than Union business is not authorized.

## *Travel & Meals –*

The President or Vice President may grant authorization for travel. Members conducting official union business beyond the local commuting area shall be considered in a travel status.

Airline Tickets: When purchasing airline tickets individuals should strive for the lowest rate in economy class. NATCA requires the use of only non-refundable tickets. Travelers may take advantage of upgrades, provided that they are at no additional cost to the union.

Rental Car: All rental cars must be approved in advance by the executive board. All rentals must be mid-size or smaller. Full size or larger require justification for approval. Travelers may take advantage of upgrades, provided that they are at no additional cost to the union.

Taxis: Receipts must have the “to” and “from” location, the number of passengers, and the purpose of the trip.

Mileage: All mileage in personal vehicles must be documented with odometer readings. The Local will reimburse at the current maximum rate approved by the IRS. The mileage rate includes fuels costs. If an individual chooses to drive between cities instead of flying, the total reimbursed transportation costs cannot exceed the costs that would have been incurred if the traveler had traveled by air. Travelers electing to drive should submit a cost comparison and claim the lower of actual or comparable costs.

Hotel: Individuals should attempt to stay in the lowest priced business-class hotel within a reasonable distance from their travel destination. Individuals should also make a concerted effort to stay at Union hotels when such hotels are available in the immediate area.

NATCA will reimburse reasonable cost of meals. Maximum amounts (before tax and tips) for reimbursement are as follows:

Breakfast: \$\_\_\_ (not to exceed \$20)

Lunch: \$\_\_\_ (not to exceed \$25)

Dinner: \$\_\_\_ (not to exceed \$50)

Alcohol shall be restricted to one drink per person per meal. Alcohol-only expenses will not be reimbursed.

If an individual is paying for the meals of others, the names and titles of those individuals must be noted on the receipt as well as the business purpose of the meal.

Meal expenses that are inappropriate, in excess of the amounts listed above, or include tips over 20% (unless for parties of six or more, in which case the dining establishment’s customary and reasonable tipping practices may be followed) or lacking proper documentation will be disallowed.

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President

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Vice President