

National Air Traffic Controllers Association



**Expense
Reimbursement
Policy**

January 2017



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Expense Reimbursement Policy**

Introduction

The NATCA Expense Reimbursement Policy (hereinafter “Policy”) applies to all activities funded through NATCA’s national budget, which includes the National Office, Regions, and Committees. NATCA Locals may choose to adopt this Policy through their local processes.

It is NATCA’s policy to reimburse employees and members (hereafter, “individuals”) for expenses incurred while performing their duties. While it is NATCA’s desire to reimburse individuals for legitimate business expenses, NATCA’s officers are required to protect the Union’s funds from misuse. The Labor-Management Reporting and Disclosure Act of 1959 (LMRDA) states:

“The officers, agents, shop stewards and representatives of a labor organization occupy positions of trust in relation to such organization and its members as a group. It is the duty of each person, taking into account the special problems and functions of a labor organization, to hold its money and property solely for the benefit of the organization and its members and to manage, invest and expend the same in accordance with its constitution and bylaws and any resolutions of the governing bodies adopted thereunder.”

Each individual who submits a voucher is responsible under the LMRDA, as he or she is acting as an officer, agent, or representative of the Union in incurring, authorizing, and/or approving the expense. The LMRDA is clear in this regard, and failure to maintain this standard is subject to civil and criminal penalties.

This Policy is adopted and amended by the NATCA National Executive Board, consistent with its constitutional duty. Any exceptions to this Policy must be preauthorized by the NATCA President, Executive Vice President, or the Regional Vice President (for expenses incurred against their respective Regional budgets).

Electronic Vouchering Through Concur

The Concur Travel and Expense system (“Concur”) must be used to electronically voucher all travel and expense transactions for NATCA-issued credit cards. In addition, any individual with a Concur profile must use Concur to electronically submit any out-of-pocket expenses for reimbursement. Concur can be accessed by logging into www.concursolutions.com. Please contact the NATCA Accounting Department if you require a login ID and password for Concur.



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All electronically vouchered expenses submitted via Concur must be bundled. Accordingly, individuals submitting expense reports via Concur should only submit one expense report per American Express reporting period. Any out-of-pocket expenses incurred during that period should also be included in your expense report. Individuals who do not have NATCA-issued American Express credit cards and submit out-of-pocket expenses only are still required to bundle electronically vouchered expenses and submit one Concur expense report per American Express reporting period. Individuals may be required to submit more than one Concur expense report for a particular American Express reporting period if approval by more than one budget manager is required; otherwise, Concur users should submit no more than one expense report per month.

The American Express reporting period typically runs from the 23rd of each month to the 22nd of the following month (for example: the January reporting period runs from December 23rd to January 22nd). All expenses incurred during the reporting period must be electronically vouchered by the first day of the month following the close of the reporting period (for example: (1) expenses incurred on December 4th must be vouchered by January 1st; and (2) expenses incurred on December 27th must be vouchered by February 1st). Within these deadlines, the above-described bundling of charges must be adhered to.

In accordance with Standing Rule F-20, requests for reimbursement submitted more than 180 days after the date of the expense are considered untimely expenses of the Association and will not be processed for payment. However, there may be occasions when requests for reimbursement cannot be made within the 180-day time frame. Any member seeking reimbursement beyond 180 days shall be allowed to make a written request to the National Executive Board for approval. All such requests shall be through the office of the Executive Vice President and must include written justification for the delay, and approval of such requests shall be made on a case-by-case basis.

Receipts

Itemized receipts for all expenses, including meals, should be submitted if an itemized receipt is provided or available. An itemized receipt is defined as a receipt that accounts for all items, food, drink, and/or services purchased.

Individuals who submit receipts via Concur, which is an electronic records storage system for original receipts, are not required to keep original receipts once submitted via Concur. Individuals who submit original receipts via mail or in person are encouraged to keep copies of their receipts until reimbursement has been made and the National Office will maintain storage



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of the original receipts. Individuals who submit copies of their receipts via email, facsimile, or other method are required to keep original receipts in their personal possession for five (5) years.

Meals

For individuals conducting official Union business, NATCA will reimburse the reasonable cost of meals if proper receipts are submitted. The maximum reimbursable amount (before tax and tip) per meal is as follows:

Breakfast:	\$25 per person
Lunch:	\$30 per person
Dinner:	\$60 per person

If the expense includes guests not affiliated with NATCA, the maximum reimbursable amount may be reasonably exceeded with the approval of the President or Executive Vice President. Members of the National Executive Board may exceed the above-listed amounts at their discretion; in the case of Regional Vice Presidents, these expenses shall be charged to their Region's budget.

If an individual is paying for the meals of others, the names and titles of those individuals must be noted with the submission for reimbursement. In addition, the following information must be listed on the receipt:

- Date of expense;
- Business purpose of meal (this must be specific – merely stating “meeting” is too vague); and
- Name and address of dining establishment.

Meal expenses that are inappropriate, excessive (including tips over 20%, except 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. The Department of Labor requires receipts for all Union expenses, regardless of the dollar amount.

IMPORTANT: Individuals who exceed the established reimbursable amount for a particular meal must cover the excess charges out of their personal funds. It is not appropriate or acceptable for receipts and/or expense vouchers to be altered or falsified to reflect the presence of individuals at a meal who did not, in fact, participate in the meal. Any and all attempts to raise the maximum total reimbursable amount for a meal by adding names of individuals who did not participate in a meal to a receipt and/or expense



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voucher constitute a breach of the fiduciary duty imposed on union officers, representatives, and agents by Section 501(a) of the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA), 29 U.S.C. §501(a), and a criminal violation of the prohibition on converting union funds to personal use imposed on union officers and employees by Section 501(c) of the LMRDA, 29 U.S.C. §501(c). To ensure compliance with applicable law, NATCA will consider any alteration or falsification of meal receipts and/or expense vouchers as acts subject to the strongest disciplinary action available to the Union.

Transportation and Lodging

Air Travel: Individuals purchasing airline tickets for official Union business should attempt to purchase the lowest rate available in economy class. When feasible, tickets should be purchased at least seven (7) days in advance of travel to receive early purchase discounts. Individuals are required to purchase non-refundable tickets. If travel plans change, these tickets generally can be exchanged for alternative dates and routes for a period of up to one (1) year from the date of issuance for a fee.

Proof of purchase (i.e., the original passenger ticket receipt) must be submitted for reimbursement. The purpose of travel must be indicated, along with an explanation of the official Union business being conducted. NATCA will not reimburse the cost of business or first-class airfare. Travelers may take advantage of upgrades, provided that such upgrades are at no cost to NATCA.

Rental Cars: Rental cars may be used in conducting official Union business as long as such rentals are necessary and approved in advance by the appropriate authorizing official. All rental cars must be mid-size or smaller. However, full size, luxury cars, and/or vans may be approved with proper justification. Travelers may take advantage of upgrades, provided that such upgrades are at no cost to NATCA. Travelers who elect a higher category of vehicle may do so at their own expense. In these cases, the traveler should submit documentation of comparable cost for a mid-size or smaller vehicle and request reimbursement for the lower of the two costs.

Individuals renting a car for union business should purchase the insurance coverage provided by the rental service through the rental agreement and NATCA will reimburse the individual for such coverage. Any violations incurred while utilizing a rental car are the responsibility of the driver. NATCA will not pay for any tickets, fines, or towing charges.

Taxis: Taxi fares incurred in the conduct of official Union business will be reimbursed upon submission of receipts. Receipts must have the “to” and “from” locations, the number and names of passengers, and the purpose of the trip (for example, “meeting at the FAA with (name)



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(title)"). Extraordinary circumstances that result in a fare increase must be documented (for example, snow emergency fare, excess baggage charges, rush hour fares and/or extra passengers) to support the charge. Incomplete taxi receipts will not be processed for reimbursement.

Mileage: All personal vehicle mileage incurred in the conduct of official Union business must be documented with odometer readings, along with an explanation (starting point, destination, and purpose of the trip). NATCA will reimburse for mileage at the current maximum rate approved by the Internal Revenue Service ("IRS"). The mileage rate includes fuel costs; therefore, gas will **not** be reimbursed when mileage is claimed. If an individual chooses to drive between cities instead of flying, the total reimbursed transportation costs (mileage, tolls, parking, etc.) cannot exceed the costs that would have been incurred if the individual had traveled by air. Individuals electing to drive must submit a cost comparison and claim the lower of the two costs.

Hotels: Individuals should attempt to stay in the lowest priced business-class hotel within a reasonable distance from their travel destination. In accordance with Standing Rule G-3, individuals should also make a concerted effort to stay at Union hotels when such hotels are available in the immediate area.

Frequent Flyer/Hotel Loyalty Programs: NATCA shall permit the accumulation of frequent flyer mileage and/or hotel loyalty points by individuals for use at their discretion. The policies outlined herein are designed to ensure that NATCA does not incur extra expenses for the purpose of an individual accumulating frequent flyer miles and/or hotel loyalty points. The redemption of frequent flyer mileage and/or hotel loyalty points to purchase tickets or upgrades for use on NATCA business will not be treated as cash and, therefore, will not be reimbursed. Each individual is solely responsible for paying any applicable taxes and fees in connection with the accumulation and usage of frequent flyer mileage and/or hotel loyalty points or incentives.

NATCA Credit Card Usage

All individuals in possession of a NATCA credit card should thoroughly read and understand the following rules governing usage of the credit card:

- Use of the NATCA credit card is authorized only for Union-related expenses while conducting official Union business. The NATCA credit card shall not be used for personal use and such use will be considered an abuse of the card.
- The NATCA credit card shall be used in compliance with all applicable policies, procedures, and regulations including, but not limited to, this Policy, the NATCA Credit Card Holder Agreement, the NATCA National Constitution, and the LMRDA.



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- In accord with the NATCA Credit Card Holder Agreement, any violation resulting from the abuse or misuse of the NATCA credit card will be timely investigated and may result in disciplinary action being taken. If a violation is found to have occurred, NATCA reserves the right, at a minimum, to take the following action:
 - 1st Offense – Revocation of the NATCA credit card for 90 days;
 - 2nd Offense – Revocation of the NATCA credit card for 180 days;
 - 3rd Offense – Permanent loss of NATCA credit card privileges. Cardholder may appeal to the NATCA Executive Vice President the permanent loss of credit card privileges one year from the date of losing such privileges.

Calculation of Exchanges Rates for Reimbursement

For any individual traveling to a foreign country for official Union business, foreign currency expenses must be converted to U.S. Dollars using the currency converter found at www.oanda.com (or other site, as determined by NATCA) for the actual date the charge is incurred. If exchanging American currency for the currency of the destination country, individuals should not exchange more than they expect to spend.

Reimbursement Resulting from Movement to a Non-Unit Position

In accordance with Standing Rule F-18, any NATCA member who accepts or voluntarily commences a temporary or permanent non-bargaining unit position with the FAA within twelve months of attending any NATCA-sponsored National or Regional training session, meeting, or other function for which the costs of the member's attendance were paid and/or reimbursed by NATCA will be required to repay the full amount of all travel and other expenditures directly attributable to the member's attendance at the NATCA-sponsored event.

Unauthorized Expenses

Expenditures for the following items will **not** be reimbursed by NATCA. Any exceptions to this Policy must be preauthorized by the NATCA President, Executive Vice President, or the Regional Vice President (for expenses incurred against their respective Regional budgets):

- Movies purchased during hotel stays
- Laundry (except in cases where travel exceeds seven days)
- Health clubs/spa facilities
- Alcohol-only expenses or more than one drink per meal, per person
- Insurance costs for personal vehicle



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- Maintenance or repair costs for personal vehicle
- Fines for traffic or parking violations
- Car washes
- Theft of personal property, including articles stolen from a personal vehicle or rental car
- Charitable or political contributions
- Any estimated or unexplained expenses
- ATM fees

Boots on the Ground

Members in the NATCA “Boots on the Ground” Program, assigned to an area other than the local commuting area in which they reside and for a period of more than 30 consecutive calendar days, will receive per diem in lieu of meals and incidental expenses. Per diem shall be paid in accordance with the U.S. General Services Administration (GSA) rates for the locality to which the member is assigned. Members are responsible for submitting expense vouchers for per diem; however no receipts are required.

NATCA Meetings by Representatives as Determined by ATC Facility

For any group using funds from local treasuries for recurring meetings (for example, the EnRoute, TRACON FACREP Group (TFG), or the CORE30 airports), each group shall designate a Chairperson and adopt a charter and provide it to the NATCA National Office via the Executive Vice President. The group will hold all funds for their meetings at the NATCA National Office in an account designated for the group. At each meeting, the group will collect each local’s contribution for expenses. Once **all** checks are collected, they shall be forwarded to the Accounting Department at the NATCA National Office. Meeting expenses should either be sent to the Comptroller or Deputy Comptroller of NATCA so that they might be paid prior to or immediately after the meeting (whichever is appropriate), or they can be expensed through Concur in accordance with this Policy.



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**NATCA CREDIT CARD
CARDHOLDER AGREEMENT**

Please thoroughly read the following rules governing your usage of the NATCA Credit Card.

1. I hereby acknowledge that I have been issued and am in possession of a NATCA Credit Card.
2. I understand that use of my NATCA Credit Card is authorized only for Union related-expenses while conducting official Union business. Further, I understand that my NATCA Credit Card shall not be used for personal use and that such use will be considered an abuse of the card.
3. I agree to use my NATCA Credit Card in compliance with all applicable policies, procedures, and regulations including, but not limited to, the NATCA Expense Reimbursement Policy, the NATCA National Constitution, and the Labor-Management Reporting and Disclosure Act of 1959.
4. I understand that any violation of this Agreement resulting from the abuse or misuse of my NATCA Credit Card will be timely investigated and may result in disciplinary action being taken. I acknowledge that if a violation is found to have occurred, NATCA reserves the right, at a minimum, to take the following action:
 - 1st Offense – Revocation of the NATCA Credit Card for 90 days;
 - 2nd Offense – Revocation of the NATCA Credit Card for 180 days;
 - 3rd Offense – Permanent loss of NATCA Credit Card privileges. Cardholder may appeal to the NATCA Executive Vice President the permanent loss of credit card privileges one year from the date of losing such privileges.

I acknowledge that I have read and understand the above-stated terms and conditions for using the NATCA Credit Card and I agree to abide by them.

Signature

Date

Printed Name



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NATCA Cost Centers

Code	Identifier	Description	Code	Identifier	Description
10	NNH	National Headquarters	45		NTSB Representation
11	NAL	Alaskan Region	48		Scholarship
12	NCE	Central Region	49	NIW	NATCA in Washington
13	NEA	Eastern Region	50	NLC	National Legislative Committee
14	NGL	Great Lakes Region	51	NSC	National Safety Committee
15	NNE	New England Region	52		Information Technology
16	NNM	Northwest Mountain Region	53		IT Committee
17	NSO	Southern Region	54		Outreach Expenses
18	NSW	Southwest Region	55	OSHA	OSHA Committee
19	NWP	Western Pacific Region	56		Benefits to Members
20	NST	Safety & Technology Department	57		Advocacy Project
21	NLE	Political & Legislative	58	OWCP	OWCP Committee
22	NPR	Communications Department	59	ASI	Air Safety Committee
23	NLR	Negotiations	61		Boots on the Ground
24	NLR	Arbitrations	64	NBC	NATCA Benefits Committee
25	NME	Membership & Marketing Dept.	65	CFS	Communicating for Safety
26	NTR	NATCA Realignment	66	NOC	Organizing Committee
30	NFC	National Finance Committee	67		GRT Workgroup
31	NCC	National Constitution Committee	68	RNAV	Retired NATCA Active Volunteers
32	NEN	Region X National Engineers	69		Professional Standards
33	NTC	Trial Committee	70		Drug/Alcohol Committee
34	NEP	Environmental Protection	71		Airspace Committee
35	NLE	Legal Research	72	NCF	NATCA Charitable Foundation
36		Affiliation Fees	73		NCF-NATCA
37		Local Dues Rebates	74		IFATSEA
38		IFATCA	75		CISM
39	NEB	National Executive Board	76		Right from the Start



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40		Elections Expenses	78		NSTLC
41		Convention	80	ARTCC	FacReps or designees from ARTCCs
42		NATCA Academy	81	TFG	FacReps or designees from ATC 10 and above stand-alone, combined, and up/down TRACONS
43		Contract Expenses	82	CORE30	FacReps or designees from ATCTs Core30 airports
44		Reloaded			



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Frequently Used Expense Accounts and Definitions

1800 – Furniture & Equipment	Furniture, telephones, computer software/hardware above \$600 and must be approved in advance by the Executive Vice President
1850 – Advance Deposit	Payments in advance to book a hotel, conference, restaurant, banquet halls, etc.
5110 – Rent	Office leases
5120 – Telecommunication	Telephone lines, long distance
5130 – Utilities	Heating, cooling, lighting, etc. (included in the leases for most offices)
5140 – Office Supplies	Paper, file folders, routine office supplies. Also includes office equipment, furniture and computer software/hardware that costs less than \$600 (see description for 1800 for items costing more than \$600)
5150 – Printing/Photocopying	Offsite printing and photocopying
5160 – Graphic Design	Design and layout prior to printing (also for photographic expenses)
5190 – Repairs and Maintenance	Repair of office equipment and accessories (including maintenance agreements for copiers and computers)
5200 – Postage and Express Mail	Postage, express mail and courier
5210 – Rental/Office Equipment	Rental of office equipment (such as copiers, postage machines, and telephone systems)
5220 – IT/Data Processing	Hardware, software, website services, internet, Local's internet reimbursement, etc.
5240- Licenses, Permits, Prop. Tax	Expenses for various licenses & permits.
5280- Professional fees	Expenses for professional services, contract agreement, rubbish pick-up, immunizations
5250 – Publicity & Promotion	Advertisements, including classified employment ads; sponsorship; exhibit booth.
5260 – Temporary Help	Temporary help (non-employees) obtained through an employment agency
5310 – Flowers	Flowers sent following the birth of a baby, death of a family member, hospitalization, etc.
5320 – Gifts and Awards	Gifts and awards given for purposes of recognition
5360 – Meetings/Rooms & Other Expenses	Costs associated with conducting a meeting, including room rental, tax, copying, audio-visual and other equipment
6380 – Mileage	Reimbursement of authorized use of privately-owned vehicles
6390 – Parking & Taxis	Parking, taxis, and shuttle services
6410 – Transportation/Air, Rail	Airline and railroad transportation expenses (includes baggage fees)
6420 – Lodging/Hotel, Motel	Lodging expenses only (incidentals not included)
6430 – Meals/Food and Drink	Food, drink, taxes and tip.
6435 – Dry Cleaning	Dry cleaning; clothes laundry (only if travel lasts longer than seven days)
6460 – Car Rental	Rental fee, taxes, and fuel surcharges
6470 – Membership Items	Items purchased for handout or giveaway to members (i.e., pins, calendars)
6490 – Subscriptions	Annual fees for magazines, periodicals and newsletters
6540 – Service Fees	Bank and credit card fees, currency conversions, exiting fees from foreign countries
6550 - Donations	Charitable donations made by NATCA to nonprofit organization
6560 – Memberships	Membership fees; dues for professional and industry associations
6570 – Purchase/Promotional Items	Items purchased by the Membership Department for resale
7610 – Arbitration fees	Arbitrator and transcript fees incurred during arbitration
7720 – Scholarship/Tuition	Scholarships and tuition reimbursements
7670 – Seminars and Conferences	Tuition and registration fees for professional, industry and labor meetings



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Functional Categories

Representational Activities

- Preparation for and participation in the negotiation of collective bargaining agreements
- Administration and enforcement of collective bargaining agreements
- Organizing efforts
- Recruiting new members

Political Activities & Lobbying

- Political disbursements or financial contributions
- Entities and individuals associated with dealing with the executive and legislative branches of the Federal Government and with independent agencies and staffs to advance the passage or defeat of existing or potential laws or the promulgation of any other action with respect to rules or regulations (including litigation expenses)
- Political disbursements or contributions that are intended to influence the selection, nomination, election or appointment of anyone to a federal public office
- Disbursements for communications with members and their families for registration, “get out the vote” and voter education campaigns
- Expenses of establishing, administering and soliciting PAC funds
- Disbursements to political organizations and other political disbursements

Contributions, Gifts and Grants

- Charitable contributions
- Contributions to scholarship funds

General Overhead

- Expenses not allocable to any other disbursement category

Union Administration

- Nomination and election of officers
- Regular membership meetings
- Union disciplinary procedures
- Member education programs (excluding political education)