

SRF-12 Local Internet Reimbursement Guidelines

1. Internet reimbursements will not be timely for those older than 6 months. Anything older than 6 months is untimely and must be submitted through your RVP for approval at the next NEB meeting.
2. For process reasons we prefer reimbursements to be sent in quarterly.
3. One voucher (all 6 invoices/bills) may be used for up to 6 months of internet bills.
4. Fill out Cash Expense Voucher for NATCA Members, which can be found on the NATCA Member's website.
 - a. Log in > Forms/Signups > Accounting > NACTA Cash Expense Voucher - MEMBERS
5. Name should be the name of the Local being reimbursed, not the Facility President or the internet provider.
6. Fill in the total to be reimbursed on the line for Data Processing/Internet.
7. If your internet monthly cost is greater than \$50, the amount to be reimbursed is the number of months you are submitting times 50, not the total cost of your internet bill.
8. Fill in the amount you are requesting reimbursement for on the TOTAL line.
9. Attach bills from your internet provider for the months you are requesting reimbursement.
10. Sign the voucher under Signature. The next two lines for National Office use and will be signed there
11. Submit forms by sending them to:
NATCA National Office
c/o Trish Gilbert
1325 Massachusetts Ave, NW
Washington, DC 20005