

NATCA National Executive Board Guidelines
On Locals' Utilization of Mobile Platforms

WHEREAS, NATCA locals have expressed interest in using mobile platforms such as Venmo, Square, PayPal, Zelle, and the Cash App, among others (collectively, "mobile payment apps"), in order to reimburse costs properly incurred on behalf of the local, and NATCA members have noted a preference for receiving reimbursements through mobile payment apps; and

WHEREAS, federal laws and regulations govern the use and record-keeping of a union's finances, and prescribe criminal and civil penalties for statutory violations, and locals are required to comply with said laws as well as NATCA governing documents and internal policies; and

WHEREAS without strict oversight by locals, the use of mobile payment apps could lead to violation of said laws and policies;

THEREFORE, be it resolved, as follows:

- (1) Locals are prohibited from using mobile payment apps for any purpose other than member reimbursement, which is outlined below.
- (2) Locals may not receive payments on mobile payment apps.
- (3) Locals must have more than one member in order to use mobile payment apps.
- (4) Account information for all mobile payment apps shall be shared between all officers whose names are on the local's bank account. The log-in information to all mobile payment apps must be turned over along with other passwords at the time of officer transition. New officers must then reset the account password and share the new password only with the relevant new officers.
 - (a) All email addresses associated with the account must be NATCA email accounts, whether set up for the local (e.g.: LocalABC@natca.net), an individual office (e.g.: ABCFacRep@natca.net), or an individual officer (e.g.: jdoe@natca.net). It is preferred that locals use an account set up for the local to which multiple officers have access. Under no circumstances may the email associated with the account be the personal non-NATCA email address of a local officer or member.
 - (b) The name of the account must be in the following format: "NATCA Local [Facility ID]." Under no circumstances may the account name be the name of an individual local officer or member. Similarly, should the mobile payment app require a profile image, the image must be of the NATCA logo or the local's identifier, not an individual associated with the local.
 - (c) Should the mobile payment app have a privacy setting, the local shall have the account set to private.
- (5) Any NATCA local wishing to use mobile payment apps to reimburse members for costs appropriately incurred on behalf of the local must comply with all existing record-

keeping requirements, including but not limited to federal statutes and regulations, the NATCA Constitution and Standing Rules, NATCA Finance Committee guidelines, and the Local Financial Policy.

- (6) Locals are prohibited from making reimbursement payments without a receipt and shall not make payments in advance of spending.
- (7) Locals must document mobile payment app reimbursements as follows:
 - (a) All requests for reimbursement must be submitted by the member on a voucher form, along with the itemized receipts for the charges.
 - (b) On the voucher form, the member must include the member's username on the mobile payment app selected by the local as the app through which reimbursements shall be made. The local cannot reimburse the member via mobile payment app without both pieces of information provided on the voucher.
 - (c) Prior to making a payment, two appropriate officers must sign off on the voucher, just as with check reimbursement requests.
 - (d) The memo section of the mobile payment app payment form must include the reason for reimbursement and the voucher number.
 - (e) Once the reimbursement has been sent, an appropriate local officer must:
 - i. print the e-mailed acknowledgement of payment sent by the mobile payment app
 - ii. note on the document the name of the person who submitted the payment in the app (the "payer"), and
 - iii. obtain the signatures of all those who approved the payment. Each record must have a minimum of two (2) signatures. [See attachment.]
 - (f) Mobile payment records shall be maintained in accordance with NATCA's Document Retention Policy.
 - (g) Individuals who have access to the local's mobile payment app account shall not make payments to their personal accounts. A reimbursement to an individual with account access must be made by a different party and documented in accordance with the requirements outlined above.
- (8) The local's treasurer should continue regular review of all bank statements to ensure charges posted from mobile payment apps are accurate and consistent with reimbursements approved by the local.
- (9) NATCA locals who wish to reimburse members using mobile payment apps must notify their regional Finance Committee member prior to the first use of such apps. After a local notifies their Finance Committee member, the local must participate in one teleconference training conducted monthly by the National Office before the local can begin using mobile payment apps. One (1) year after this notification, the Finance Committee shall review the finances and mobile payment app uses of the local to ensure that the mobile payments made have been properly approved and documented.

Example 1: Payer is one of voucher's authorizers

CASH EXPENSE VOUCHER FOR NATCA MEMBERS & LOCALS [HIGHLIGHTED FIELDS REQUIRED]

10012

PAYABLE TO: Jane Smith

For Accounting Department only

5-DIGIT NATCA MEMBER #

PURPOSE OF EXPENSE: Travel to training conference

Batch:

ABC

MEMBER REGION/LOCAL ID

TRAVEL DATES: March 7-10, 2019 VOUCHER #: 81

Ref:

BUDGET FOR (REGION/DEPT/COMMITTEE)

Example 1: payer is one of voucher's authorizers

Date:

LM 2 DOCUMENTATION

Please allocate your activity on this voucher according to the following categories to the nearest 10%.

Enter zero if category not applicable.

Representational (1) _____ %

Political Activity (2) _____ %

Contributions/Gifts (3) _____ %

General Overhead (4) _____ %

Union Administration (5) _____ %

EQUALS: 0



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)	\$358.00
6420	Lodging (Hotel/Motel)	\$441.09
6430	Meals (Food and Drink)	
6460	Car Rental	
	Other	
TOTAL		\$799.09

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. In accordance with NATCA Standing Rule F-18, I agree to repay any reimbursed expenses if I take an FAA supervisory or management position within 12 months of attending a NATCA-sponsored function or event.

Signature:

Date: 3/15/19

Authorizing Signature:

Budget Manager

Date: 3/13/19

Signature:

President or Executive Vice President

Date: 3/16/2019

Mileage Must include odometer readings and to/from information:

Date	Begin	End	Total Miles	Rate	Total Expense	To/From
	0	0	0	0.58	\$0.00	/
	0	0	0	0.58	\$0.00	/
	0	0	0	0.58	\$0.00	/
	0	0	0	0.58	\$0.00	/

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

Comments: Please reimburse via Venmo. Username: j-smith-89

If you have recently changed your mailing address, please update it on UnionWare; also, ensure that NATCA's Accounting Department has your correct banking information. Please keep a copy of this voucher for your records.

PRINT

SAVE

Effective 1/1/2019

Your trip confirmation-KA DEC



American Airlines <no-reply@notify.email.aa.com>

jane.smith@gmail.com

Thursday, November 15, 2016 at 1:48 PM

[Show Details](#)

American Airlines 



Hello Jane Smith!

Issued: Nov 15, 2016



Record locator: KA

[Manage Your Trip](#)

Your trip receipt



XX452

Jane Smith

FARE USD	\$ 298.60
TAXES AND CARRIER-IMPOSED FEES	\$ 59.40
TICKET TOTAL	\$ 358.00



HAMPTON INN BY HILTON LEAVENWORTH
 405 CHOCTAW STREET
 LEAVENWORTH, KS 66048
 United States of America
 TELEPHONE 913-680-1500 • FAX 913-680-1501
 Reservations
 www.hilton.com or 1 800 HILTONS

SMITH, JANE

Room No: 417/NQRU
 Arrival Date: 11/13/2017 12:28:00 PM
 Departure Date: 11/16/2017 7:31:00 AM
 Adult/Child: 1/0
 Cashier ID: BTRN
 Room Rate: 125.13
 AL:
 HH # 446753666 BLUE
 VAT #
 Folio No/Che 56011 A

Confirmation Number: 1965

HAMPTON INN BY HILTON LEAVENWORTH 11/16/2017 7:31:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
3/7/2019	144735	GUEST ROOM	\$125.13
3/7/2019	144735	LODGING TAX - RM	\$10.01
3/8/2019	144872	GUEST ROOM	\$125.13
3/8/2019	144872	LODGING TAX - RM	\$10.01
3/9/2019	145024	GUEST ROOM	\$125.13
3/9/2019	145024	LODGING TAX - RM	\$10.01
3/10/2019	145089	VS *2653	(\$441.09)
3/7/2019	144735	State Taxes	\$11.89
3/8/2019	144872	State Taxes	\$11.89
3/9/2019	145024	State Taxes	\$11.89
BALANCE			\$0.00

EXPENSE REPORT SUMMARY

	11/13/2017	11/14/2017	11/15/2017	STAY TOTAL
ROOM AND TAX	\$147.03	\$147.03	\$147.03	\$441.09
DAILY TOTAL	\$147.03	\$147.03	\$147.03	\$441.09

You have earned approximately 3753 Hilton Honors points for this stay. Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 4,900 h

Hampton hotels are all over the world. Find us in Canada, Costa Rica, Ecuador, Germany, India, Mexico, Poland, Turkey, United Kingdom, and United States of America. Coming soon in Italy and Romania.

CREDIT CARD DETAIL

APPR CODE	013622	MERCHANT ID	000100682400
CARD NUMBER	VS *2653	EXP DATE	10/21
TRANSACTION ID	145089	TRANS TYPE	Sale

From: Venmo <venmo@venmo.com>
Date: Mon, Mar 18, 2018 at 10:25 AM
Subject: You paid Jane Smith \$799.09
To: <localABC@natca.net>



[You paid Jane Smith](#)

Reimburse for training conference travel costs, Voucher #81

Transfer Date and Amount:

Mar 18, 2018 PDT · private \$799.09

Like

Comment

Charged to your **bank account** ending in ####, and will appear as "VENMO" on your card's billing statement.

Payment ID: xxxxxxxx36

Invite Friends!

For any issues, including the recipient not receiving funds, please contact us at support@venmo.com or call 1-855-812-4430.

See our [disclosures](#) for more information.

This payment will be reviewed for compliance with our User Agreement and if we determine that there is a violation by either party, it may be reversed or your ability to transfer to your bank account may be restricted.

Venmo is a service of PayPal, Inc., a licensed provider of money transfer services. All money transmission is provided by PayPal, Inc. pursuant to [PayPal, Inc.'s licenses](#).

PayPal is located at
2211 North First Street, San Jose, CA 95131

For security reasons, you cannot unsubscribe from payment emails.

Paid by: Rachel Jones

Rachel Jones
Michael Williams

Example 2: Payer is not one of voucher's authorizers

CASH EXPENSE VOUCHER FOR NATCA MEMBERS & LOCALS [HIGHLIGHTED FIELDS REQUIRED]

10012 PAYABLE TO: Jane Smith For Accounting Department only

5-DIGIT NATCA MEMBER#: ABC PURPOSE OF EXPENSE: Travel to training conference Batch:

MEMBER REGION/LOCAL ID: TRAVEL DATES: March 7-10, 2019 VOUCHER #: 81 Ref:

BUDGET FOR (REGION/DEPT/COMMITTEE): Example 2: payer is not one of voucher's authorizers Date:

LM 2 DOCUMENTATION	Account	Description	Total
<p>Please allocate your activity on this voucher according to the following categories to the nearest 10%. Enter zero if category not applicable.</p> <p>Representational (1) _____ %</p> <p>Political Activity (2) _____ %</p> <p>Contributions/Gifts (3) _____ %</p> <p>General Overhead (4) _____ %</p> <p>Union Administration (5) _____ %</p> <p>EQUALS: 0</p>	5110	Rent	
	5120	Telecommunications	
	5130	Utilities	
	5140	Office Supplies	
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Signature: _____ Date: 8/15/19

Authorizing Signature: Michael Williams Budget Manager Date: 8/16/19

Signature: Rachel Jones President or Executive Vice President Date: 3/16/2019

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PRINT **SAVE** Effective 1/1/2019

Your trip confirmation-KA

DEC



American Airlines <no-reply@notify.email.aa.com>

jane.smith@gmail.com

Thursday, November 15, 2018 at 1:48 PM

[Show Details](#)

American Airlines



Hello Jane Smith!

Issued: Nov 15, 2018



Your trip confirmation and receipt

Record locator: KA

[Manage Your Trip](#)

Your trip receipt



USD

Jane Smith

FARE-USD

\$ 298.60

TAXES AND CARRIER-IMPOSED FEES

\$ 59.40

TICKET TOTAL

\$ 358.00



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venmo

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Paid by: Mark Stern

Rachel Jones
Michael Williams