

Natca Local Voucher						
		Date: _____		Payee: _____		
				* Union Officer ☐		
		Voucher# _____		Purpose: _____		
		Check# _____				
☐ Deposit ☐ Expense		Debit Card ☐		EFT ☐		Travel Dates: _____
Date	Description				Amount	
					Total Requested:	
Reason:					Not Reimbursed:	
					Total:	
Itemized receipts must be included for expense vouchers.						
I certify the above expenses, incurred 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: _____		
For mileage, enter the starting and ending odometer readings. Rate of \$0.58 is only valid for 2019						
Date:	Beginning:	Ending:	Total Miles:	Rate:	Total Expense:	To/From
				0.58	\$	
				0.58	\$	
Authorizing Signature: _____ Officer #1				Date: _____		
Signature: _____ Officer #2				Date: _____		
Comments:						

*Select Union Officer only if a check is written to an elected officer, this will also be tallied in box 19 of the LM-4

Digital Payment: _____