

NATCA ZSE Local Expense Voucher



Payable to: _____ Purpose of Expense: _____ Dates of Expense: _____	Voucher Number _____ Budget Code _____ <input type="checkbox"/> Debit Card <input type="checkbox"/> EFT <small style="color: red;">For ZSE Treasurer Use ONLY</small>
---	--

Description	Total Amount
Utilities, Web Hosting	
Office Supplies, Software	
Print Media	
Postage	
Office Equipment	
Meeting Rooms	
Mileage	
Parking, Taxis, Rideshares	
Transportation, Air/Rail	
Lodging	
Meals	
Car Rental	
Donations	
Miscellaneous -	
INCOME	
Dues Income	
Other Income	
TOTAL	

Mileage: Please Enter mileage total in "Mileage" row above.

Date	Begin	End	Total	Rate	Total Expense	To/From

Comments:

I certify the above expenses, incurred in connection with my official NATCA Duties, are correct and have 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: _____

Authorizing Agents

President / Vice President: _____ Date: _____

Treasurer / Secretary: _____ Date: _____