

National Air Traffic Controllers Association

Biennial Convention

San Diego, CA

August 30, 2016 - September 2, 2016

To be valid, the National Office must receive the subsidy form no later than April 7, 2017.

The following is provided so that NATCA Locals may properly prepare and request subsidies for attendance at the 2016 Biennial Convention in San Diego, California. For those NATCA Locals that qualify, subsidy checks will be issued **after the Convention**.

Subsidies are available to any NATCA Local that received dues rebates of \$4500 or less annually.

NATCA Locals who wish to apply for a convention subsidy shall send the 2016 Subsidy Application Form and the following information to Trish Gilbert at the National Office:

Copies of itemized receipts for actual expenses (up to the reimbursed subsidy amount) incurred by the Local's primary delegate to attend the 2016 San Diego Convention for the following expenses: transportation (including reasonable taxi or shuttle service to and from the airport and home/facility/hotel), parking at the departure airport, hotel, and meals.

A subsidy will be disbursed to locals that receive the following annual dues amounts:

- \$1500 or less annually (approx. 25 locals) - \$500
- \$1501 to \$3000 annually (approx. 236 locals) - \$300
- \$3001 to \$4500 annually (approx. 51 locals) - \$100

If you have not received a subsidy or a related response within four weeks of submission, please contact your Regional Vice President.

For questions regarding the subsidy, please contact Trish Gilbert tgilbert@natcadc.org

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APPLICATION FOR 2016 CONVENTION SUBSIDY

SUBMISSION INSTRUCTIONS:

1. Subsidies may be provided to any NATCA Local that received dues rebates of \$4500 or less annually.
2. You must include a copy of itemized receipts of actual expenses up to the reimbursed subsidy amount. Do not submit original receipts.
3. The use of this form is required. Please complete all sections and ensure all required data and receipts are attached.
4. Submit your application to Trish Gilbert at:
NATCA
1325 Massachusetts Ave. N.W.
Washington, DC 20005
5. Applications must be received no later than April 7, 2017 to be eligible for a subsidy.
6. Certified mail or other accountable mail is recommended (and required to substantiate declarations of "lost mail").
7. Please keep a copy of everything submitted for your records.

Local	Name of Delegate	
Transportation	Airfare (mileage if less than airfare)	\$
Taxi/Shuttle	To/From hotel/home and airport	\$
Parking	Departure airport or convention hotel	\$
Hotel		\$
Meals		\$
TOTAL		\$
Next two lines to be completed by the National Office		
\$1500 or less annual dues rebate (subsidy \$500)		
\$1501 to \$3000 annual dues rebate (subsidy \$300)		
\$3001 to \$4500 annual dues rebate (subsidy \$100)		
AMOUNT OF SUBSIDY		\$
I certify the above expenses, incurred in connection with official NATCA duties, are correct and previously submitted to, and approved by, the Local for reimbursement.		
Print Name:		Title:
Signature:		Date:
Additional Information by Local:		Comments by National Office:
Policy Approved 04/18/16 (NEB)		