



Connecting the Business Travel World

RECEIVED
FEC MAIL
OPERATIONS CENTER
2003 FEB -6 A 10:26

December 5, 2002

Federal Election Commission
999 E Street, NW
Washington, DC 20463

To Whom It May Concern,

From October 16-23, 2002, a National Business Travel Association (NBTA) staff member inadvertently used the NBTA PAC (C0037391D) deposit book to deposit NBTA organizational funds. The staff member thought she was using the NBTA deposit book but was using the PAC book instead. The actual amount of deposits that inadvertently went into the PAC account was for \$67,266.83.


The dates of the deposits into the PAC account are as follows:

10/16	\$220.00
10/16	\$4,800.00
10/16	\$18,602.83
10/18	\$40.00
10/18	\$6,384.00
10/18	\$10,400.00
10/22	\$295.00
10/22	\$7,200.00
10/23	\$4,675.00
10/23	<u>\$14,650.00</u>

Total \$67,266.83

NBTA transferred the funds out of the PAC account back into the NBTA's operational account on October 31, 2002.

Sincerely,


Steve Cady,sg
Finance Manager

National Business Travel Association
110 N. Royal Street, Suite 400, Alexandria, VA 22314
P. 703/684-0836 - F. 703/684-0263
www.nbta.org

NBTA

RECEIVED FEB MAIL OPERATIONS CENTER

700 FEB -5 A 10 26

FEC FORM 3X

REPORT OF RECEIPTS AND DISBURSEMENTS

For Other Than An Authorized Committee

Page One Only

1. NAME OF COMMITTEE (In full) USE FED MAILING LABEL OR TYPE OR PRINT Example: If typing, type over the lines. 18FEAMS

National Business Travel Association Political Action Committee

ADDRESS (number and street) 110 North Royal street

CITY STATE ZIP CODE A 110 North Royal street VA 22314 27401

2. FEC IDENTIFICATION NUMBER 3. IS THIS REPORT NEW OR AMENDED (A) CB00373910

4. TYPE OF REPORT (Choose One) (a) Quarterly Reports (b) Monthly Report Due On (c) 12-Day PRE-Election Report for this Election on (d) 30-Day POST-Election Report for this Election on

5. Covering Period 12/31 through 12/31 2003

I certify that I have examined this Report and to the best of my knowledge and belief it is true, correct and complete.

Type or Print Name of Treasurer Cynthia Roberts Signature of Treasurer Date 01/31/03

NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Report to the penalties of 2 U.S.C. 5437g.

**SUMMARY PAGE
OF RECEIPTS AND DISBURSEMENTS**

FEC Form 3X (Revised 1/01)

Page 2

Write or Type Committee Name

National Business Travel Association Political Action Committee

Report Covering the Period:

From:

1/1 1/6 2002

To:

7/1 7/3 2002

	COLUMN A This Period	COLUMN B Calendar Year-to-Date
8. (a) Cash on Hand January 1, 2 502		
(b) Cash on Hand at Beginning of Reporting Period	150 60	
(c) Total Receipts (from Line 18)	505 00	345
(d) Subtotal (add Lines 8(b) and 8(c) for Column A and Lines 8(a) and 8(c) for Column B)	705 60	345 50
7. Total Disbursements (from Line 30)	101 89	101 89
8. Cash on Hand at Close of Reporting Period (subtract Line 7 from Line 8(d))	603 71	243 61
9. Debts and Obligations Owed TO the Committee (itemize all on Schedule C and/or Schedule D)	0	
10. Debts and Obligations Owed BY the Committee (itemize all on Schedule C and/or Schedule D)	0	

This committee has qualified as a multicandidate committee. (SEE FEC FORM 1M)

For further information contact:

Federal Election Commission
999 E Street, NW
Washington, DC 20463

Toll Free 800-424-9530
Local 202-824-1100

DETAILED SUMMARY PAGE
of Receipts

FEC Form 3X (Revised 1/01)

Write or Type Committee Name

Report Covering the Period: From:

6/7/2002

To:

8/5/2002

I. Receipts

COLUMN A
Total This Period

COLUMN B
Calendar Year-to-Date

11. Contributions (other than loans) From:

(a) Individuals/Persons Other Than Political Committees

(i) Itemized (use Schedule A)

58500

(ii) Unitemized

(iii) TOTAL (add

Lines 11(a)(i) and (ii)

58500

789000

(b) Political Party Committees

(c) Other Political Committees (such as PACs)

0

0

(d) Total Contributions (add Lines 11(a)(iii), (b), and (c)) (Carry Totals to Line 32, page 6)

58500

789000

12. Transfers From Affiliated/Other Party Committees

0

0

13. All Loans Received

0

0

14. Loan Repayments Received

0

0

15. Offsets To Operating Expenditures (Refunds, Rebates, etc.) (Carry Totals to Line 36, page 4)

0

0

16. Refunds of Contributions Made to Federal Candidates and Other Political Committees

0

0

17. Other Federal Receipts (Dividends, Interest, etc.)

0

0

18. Transfers from Nonfederal Account for Joint Activity

672668

672668

19. Total Receipts (add Lines 11(d), 12, 13, 14, 15, 16, 17, and 18)

6785188

6789088

20. Total Federal Receipts (subtract Line 18 from Line 19)

58500

789000

DETAILED SUMMARY PAGE
of Disbursements

FEC Form 3X (Revised 1/01)

II. Disbursements		COLUMN A Total This Period	COLUMN B Calendar Year-to-Date
21. Operating Expenditures:			
(a) Shared Federal/Non-Federal Activity (from Schedule H4)			
(i) Federal Share			
(ii) Non-Federal Share			
(b) Other Federal Operating Expenditures	1,618.94	1,618.94	
(c) Total Operating Expenditures (add 21(a)(i), (a)(ii), and (b))	1,618.94	1,618.94	
22. Transfers to Affiliated/Other Party Committees	0	0	
23. Contributions to Federal Candidates/Committees and Other Political Committees	0	0	
24. Independent Expenditures (use Schedule E)	0	0	
25. Coordinated Expenditures Made by Party Committees (2 U.S.C. §451a(d)) (use Schedule F)	0	0	
26. Loan Repayments Made	0	0	
27. Loans Made	0	0	
28. Refunds of Contributions To:			
(a) Individuals/Persons Other Than Political Committees	0	0	
(b) Political Party Committees	0	0	
(c) Other Political Committees (such as PACs)	0	0	
(d) Total Contribution Refunds (add Lines 28(a), (b), and (c))	0	0	
29. Other Disbursements	0	0	
30. Total Disbursements (add Lines 21(a), 22, 23, 24, 25, 26, 27, 28(d), and 29)	1,618.94	1,618.94	
31. Total Federal Disbursements (subtract Line 21(a)(i) from Line 30)	1,618.94	1,618.94	

III. Net Contributions/Operating Expenditures			
32. Total Contributions (other than loans) (from Line 11(d), page 3)	583.00	583.00	
33. Total Contribution Refunds (from Line 28(d))	0	0	
34. Net Contributions (other than loans) (subtract Line 33 from Line 32)	583.00	583.00	
35. Total Federal Operating Expenditures (add Line 21(a)(i) and Line 21(b))	1,618.94	1,618.94	
36. Offset to Operating Expenditures (from Line 15, page 3)	0	0	
37. Net Operating Expenditures (subtract Line 36 from Line 35)	1,618.94	1,618.94	

Federal Election Commission

ENVELOPE REPLACEMENT PAGE FOR INCOMING DOCUMENTS

The Commission has added this page to the end of this filing to indicate how it was received.

<input type="checkbox"/> Hand Delivered	Date of Receipt
<input checked="" type="checkbox"/> First Class Mail	POSTMARKED <i>1-31-03</i>
<input type="checkbox"/> Registered/Certified Mail	POSTMARKED (R/C)
<input type="checkbox"/> No Postmark	
<input type="checkbox"/> Postmark Illegible	
<input type="checkbox"/> Received from the House office of Records and Registration	Date of Receipt
<input type="checkbox"/> Received from the Senate Office of Public Records	Date of Receipt
<input type="checkbox"/> Other (Specify):	Postmarked _____ and/or Date of Receipt
<input type="checkbox"/> Electronic Filing	
<i>JMS</i>	<i>2-6-03</i>
PREPARER	DATE PREPARED