

EXHIBIT J

Document Produced in Native Format

The National Rifle Association of America Expense Report

General Reminders

- 1) For a complete list and explanation of Travel Guidelines please see The Travel and Business Reimbursement Guidelines effective 1/1/04 (Employee Handbook).
- 2) It is your responsibility to know and apply the Travel & Business Guidelines before you spend Association assets.
- 3) Financial Services will do its best to process and reimburse employees within 7 to 10 business days following submission of the Expense Report to Financial Services.

Using the Expense Report online using Microsoft Excel

- 1) This Expense report is split onto two Tabs, which are located at the bottom of the screen. You can move between Tabs by clicking your mouse pointer on Information or Expense Report Detail.

Expense Report Detail Directions

- 1) Employees, please enter your Employee I.D. Number. Your Employee I.D. Number is located on your security badge. Your Name, Division and Cost Center should appear automatically. Non-employees please enter your address in the space provided.
- 2) Please enter any cash advance received from the NRA. Please enter your Travel Authorization Form # in cell O8.
- 3) In the Expense Detail Section enter only "out of pocket" expense.
*Note: Expenses charged directly to the NRA via American Express, Hertz, etc. or through MacNair Travel Agency should **only** be entered in the Direct Charge Detail section of the Expense Report (See # 7 below).*
- 4) The Expense Detail Section should include expenses for yourself only. However, in certain circumstances (meals), it is not practical to obtain individual receipts. A designated employee may pay for the entire group. All employees names must be included on the receipt.
- 5) If you enter expenses in the Other column (9), please describe the expenses in the space provided (Cell D24) on the Expense Report.
- 6) The Entertainment / Business Meals Detail should include meals and entertainment with outside representatives. Please see the Guidelines mentioned above for IRS information requirements. By filling out this section completely the NRA meets the IRS requirements.
- 7) To better track and budget for the Total cost of travel please enter the Vendor, Description and \$ amount of any charges billed directly to the NRA. These vendors include: MacNair, Hertz, American Express etc.
- 8) The Financial Services Division has created a Standard Account Distribution for your expenses. You may prefer a different Account, Cost Center or Program #. You can use the Standard Distribution by clicking on the Accept button or you can enter your accounts directly in the Final Account Distribution Section.

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97 Please print, sign and date your expense report.
Attach your receipt and get your expense report approved
Submit your expense report to the Financial Services Division for payment.

Employee I.D.:	1820	Name (If not an employee):		Total Employee Paid Expenses:	\$7,272.58
Name:	Phillips, Wilson H	Address (If not an employee):		Less Cash Advance:	0.00
Division:	Office of the Treasurer	City, State & Zip:		Amount Due to NRA from Employee:	0.00
Cost Center #:	10300			Amount Due to Employee from NRA:	\$7,272.58
Purpose	Expenses covered by contract	Travel City	Various	Travel State:	Virginia
				(per Travel Authorization Form)	TA Form #

EXPENSE DETAIL												
Date	Description	(1) Plane / Train	(2) Auto Rental	(3) Taxi	(4) Personal Auto Miles	(5) Tolls/ Other	(6) Total Transport	(7) Lodging	(8) Meals (Self)	(9) Telephone	(10) Other	TOTAL
1/3 - 1/6 2019	Airfare DFW/IAD	1,125.41					1,125.41					1,125.41
01/01/19	Campfire Club of America										984.00	984.00
02/15/19	Parkland Knight Lease										3,500.00	3,500.00
2/8 - 2/11 2019	Airfare DFW/IAD	1,462.60					1,462.60					1,462.60
1-2 2019	Uber VA trip			200.57			200.57					200.57
	see attached summary											
TOTAL		2,588.01		200.57			2,788.58				4,484.00	7,272.58

Description of Other Charges (Column 9):

Entertainment/Business Meals Detail (a receipt is required for each item of entertainment)				
Date	Name of place	Name(s) of Guest(s)	Benefit to NRA	Amount
Total				\$0.00

DIRECT CHARGE DETAIL		
Expenses Charged directly to the NRA:		
Vendor / CC:	Description:	Expense:
Total Direct Charges		
Total Employee Paid Expenses:		\$7,272.58
Grand Total for all Charges and Expenses		\$7,272.58

Standard Account Distribution			
Account	Cost Center	Description	Amount
5200	10300	Travel	7,272.58
5220	10300	Bus Entert	0.00
You may use the Standard Account Distribution OR you may enter alternative accounts in the Final Account Distribution area to the right To accept the Standard Distribution, just click on the green Accept Button below			
Accept			Total
			\$7,272.58

Final Account Distribution			
Account Number	Cost Center	Program Number	Amount
5200	10300		\$7,272.58
5220	10300		\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Employee Paid Expenses			\$7,272.58

2000	00000	Act Payable	(\$7,272.58)
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Signature of Employee	Date	Approved By	Date
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