FILED: NEW YORK COUNTY CLERK 03/06/2023 10:02 PM INDEX NO. 451625/2020

NYSCEF DOC. NO. 1277

RECEIVED NYSCEF: 03/06/2023

EXHIBIT K

FILED: NEW YORK COUNTY CLERK 03/06/2023 10:02 PM INDEX NO. 451625/2020

NYSCEF DOC. NO. 1277

RECEIVED NYSCEF: 03/06/2023

Document Produced in Native Format

NEW YORK COUNTY CLERK 03/06/2023 10:02 PM

The National Rifle Association of America

RECEIVED NYSCEF: 03/06/2023

INDEX NO. 451625/2020

Expense Report General Reminders

- 1) For a complete list and explanation of Travel Guidelines please see The Travel and Bu ine Reimbur ement Guideline effective 1/1/04 (Employee Handbook)
- It is your responsibility to know and apply the Travel & Business Guidelines before you spend Association assets.
- 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.
- 4) Should you need assistance please contact Mike Erstling at ext. 1643.

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.
- 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" expenses. 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 Service Divi ion ha created a Standard Account Di trib<mark>ution for</mark> 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.
- Please print, sign and date your expense report. Attach your receipts and get your expense report approved. Submit your expense report to the Financial Services Division for payment.

FILED: NEW YORK COUNTY CLERK 03/06/2023 10:02 PM

NYSCEF DOC. NO. 1277

The National Rifle Association of America 2019 Expense Report

Employee I.D.:	:N?A	Name (If n	ot an emp	oloyee):	WHiP, LI	.C			Total En	nployee I	Paid Expens	ses:	\$3,989
Name:		Address (I	f not an e	mployee)	2525 Knig	ht Street			Less Cas	sh Advan	ce:		0
Division:		City, State	& Zip:		Dallas, TX	75219			Amount	Due to N	RA from E	mployee:	0
Cost Center #:		-	-						Amount	Due to E	mployee fr	om NRA:	\$3,989
Pur ose	expenses under contract	Travel Cit	y			Travel State	e:	TX, /VA	(per Trav	el Author	rization For	TA Form #	
					EXPE	NSE DETA	IL						
		(1)	(2)	(3)		(4)	(5)		(6)	(7)	(8)	(9)	
Date		Plane /	Auto		Persor	al Auto	Tolls/	Total		Meals			
IM/DD-MM/D	Description	Train	Rental	Taxi	Miles	\$ 0.580	Other	Transport	Lodging	(Self)	Telephone	Other	TOT
03/01/19	Psyment under 2 b 11 of	contract				-			-			3,500 00	3,500
02/11/19	Ritz Carlton					-	90 00	90 00		44 86	5		134
02/11/19	Hertz		198 45			-		198 45					198
02/09/19	arking					-	8 00	8 00					8
02/11/19	Parking					-	8 00	8 00					8
02/08/19	Uber to airport			88 30		-		88 30					88
02/11/19	Uber from airport			52 27		-		52 27					52
						-							
						-							
						-							
	TOTAL		- 198 45	140 57		_	106 00	445 02	<u>-</u>	44 86	5 -	3,500 00	3,989
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				

D	DIRECT CHARGE DETAIL					
Expenses Charged directly to the NRA:						
Vendor / CC	Description	Expense				
Total Direct C	harges	-				
Total Employe	e Paid Expenses:	\$3,989 88				
Grand Total fo	r all Charges and Expenses	\$3,989 88				

	Cost			
Account	Center	Description	Amount	
5200		Travel	3,989 88	
5220		Bus Entert	0 00	
you may e	nter alternat	dard Account ive accounts in the right		OR
you may en Account D To accept to green Acce	nter alternat distribution a the Standard ept Button b	ive accounts in area to the right Distribution, elow	n the Final nt just click or	the
you may en Account D To accept to green Acco	nter alternate istribution at the Standard ept Button but f you click	ive accounts in area to the right of Distribution, below the Button and	n the Final nt just click or I nothing hap	the
you may en Account D To accept to green Acce (Note: I	nter alternate istribution at the Standard ept Button but f you click	ive accounts in area to the right Distribution, elow	n the Final nt just click or I nothing hap	the

Final Account Distribution					
Account Number	Cost Center	Program Number	Amount		
Number	Center	Number	Amount		
5200			\$3,989 88		
			\$0 00		
			\$0 00		
			\$0 00		
			\$0 00		
			\$0 00		
			\$0 00		
Emp	loyee Paid	Expenses	\$3,989 88		

00000 Act Payabl (\$3,989 88)

Total

Signature of Employee	Date	Approved By	Date

2000

INDEX NO. 451625/2020

RECEIVED NYSCEF: 03/06/2023