

EXHIBIT K

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 Guideline 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.
- 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.
- 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" 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 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.
- 9) 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.

