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NYSCEF DOC. NO. 1527

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Document Produced Only in Native Format

INDEX NO. 451625/2020

The National Rifle Association of America **Expense Report**

F: 03/20/2023

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).
- 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 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.
- 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.

NYSCEF DOC. NO. 1527

The National Rifle Association of America 2016 Expense Report

INDEX NO. 451625/2020

RECEIVED NYSCEF: 03/20/2023

Employee I.D.: Name: Division: Cost Center #:	Name (If not an employee): Powell, Joshua L. Address (If not an employee): Office of the Executive Vice Preside City, State & Zip: 10200 Misc. Travel City: Misc.			Total Employee Paid Expenses: Less Cash Advance: Amount Due to NRA from Employee: Amount Due to Employee from NRA:						\$8,893.80 0.00 0.00 \$8,893.80			
Purpose:					Travel State: Misc.			Misc.					
					EXP	ENSE DETAI							
	_	(1)	(2)	(3)		(4)	(5)		(6)	(7)	(8)	(9)	
Date MM/DD-MM/DD	Description	Plane / Train	Auto Rental	Taxi	Miles	nal Auto \$ 0.540	Tolls/ Other	Total Transport	Lodging	Meals (Self)	Telephone	Other	TOTAL
0/1/2016 to 11/1/20	Rental - Oct. & November					-		-				8,893.80	8,893.80
						-		-					-
						-		-					
						-		-					-
						-		-					
						-		-					
						-		-					
						-		-					
						-		-					-
						-		-					
	TOTAL	-	-	-		-	-	-	-	-	-	8,893.80	8,893.80
Description of Ot	her Charges (Column 9):												
		Fnte	rtainment/I	Rusiness Ma	eals Detail (a	receint is real	ired for each it	tem of entertair	ıment)				
Date	Name of place			Dusiness Mic	Name(s) of		incu for caciff			enefit to NI	RA		Amount
												Total	\$0.00
	DIRECT CHARGE DETAIL		1			Standard Ac	count Distribut	ion	1 1		Final Acco	unt Distribut	ion
					Cost		T	1	Account	Cost	Program		
Expenses Charge	d directly to the NRA:				Account	Center	Description	Amount	-	Number	Center	Number	Amount
					5200	10200	Travel	8,893.80		5200	10200	0000	\$8,893.80
Vendor / CC:	Description:	Expense:	1		5220	10200	Bus. Entert.	0.00	-				\$0.00
			-		Voll may no	the Standard	Account Distrib	ution OP					\$0.00
			-										\$0.00
			-		ľ	er alternative ac tribution area to	counts in the Fi	nai					\$0.00
					Account Dis	iribution area t) the right.						\$0.00
			1				ribution, just cli	ick on the					\$0.00

Total Direct Charge	es	-
Total Employee Paid Expenses: \$8.		\$8,893.80
Grand Total for all	Charges and Expenses	\$8,893.80

	Cost					
Account	Center	Description	Amount			
5200	10200	Travel	8,893.80			
5220	10200	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.						
(Note: If you click the Button and nothing happens						
your Excel Macros are not enabled. Call x1643)						
Accept		Total	\$8,893.80			

Final Account Distribution						
Account Number	Cost Center	Program Number	Amount			
5200	10200	0000	\$8,893.80			
			\$0.00			
			\$0.00			
			\$0.00			
			\$0.00			
			\$0.00			
			\$0.00			
	Employee Pa	id Expenses	\$8,893.80			
2000	00000	Act Payable	(\$8,893.80)			

•			
Signature of Employee	Date	Approved By	Date