FILED: NEW YORK COUNTY CLERK 03/20/2023 07:12 PM INDEX NO. 451625/2020

NYSCEF DOC. NO. 1528

RECEIVED NYSCEF: 03/20/2023

# **EXHIBIT F**

FILED: NEW YORK COUNTY CLERK 03/20/2023 07:12 PM

NYSCEF DOC. NO. 1528

INDEX NO. 451625/2020
RECEIVED NYSCEF: 03/20/2023

Document Produced Only in Native Format

INDEX NO. 451625/2020 F: 03/20/2023

## 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).
- 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. 1528

INDEX NO. 451625/2020 RECEIVED NYSCEF: 03/20/2023

The National Rifle Association of America
2016 Expense Report

Employee I.D.:	5033	Name (If not	an employe	ee):					Total Emp	oloyee Paid	Expenses:		\$4,197.01
Name:	Powell, Joshua L.	Address (If n	ot an empl	oyee):					Less Cash	Advance:			0.00
Division:	Office of the Executive Vice Pre	sid City, State &	Zip:						Amount D	ue to NRA	from Employe	ee:	0.00
Cost Center #:	10200	• •	•						Amount D	ue to Empl	oyee from NR	<b>A:</b>	\$4,197.01
Purpose:	Misc.	Travel City:	Misc.			Travel State:		Misc.	(per Travel	Authorizati	on Form)	TA Form #:	
					EXP	ENSE DETAIL	,				·		
		(1)	(2)	(3)		(4)	(5)		(6)	(7)	(8)	(9)	
Date		Plane /	Auto		Perso	nal Auto	Tolls/	Total		Meals		Ì	
MM/DD-MM/DD	Description	Train	Rental	Taxi	Miles	\$ 0.540	Other	Transport	Lodging	(Self)	Telephone	Other	TOTAL
12/13/16	Rental - December 2016					-		-				4,197.01	4,197.01
						-		-					-
						-		-					-
						-		-					-
						-		-					-
						-		-					-
						-		-					-
						-		-					-
						-		-					-
						-		-					<u>-</u> 1
	TOTAL 4,197.01 4,197.01												
<b>Description of Ot</b>	Description of Other Charges (Column 9):												
			rtainment/I	Business Me			red for each i	tem of entertain					
Date	Name of place		1		Name(s) of	Guest(s)		1	R	enefit to NR	<b>? A</b>		Amount

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

DIRECT CHARGE DETAIL  Expenses Charged directly to the NRA:					
Total Direct Cha	arges	-			
Total Employee	\$4,197.01				
Grand Total for	all Charges and Expenses	\$4,197.01			

Standard Account Distribution								
Account Center Description Amoun								
5200	10200	Travel	4,197.01					
5220	5220 10200 Bus. Entert. 0.00							
You may use the Standard Account Distribution <b>OR</b> 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	Accept Total \$4,197.01							

Final Account Distribution								
Account Number	Cost Center	Program Number	Amount					
5200	10200	0000	\$4,197.01					
			\$0.00					
			\$0.00					
			\$0.00					
			\$0.00					
			\$0.00					
			\$0.00					
	Employee Pa	nid Expenses	\$4,197.01					
2000	00000	Act Payable	(\$4 197 01)					

2000 00000		Act Payable	(\$4,197.01)	

Signature of Employee	Date	Approved By	Date