



SPONSOR	DATE	CASE/APPLICANT	DOCKET /CASE NO.	SUBJECT
American Water Works Company Inc.	04/22	Pennsylvania-American Water Company	Docket No. R-2020-3031672 (water) Docket No. R-2020-3031673 (wastewater)	Return on Equity
American Water Works Company Inc.	04/20	Pennsylvania-American Water Company	Docket No. R-2020-3019369 (water) Docket No. R-2020-3019371 (wastewater)	Return on Equity
American Water Works Company Inc.	04/17	Pennsylvania-American Water Company	Docket No. R-2017-2595853	Return on Equity
South Dakota Public Utilities Commission				
MidAmerican Energy Company	05/22	MidAmerican Energy Company	D-NG22-005	Return on Equity
Northern States Power Company	06/14	Northern States Power Company	Docket No. EL14-058	Return on Equity
Texas Public Utility Commission				
Entergy Texas, Inc.	07/22	Entergy Texas, Inc.	D-53719	Return on Equity
Southwestern Public Service Commission	08/19	Southwestern Public Service Commission	Docket No. D-49831	Return on Equity
Southwestern Public Service Company	01/14	Southwestern Public Service Company	Docket No. 42004	Return on Equity
Texas Railroad Commission				
CenterPoint Energy Entex and CenterPoint Energy Texas Gas	10/23	CenterPoint Energy Entex and CenterPoint Energy Texas Gas	2023 Texas Division Rate Case Case No. OS-23-00015513	Return on Equity
Utah Public Service Commission				



SPONSOR	DATE	CASE/APPLICANT	DOCKET /CASE NO.	SUBJECT
PacifiCorp d/b/a Rocky Mountain Power	05/20	PacifiCorp d/b/a Rocky Mountain Power	Docket No. 20-035-04	Return on Equity
Virginia State Corporation Commission				
Virginia American Water Company, Inc.	11/23	Virginia American Water Company, Inc.	Docket No. PUR-2023-00194	Return on Equity
Virginia American Water Company, Inc.	11/21	Virginia American Water Company, Inc.	Docket No. PUR-2021-00255	Return on Equity
Virginia American Water Company, Inc.	11/18	Virginia American Water Company, Inc.	Docket No. PUR-2018-00175	Return on Equity
Washington Utilities Transportation Commission				
PacifiCorp d/b/a Pacific Power & Light	03/23	PacifiCorp d/b/a Pacific Power & Light	Docket No. UE-230172	Return on Equity
Cascade Natural Gas Corporation	06/20	Cascade Natural Gas Corporation	Docket No. UG-200568	Return on Equity
PacifiCorp d/b/a Pacific Power & Light	12/19	PacifiCorp d/b/a Pacific Power & Light	Docket No. UE-191024	Return on Equity
Cascade Natural Gas Corporation	04/19	Cascade Natural Gas Corporation	Docket No. UG-190210	Return on Equity
West Virginia Public Service Commission				
West Virginia American Water Company	05/23	West Virginia American Water Company	Case No. 23-0383-W-42T	Return on Equity
West Virginia American Water Company	04/21	West Virginia American Water Company	Case No. 21-02369-W-42T	Return on Equity
West Virginia American Water Company	04/18	West Virginia American Water Company	Case No. 18-0573-W-42T Case No. 18-0576-S-42T	Return on Equity
Wisconsin Public Service Commission				
Wisconsin Power and Light	05/23	Wisconsin Power and Light	Docket No. 6680-UR-124	Return on Equity



SPONSOR	DATE	CASE/APPLICANT	DOCKET /CASE NO.	SUBJECT
Wisconsin Electric Power Company and Wisconsin Gas LLC	04/22	Wisconsin Electric Power Company and Wisconsin Gas LLC	Docket No. 05-UR-110	Return on Equity
Wisconsin Public Service Corp.	04/22	Wisconsin Public Service Corp.	6690-UR-127	Return on Equity
Alliant Energy		Alliant Energy		Return on Equity
Wisconsin Electric Power Company and Wisconsin Gas LLC	03/19	Wisconsin Electric Power Company and Wisconsin Gas LLC	Docket No. 05-UR-109	Return on Equity
Wisconsin Public Service Corp.	03/19	Wisconsin Public Service Corp.	6690-UR-126	Return on Equity
Wyoming Public Service Commission				
PacifiCorp d/b/a Rocky Mountain Power	02/23	PacifiCorp d/b/a Rocky Mountain Power	Docket No. 20000-633-ER-23	Return on Equity
PacifiCorp d/b/a Rocky Mountain Power	03/20	PacifiCorp d/b/a Rocky Mountain Power	Docket No. 20000-578-ER-20	Return on Equity
Montana-Dakota Utilities Co.	05/19	Montana-Dakota Utilities Co.	30013-351-GR-19	Return on Equity

CERTIFICATIONS/ACCREDITATIONS

Certified General Appraiser, licensed in the Commonwealth of Massachusetts





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Qualifications
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Summary of Qualifications

Tim Lyons is a partner with ScottMadden with more than 30 years of experience in the energy industry. Tim has held senior positions at several gas utilities and energy consulting firms. His experience includes rates and regulatory support, sales and marketing, customer service and strategy development. Prior to joining ScottMadden, Tim served as Vice President of Sales and Marketing for Vermont Gas. He has also served as Vice President of Marketing and Regulatory Affairs for Providence Gas Company, Director of Rates at Boston Gas Company, and Project Director at Quantec, LLC, an energy consulting firm.

Tim has sponsored testimony before 27 U.S. and 3 Canadian regulatory agencies. Tim holds a bachelor's degree from St. Anselm College, a master's degree in economics from The Pennsylvania State University, and a master's degree in business administration from Babson College.

Areas of Specialization

- ☐ Regulation and Rates
- ☐ Retail Energy
- ☐ Utilities
- ☐ Natural Gas

Capabilities

- ☐ Regulatory Strategy and Rate Case Support
- ☐ Strategic and Business Planning
- ☐ Capital Project Planning
- ☐ Process Improvements

Articles and Speeches

- ☐ "Country Strong: Vermont Gas shares its comprehensive effort to expand natural gas service into rural communities." ***American Gas Association***, June 2011 (with Don Gilbert).
- ☐ "Talking Safety With Vermont Gas." ***American Gas Association***, February 2009 (with Dave Attig).
- ☐ "Consumers Say 'Act Now' To Stabilize Prices." ***Power & Gas Marketing***, September/ October 2001 (with Jim DeMetro and Gerry Yurkevicz).
- ☐ "Rate Reclassification: Who Buys What and When." ***Public Utilities Fortnightly***, October 15, 1991 (with John Martin).



Sponsor	Date	Docket No.	Subject
Regulatory Commission of Alaska			
Cook Inlet Natural Gas Storage Alaska, LLC	7/21	Docket No. U-21-058	Sponsored testimony supporting the lead-lag study/cash working capital requirement for a general rate case proceeding.
ENSTAR Natural Gas Company	06/16	Docket No. U-16-066	Adopted and sponsored testimony supporting a lead-lag study for a general rate case proceeding.
Arizona Corporation Commission			
Southwest Gas Corporation	12/21	Docket No. G-01551A-21-0368	Sponsored testimony supporting class cost of service, rate design and bill impact analysis for a general rate case proceeding.
Arkansas Public Service Commission			
Liberty Utilities (The Empire District Electric Company)	2/23	Docket No. 22-085-U	Sponsored testimony supporting the class cost of service, rate design, bill impact studies, and revenue decoupling for a general rate case proceeding.
Liberty Utilities (Pine Bluff Water)	10/18	Docket No. 18-027-U	Sponsored testimony supporting the cost of service, rate design and bill impact studies for a general rate case proceeding.
California Public Utilities Commission			
Bear Valley Electric Service, Inc.	10/22	Application No. 22-08-010	Sponsored testimony supporting marginal cost study, rate design and bill impact analysis for a general rate case proceeding.
Liberty Utilities (CalPeco Electric)	5/21	Application No. 21-05-017	Sponsored testimony supporting the lead-lag study/cash working capital, marginal cost study, rate design and bill impact analysis for a general rate case proceeding.
Southwest Gas Corporation (Southern California, Northern California, and South Lake Tahoe jurisdictions)	8/19	Application No. 19-08-015	Sponsored testimony on behalf of three separate rate jurisdictions supporting revenue requirements, lead-lag/ cash working capital, and class cost of service, rate design and bill impact analysis for a general rate case proceeding.
Connecticut Public Utilities Regulatory Authority			
Yankee Gas Company	07/14	Docket No. 13-06-02	Sponsored report and testimony supporting the review and evaluation of gas expansion policies, procedures and analysis.
Delaware Public Service Commission			
Artesian Water Company	04/23	Docket No. 23-0601	Sponsored testimony supporting the cost of service, rate design and bill impact studies for a general rate case proceeding.
Illinois Commerce Commission			
Liberty Utilities (Midstates Natural Gas)	12/23	Docket No. 23-0380	Sponsored testimony supporting cost of service, rate design, bill impact and lead-lag studies for a general rate case proceeding.
Ameren Illinois Company d/b/a Ameren Illinois	1/23	Docket No. 22-0487	Sponsored testimony supporting a Multi-Year Integrated Grid Plan (Grid Plan). Prepared research and analysis evaluating the reasonableness of the Grid Plan through comparison to how other electric utilities have responded to the changing energy landscape.
Liberty Utilities (Midstates Natural Gas)	07/16	Docket No. 16-0401	Sponsored testimony supporting the cost of service, rate design and bill impact studies for a general rate case proceeding. The testimony includes proposal for new commercial classes and a decoupling mechanism.
Iowa Utilities Board			
Liberty Utilities (Midstates Natural Gas)	07/16	Docket No. RPU-2016-0003	Sponsored testimony supporting the cost of service, rate design and bill impact studies for a general rate case proceeding. The testimony includes proposal for new commercial classes.
Kansas Corporation Commission			



Sponsor	Date	Docket No.	Subject
The Empire District Electric Company	12/18	Docket No. 19-EPDE-223-RTS	Sponsored testimony supporting cost of service, rate design, bill impact and lead-lag studies for a general rate case proceeding.
Kentucky Public Service Commission			
Bluegrass Water Utility (Central States Water Company)	02/23	Case No. 2022-00432	Sponsored testimony supporting the rate design and bill impact studies for a general rate case proceeding.
Maine Public Utilities Commission			
Northern Utilities, Inc. d/b/a Unutil	05/23	Docket No. 2023-00051	Sponsored testimony supporting a marginal cost study, class cost of service study, rate design and customer bill impact for a general rate case proceeding.
Maine Water Company	03/21	Docket No. 2021-00053	Sponsored testimony supporting a proposed rate smoothing mechanism.
Northern Utilities, Inc. d/b/a Unutil	06/19	Docket No. 2019-00092	Sponsored testimony supporting a proposed capital investment cost recovery mechanism.
Northern Utilities, Inc. d/b/a Unutil	06/15	Docket No. 2015-00146	Sponsored testimony supporting the proposed gas expansion program, including a zone area surcharge.
Maryland Public Service Commission			
The Potomac Edison Company (FirstEnergy)	03/23	Case No. 9695	Sponsored testimony supporting the class cost of service, rate design, bill impact and lead-lag studies for a general rate case proceeding.
Sandpiper Energy, a Chesapeake Utilities company	12/15	Case No. 9410	Sponsored testimony supporting the cost of service, rate design and bill impact studies for a general rate case proceeding. The testimony includes proposal for new residential and commercial classes.
Massachusetts Department of Public Utilities			
Berkshire Gas Company, Eversource Energy, Liberty Utilities, National Grid, and Unutil	03/22	Docket No. DPU 20-80	Sponsored report that summarizes research, findings, and recommendations for regulatory mechanisms, methodologies, and policies that support Massachusetts's achievement of its net zero climate goal by 2050. The regulatory designs were informed by the results of quantitative and qualitative analysis of decarbonization pathways to achieve the Commonwealth's climate goals.
Liberty Utilities (New England Gas Company)	08/20	Docket No. DPU 20-92	Sponsored the Long-Range Forecast and Supply Plan filing for the five-year forecast period 2020/2021 through 2024/2025.
Eversource Energy, National Grid, and Unutil	02/20	Docket No. DPU 19-55	Sponsored report that summarizes research and evaluation of funding approaches for infrastructure modifications that interconnect Distributed Generation (DG) projects.
Liberty Utilities (New England Gas Company)	07/18	Docket No. DPU 18-68	Sponsored the Long-Range Forecast and Supply Plan filing for the five-year forecast period 2018/2019 through 2022/2023.
Liberty Utilities (New England Gas Company)	07/16	Docket No. DPU 16-109	Sponsored the Long-Range Forecast and Supply Plan filing for the five-year forecast period 2016/2017 through 2020/2021.
Boston Gas	10/93	Docket No. DPU 92-230	Sponsored testimony describing the Company's position regarding rate treatment of vehicular natural gas investments and expenses.
Boston Gas	03/90	Docket No. DPU 90-55	Sponsored testimony supporting the weather and other cost of service adjustments, rate design and customer bill impact studies for a general rate case proceeding.



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Sponsor	Date	Docket No.	Subject
Boston Gas	03/88	Docket No. DPU 88-67-II	Sponsored testimony supporting the rate reclassification of commercial and industrial customers for a rate design proceeding.
Michigan Public Service Commission			
Lansing Board of Water & Light and Michigan State University	04/23	Docket No. U-21308	Sponsored testimony evaluating Consumer Energy's class cost of service and rate design proposals.
Lansing Board of Water & Light and Michigan State University	04/20	Docket No. U-20650	Sponsored testimony evaluating Consumer Energy's class cost of service and rate design proposals.
Lansing Board of Water & Light and Michigan State University	04/19	Docket No. U-20322	Sponsored testimony evaluating Consumer Energy's class cost of service and rate design proposals.
Midland Cogeneration Ventures, LLC	09/18	Docket No. U-18010	Sponsored testimony evaluating Consumer Energy's class cost of service and rate design proposals.
Minnesota Public Utilities Commission			
Northern States Power Company (XcelEnergy)	10/21	Docket No. E002/GR-21-630	Sponsored testimony supporting a Return on Equity (ROE) adjustment mechanism that would allow the Company to symmetrically adjust its ROE to reflect significant changes in financial market conditions.
Missouri Public Service Commission			
Confluence Rivers Utility Operating Company	12/22	Case No. WR-2023-0006/ SR-2023-0007	Sponsored testimony supporting the rate design and bill impact studies for a general rate case proceeding.
The Empire District Gas Company	08/21	Docket No. GR-2021-0320	Sponsored testimony supporting the class cost of service, rate design, bill impact and lead-lag studies for a general rate case proceeding.
The Empire District Electric Company	05/21	Docket No. ER-2021-0312	Sponsored testimony supporting the class cost of service, rate design, bill impact and lead-lag studies for a general rate case proceeding.
Spire Missouri, Inc.	12/20	Docket No. GR-2021-0108	Sponsored testimony supporting class cost of service, rate design, and lead-lag study proposals for a general rate case proceeding. The testimony also included support for a proposed revenue adjustment mechanism.
The Empire District Electric Company	08/19	Docket No. ER-2019-0374	Sponsored testimony supporting the class cost of service, rate design, bill impact and lead-lag studies for a general rate case proceeding. The testimony also included proposals for a weather normalization mechanism.
Liberty Utilities (Midstates Natural Gas)	09/17	Docket No. GR-2018-0013	Sponsored testimony supporting the class cost of service, rate design, bill impact and lead-lag studies for a general rate case proceeding. The testimony also included proposals for a revenue decoupling/ weather normalization mechanism as well as tracker accounts for certain O&M expenses and capital costs.
Missouri Gas Energy	04/17	Docket No. GR-2017-0216	Sponsored testimony supporting the class cost of service, rate design, bill impact and Lead/Lag studies for a general rate case proceeding. The testimony included support for a decoupling mechanism.
Laclede Gas Company	04/17	Docket No. GR-2017-0215	Sponsored testimony supporting the class cost of service, rate design, bill impact and Lead/Lag studies for a general rate case proceeding. The testimony included support for a decoupling mechanism.
Nevada Public Utilities Commission			
Southwest Gas Corporation	09/23	Docket No. 23-09012	Sponsored testimony supporting the class cost of service, rate design, bill impact and Lead/Lag studies for a general rate case proceeding.



Sponsor	Date	Docket No.	Subject
Southwest Gas Corporation	09/21	Docket No. 21-09001	Sponsored testimony supporting the class cost of service, rate design, bill impact and Lead/Lag studies for a general rate case proceeding.
Southwest Gas Corporation	02/20	Docket No. 20-02023	Sponsored testimony supporting the class cost of service, rate design, bill impact and Lead/Lag studies for a general rate case proceeding.
New Hampshire Public Utilities Commission			
Unitil (Northern Utilities, Inc.)	8/21	Docket No. DG 21-104	Sponsored testimony supporting a revenue decoupling mechanism.
Unitil Energy Systems, Inc.	4/21	Docket No. DE 21-030	Sponsored testimony supporting a revenue decoupling mechanism.
Liberty Utilities (EnergyNorth Natural Gas) Corp. d/b/a Liberty Utilities	11/17	Docket No. DG 17-198	Sponsored testimony supporting a levelized cost analysis for approval of firm supply and transportation agreements.
Liberty Utilities d/b/a Granite State Electric Company	04/16	Docket No. DE 16-383	Adopted testimony and sponsored Lead/Lag study for a general rate case proceeding.
New Jersey Board of Public Utilities			
Jersey Central Power and Light Company (FirstEnergy)	03/23	Docket No. ER23030144	Sponsored testimony supporting the class cost of service and Lead/Lag studies for a general rate case proceeding.
South Jersey Gas Company	04/22	Docket No. GR22040253	Sponsored testimony supporting the Lead/Lag study for a general rate case proceeding.
Elizabethtown Gas Company	12/21	Docket No. GR21121254	Sponsored testimony supporting the Lead/Lag study for a general rate case proceeding.
South Jersey Gas Company	03/20	Docket No. GR20030243	Sponsored testimony supporting the Lead/Lag study for a general rate case proceeding.
Elizabethtown Gas Company	04/19	Docket No. GR19040486	Sponsored testimony supporting the Lead/Lag study for a general rate case proceeding.
Pivotal Utility Holdings, Inc. d/b/a Elizabethtown Gas Company	08/16	Docket No. GR16090826	Sponsored testimony supporting the Lead/Lag study for a general rate case proceeding.
New Mexico Public Regulation Commission			
New Mexico Gas Company, Inc.	9/23	Case No. 23-00255-UT	Sponsored testimony supporting the class cost of service, rate design, bill impact and weather normalization adjustment mechanisms for a general rate case proceeding.
Corporation Commission of Oklahoma			
The Empire District Electric Company	02/21	Cause No. PUD 202100163	Sponsored testimony supporting the class cost of service, rate design, bill impact and Lead/Lag studies for a general rate case proceeding. The proposed rate design included a three-year phase-in of the proposed rate increase.
The Empire District Electric Company	03/19	Cause No. PUD 201800133	Sponsored testimony supporting the class cost of service, rate design, bill impact and Lead/Lag studies for a general rate case proceeding.
The Empire District Electric Company	04/17	Cause No. PUD 201600468	Adopted direct testimony and sponsored rebuttal testimony supporting the revenue requirements for a general rate case proceeding. The testimony included proposals for alternative ratemaking mechanisms.
Rhode Island Public Utilities Commission			
Providence Gas Company	08/01 09/00 08/96	Docket No. 1673	Sponsored testimony supporting the changes in cost of gas adjustment factor related to projected under-recovery of gas costs; Filed testimony and witness for pilot hedging program to mitigate price risks to customers; Filed testimony and witness for changes in cost of gas adjustment factor related to extension of rate plan.



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Sponsor	Date	Docket No.	Subject
Providence Gas Company	08/00	Docket No. 2581	Sponsored testimony supporting the extension of a rate plan that began in 1997 and included certain modifications, including a weather normalization clause.
Providence Gas Company	03/00	Docket No. 3100	Sponsored testimony supporting the de-tariff and deregulation of appliance repair service, enabling the Company to have needed pricing flexibility.
Providence Gas Company	06/97	Docket No. 2581	Sponsored testimony supporting a rate plan that fixed all billing rates for three-year period; included funding for critical infrastructure investments in accelerated replacement of mains and services, digitized records system, and economic development projects.
Providence Gas Company	04/97	Docket No. 2552	Sponsored testimony supporting the rate design, customer bill impact studies and retail access tariffs for commercial and industrial customers, including redesign of cost of gas adjustment clause, for a rate design proceeding.
Providence Gas Company	02/96	Docket No. 2374	Sponsored testimony supporting the rate design, customer bill impact studies and retail access tariffs for largest commercial and industrial customers for a rate design proceeding.
Providence Gas Company	01/96	Docket No. 2076	Sponsored testimony supporting the rate reclassification of customers into new rate classes, rate design (including introduction of demand charges), and customer bill impact studies for a rate design proceeding.
Providence Gas Company	11/92	Docket No. 2025	Sponsored testimony supporting the Integrated Resource Plan filing, including a performance-based incentive mechanism.
<u>Railroad Commission of Texas</u>			
CenterPoint Energy – Texas Gas Division	10/23	Case No. 00015513	Sponsored testimony supporting the Lead/Lag study for a general rate case proceeding.
Texas Gas Service Company – Rio Grande Valley Service Area	06/23	Case No. 00014399	Sponsored testimony supporting the Lead/Lag study for a general rate case proceeding.
Texas Gas Service Company – West Texas, North Texas, and Borger/ Skellytown Service Areas	06/22	Case No. 00009896	Sponsored testimony supporting the Lead/Lag study for a general rate case proceeding.
Texas Gas Service Company – Central Texas and Gulf Coast Service Areas	12/19	GUD No. 10928	Sponsored testimony supporting the Lead/Lag study for a general rate case proceeding.
CenterPoint Energy – Beaumont/ East Texas Division	11/19	GUD No. 10920	Sponsored testimony supporting the Lead/Lag study for a general rate case proceeding.
Texas Gas Service Company – Borger/ Skellytown Service Area	08/18	GUD No. 10766	Sponsored testimony supporting the Lead/Lag study for a general rate case proceeding.
Texas Gas Service Company – North Texas Service Area	06/18	GUD No. 10739	Sponsored testimony supporting the Lead/Lag study for a general rate case proceeding.
CenterPoint Energy – South Texas Division	11/17	GUD No. 10669	Sponsored testimony supporting the Lead/Lag study for a general rate case proceeding.
Texas Gas Service Company – Rio Grande Valley Service Area	06/17	GUD No. 10656	Sponsored testimony supporting the Lead/Lag study for a general rate case proceeding.
Atmos Pipeline – Texas	01/17	GUD No. 10580	Sponsored testimony supporting the Lead/Lag study for a general rate case proceeding.



Sponsor	Date	Docket No.	Subject
CenterPoint Energy – Texas Gulf Division	11/16	GUD No. 10567	Sponsored testimony supporting the Lead/Lag study for a general rate case proceeding.
Public Utility Commission of Texas			
CenterPoint Energy Houston Electric, LLC	04/19	Docket No. 49421	Sponsored testimony supporting the Lead/Lag study for a general rate case proceeding.
Vermont Public Utilities Commission			
Vermont Gas Systems	12/12	Docket No. 7970	Sponsored testimony describing the market served by \$90 million natural gas expansion project to Addison County, VT. Also described the terms and economic benefits of a special contract with International Paper.
Vermont Gas Systems	02/11	Docket No. 7712	Sponsored testimony supporting the market evaluation and analysis for a system expansion and reliability regulatory fund.
Virginia State Corporation Commission			
Shenandoah Valley Electric Cooperative	01/24	Case No. PUR-2023-00207	Sponsored report and studies related to revenue requirements, class cost of service, rate design, and bill impact analysis for a streamlined application to increase base rates.
American Electric Power - Appalachian Power Company	3/23	Case No. PUR-2023-00002	Sponsored testimony supporting the Lead/Lag study for the 2023 triennial review of base rates, terms, and conditions.
Rappahannock Electric Cooperative	10/22	Case No. PUR-2022-00160	Sponsored report and studies related to revenue requirements, class cost of service, rate design, and bill impact analysis for a streamlined application to increase base rates.
American Electric Power - Appalachian Power Company	3/20	Case No. PUR-2020-00015	Sponsored testimony supporting the Lead/Lag study for the 2020 triennial review of base rates, terms, and conditions.
West Virginia Public Service Commission			
Monongahela Power Company and The Potomac Edison Company (FirstEnergy)	06/23	Case No. 23-0460-E-42T	Sponsored testimony supporting the class cost of service, rate design, bill impact and lead-lag studies for a general rate case proceeding.
Nova Scotia Utility and Review Board			
Nova Scotia Power	01/22	Matter No. M10431	Sponsored evidence supporting the cash working capital requirement and lead/Lag study for a general rate case proceeding.
Ontario Energy Board			
Toronto Hydro-Electric System Limited	11/23	Docket No. EB-2023-0195	Sponsored evidence supporting Toronto Hydro's Custom Rate Framework. Prepared research and analysis evaluating the appropriateness of the Rate Framework in the context of how other electric utility ratemaking practices have responded to developments in the energy industry.
Ontario Energy Association	01/21	Docket No. EB-2020-0133	Sponsored evidence regarding policies and ratemaking treatment related to COVID-19 costs in U.S. and Canadian regulatory jurisdictions. The evidence was used to support Ontario Energy Association's response to Staff's proposals.
Commission of Canada Energy Regulator			
Trans-Northern Pipelines, Inc.	06/23	Docket No. RH-001-2023	Sponsored evidence related to application for approval of incentive tolls.

Exhibit JSM-01: Educational Background and Business Experience

Dr. J. Stuart McMenamin

Education

- Ph.D., Economics, University of California, San Diego, 1975
- B.A., Mathematics and Economics, Occidental College, 1971

Employment History

- Director of Forecasting Solutions, Itron, Inc., 2002-present
- Senior Vice President, Regional Economic Research, Inc., 1986-2002
- Vice President, Criterion Inc., 1979-1985
- Senior Economist, President's Council on Wage and Price Stability, 1978-1979
- Lecturer in Economics, University of California, San Diego, 1976-1989
- Research Director, Econometric Research Associates, 1975-1978
- Senior Consultant, Institute for Policy Analysis, 1973-1975

Research Experience

Dr. McMenamin is a nationally recognized expert in the field of energy forecasting. Over the last 45 years, he has specialized in the following areas: end-use modeling, energy technology data development, end-use load shape modeling, system load forecasting, price forecasting, retail load forecasting, financial forecasting, load research data analysis, and smart grid data analytics. In addition to his work in the energy area, Dr. McMenamin has completed numerous studies in the areas of telecommunications markets, regional economic modeling, and statistical analysis of employment practices.

Prior to joining Itron, Dr. McMenamin was the principal investigator for the development of the EPRI end-use models (REEPS, COMMEND, and INFORM) which were the primary end-use modeling tools in North America in the 1980s and 1990's. Since joining Itron in 2002, Dr. McMenamin has directed the development of Itron's forecasting software products (MetrixND, MetrixLT, Forecast Manager, and the Itron Load Research System). These products are used by most of the major utilities and ISOs in North America for short-term forecasting and financial forecasting.

In the area of data development, Dr. McMenamin has directed numerous market research studies involving residential, commercial, and industrial customers. These studies have included large on-site survey projects in all sectors, decision-maker studies, vendor surveys, panel of experts studies, and conjoint studies. Results from these studies have been used to construct comprehensive market assessments involving the modeling of customer purchase actions and customer decision processes.

Over the last two decades, Dr. McMenamin has spearheaded the development of the Statistically Adjusted End-Use modeling framework, which has been adopted by a growing list of major utilities for long-term forecasting. More recently, Dr. McMenamin has focused on analysis of smart meter data and applications of these data to forecasting, weather normalization, and variance analysis.

Teaching Experience

Undergraduate courses taught at the University of California, San Diego (1976-1989).

- Topics in Economics
- Principles of Microeconomics
- Money and Banking
- International Finance

Selected Reports and Papers

Daily Sales Tracking using AMI Data, presented at AEIC Load Research Committee Meeting, June, 2017

Weather Normalization of VPP Hourly Usage, presented at AEIC/WLR Annual Meeting, August, 2015

Incorporating Energy Efficiency into Western Interconnection Transmission Planning, with Galen Berbose, Alan Sanstad, Charles, Goldman, Andy Sukenik, LBNL-6578E, February, 2014

Weather Normalization by Time of Use, with Rob Zacher, AEIC/WLR Annual Meeting, September 2014.

Modeling an Aggressive Energy-Efficiency Scenario in Long-Range Load Forecasting for Electric Power Transmission Planning, with Alan Sanstad, Galen Barbose, Charles Goldman, and Andrew Sukenik, Applied Energy, Sept 2014.

Forecasting Accuracy Survey and Energy Trends, presented at Energy Forecasting Group annual meeting, April 2014.

Leveraging Meter Data for Distributed Energy Load Forecasting, presented at Analytics for Integration of Distributed Energy Resources panel, IEE Power & Energy Society meeting, July 2013.

Exploratory Data Analysis using Neural Networks, presented at Global Energy Forecasting Competition panel, IEE Power & Energy Society meeting, July 2013.

Smart Grid Analytics, presented at AEIC Load Research Workshop, April, 2013.

Using AMI Data to Improve Forecasting and Financial Analytics, presented at Western Load Research Association, October, 2012.

Links Between Forecasting, Load Research, and Energy Efficiency Analysis, presented at Western Load Research Association, September, 2011.

Demand Response Analytics and other Applications of Smart Grid Data, presented at Western Load Research Association, March, 2010.

Impact of AMI on Forecasting and Load Research, presented at Western Load Research Association, March, 2008. Also Itron white paper available at www.Itron.com.

Defining Normal Weather for Energy and Peak Normalization, Itron white paper, September, 2009. Available at www.Itron.com

Weather Normalization Best Practices Survey, presented at Association of Edison Illuminating Companies, Load Research Workshop, April, 2006.

Using Load Research Data to Estimate Unbilled Revenues, presented at Western Load Research Association, September, 2004

Profiling and Forecasting in Retail Electricity Markets, presented at Advanced Workshop in Regulation and Competition, Center for Research in Regulated Industries, June, 2001.

The Technical Side of ERCOT Profile Models, presented at Western Load Research Association, April, 2001.

Sample Design for Load Profiling, presented at Association of Edison Illuminating Companies workshop, April, 2001.

Neural Networks, What Goes on Inside the Black Box, presented at EPRI Forecasting Workshop, December, 2000.

Evaluating the Decline in Residential Gas Usage, primary author, prepared for Gas Research Institute, May, 2000.

Comparison of Statistical Approaches to Electricity Price Forecasting, with F. Monforte. In *Pricing in Competitive Electricity Markets*, Kluwer Academic Publishers, A. Faruqui and K. Eakin, eds, April, 2000.

Long-term and Short-term Hourly Profile Forecasting Methods. Western Load Research Association Conference, October, 1999.

Load Forecasting for Retail Sales, with F. Monforte. EPRI 12th Forecasting Symposium, April, 1999.

Load Shape Modeling Methods. Presented at EPRI/GRI Workshop on Load Data Analysis, June, 1999.

Short-Term Energy Forecasting with Neural Networks, with F. Monforte, The Energy Journal, Volume 19, Number 4, 1998.

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- Advanced Methods for Short-term Forecasting.* Workshop presented at the IIR Competitive Research and Forecasting Conference, April, 1997.
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**INDEX TO THE DIRECT TESTIMONY
OF DANE A. WATSON, WITNESS FOR
ONCOR ELECTRIC DELIVERY COMPANY LLC**

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Exhibit DAW-1 Dane Watson, List of Testimony Appearances

Exhibit DAW-2 Oncor Electric Delivery Depreciation Rate Study
Dated December 31, 2021

PUC Docket No. _____

Watson - Direct
Oncor Electric Delivery
2022 Rate Case

DIRECT TESTIMONY OF DANE A. WATSON

I. POSITION AND QUALIFICATIONS

Q. PLEASE STATE YOUR NAME, BUSINESS ADDRESS, AND CURRENT EMPLOYMENT POSITION.

A. My name is Dane A. Watson. My business address is 101 E. Park Blvd, Suite 220, Plano Texas 75074. I am a Partner of Alliance Consulting Group ("Alliance"). Alliance provides consulting and expert services to the utility industry.

Q. ON WHOSE BEHALF ARE YOU TESTIFYING IN THIS PROCEEDING?

A. I am testifying on behalf of Oncor Electric Delivery Company LLC ("Oncor" or the "Company").

Q. PLEASE DESCRIBE YOUR EDUCATIONAL BACKGROUND AND PROFESSIONAL EXPERIENCE.

A. I hold a Bachelor of Science degree in Electrical Engineering from the University of Arkansas at Fayetteville and a master's degree in Business Administration from Amberton University.

Q. HAVE YOU EVER SUBMITTED TESTIMONY BEFORE THE PUBLIC UTILITY COMMISSION OF TEXAS ("COMMISSION")?

A. Yes. I have conducted depreciation studies and filed testimony on depreciation and valuation issues before the Commission in Docket Nos. 11735, 12160, 15195, 16650, 18490, 20285, 22350, 23640, 24040, 32766, 34040, 35763, 35717, 36633, 38147, 38339, 38480, 38929, 40020, 40604, 40606, 40824, 41474, 42004, 42469, 43695, 43950, 44746, 44704, 45414, 46957, 47527, 48371, 48231, 48401, 49421, 49831, 50288, 50557, 50944, 51536, 51611, and 51802 among others. In addition, I have testified on behalf of various entities in more than 290 proceedings before more than 35 different regulatory bodies in my 37-year career of performing depreciation studies. My Exhibit DAW-1 lists instances in which I have conducted depreciation studies, filed written testimony, and/or testified live before various regulatory commissions.

1 Q. DO YOU HOLD ANY SPECIAL CERTIFICATION AS A DEPRECIATION
2 EXPERT?

3 A. Yes. The Society of Depreciation Professionals ("SDP") has established
4 international standards for depreciation professionals. The SDP
5 administers an examination and has certain required qualifications to
6 become certified in this field. I have met all requirements and am a Certified
7 Depreciation Professional ("CDP").

8 Q. PLEASE OUTLINE YOUR EXPERIENCE IN THE FIELD OF
9 DEPRECIATION.

10 A. Since graduating from college in 1985, I have worked in the area of
11 depreciation and valuation. I founded Alliance in 2004 and am responsible
12 for conducting depreciation, valuation, and certain accounting-related
13 studies for utilities in various industries. My duties related to depreciation
14 studies include the assembly and analysis of historical and simulated data,
15 conducting field reviews, determining service life and net salvage estimates,
16 calculating annual depreciation, presenting recommended depreciation
17 rates to utility management for its consideration, and supporting such rates
18 before regulatory bodies.

19 My prior employment from 1985 to 2004 was with TXU Corp. and its
20 predecessors ("TXU"). During my tenure with TXU, I was responsible for,
21 among other things, conducting valuation and depreciation studies for the
22 domestic TXU companies. During that time, I also served as Manager of
23 Property Accounting Services and Records Management in addition to my
24 depreciation responsibilities.

25 I have twice been Chair of the Edison Electric Institute ("EEI")
26 Property Accounting and Valuation Committee and have been Chairman of
27 EEI's Depreciation and Economic Issues Subcommittee. I am a Registered
28 Professional Engineer ("PE") in the State of Texas and a CDP. I am a
29 Senior Member of the Institute of Electrical and Electronics Engineers
30 ("IEEE") and have held numerous offices on the Executive Board of the

1 Dallas Section of IEEE as well as national and worldwide offices. I have
2 twice served as President of the SDP, most recently in 2015. I also teach
3 depreciation seminars on an annual basis for EEI and the American Gas
4 Association (both basic and advanced levels), and I develop and teach the
5 advanced training for the SDP and other venues.

6 **II. PURPOSE OF TESTIMONY**

7 Q. WHAT IS THE PURPOSE OF YOUR TESTIMONY?

8 A. The purpose of my testimony is to:

- 9 • discuss the recent depreciation study completed for Oncor assets;
10 and
11 • support and justify the recommended depreciation rate changes for
12 Oncor assets based on the results of the depreciation study.

13 The depreciation study is provided as Exhibit DAW-2 to my direct testimony.

14 Q. HAS THE COMPOSITION OF ONCOR'S ASSETS CHANGED SINCE THE
15 LAST DEPRECIATION STUDY?

16 A. Yes. In Oncor's last base-rate case, Docket No. 46957, the Commission's
17 Order was predicated on Oncor and the company known at that time as
18 Sharyland Distribution & Transmission Services, L.L.C. ("Sharyland")
19 reaching closing on a transaction to exchange assets (Oncor was to acquire
20 primarily distribution assets, while Sharyland was to receive certain Oncor
21 transmission assets). The Sharyland transaction did close, and the asset
22 exchange took place in 2017. This transaction is discussed in greater detail
23 in Company witness Mr. James A. Greer's direct testimony. Also, Oncor's
24 distribution facilities in the McAllen and Mission, Texas area that were
25 acquired in the asset exchange were sold to AEP Texas Inc. for net book
26 value with no gain or loss arising from the sale. As a result, there was no
27 impact on my depreciation analysis related to this transaction.

28 Additionally, as described in greater detail in the direct testimony of
29 Oncor witness Mr. Wesley R. Speed, in 2019, the Commission approved a
30 transaction in Docket No. 48929 that resulted in Oncor's acquisition of the

Dane Watson Testimony Appearances

Asset Location	Commission	Docket (If Applicable)	Company	Year	Description
Oklahoma	Corporation Commission of Oklahoma	PUD 202100163	Empire District Electric Company	2022	Electric Depreciation Study
Michigan	Michigan Public Service Commission	U-21176	Consumers Gas	2021	Gas Depreciation Study
New Jersey	New Jersey Board of Public Utilities	GR21121254	Elizabethtown Natural Gas	2021	Gas Depreciation Study
Ontario Canada	Ontario Energy Board	EB-2021-0110	Hydro One	2021	Electric Depreciation Study
Alaska	Regulatory Commission of Alaska	TA116-118, TA115-97, TA160-37 and TA110-290	Fairbanks Water and Wastewater	2021	Water and Waste Water Depreciation Study
Colorado	Public Utilities Commission of Colorado	21AL-0317E	Public Service of Colorado	2021	Electric and Common Depreciation Study
Alaska	Regulatory Commission of Alaska	U-21-025	Golden Valley Electric Association	2021	Electric Depreciation Study
Wisconsin	Public Service Commission of Wisconsin	5-DU-103	WE Energies	2021	Electric and Gas Depreciation Study
Kentucky	Public Service Commission of Kentucky	2021-00214	Atmos Kentucky	2021	Gas Depreciation Study
Missouri	Missouri Public Service Commission	ER-2021-0312	Empire District Electric Company	2021	Electric Depreciation Study
Wisconsin	Public Service Commission of Wisconsin	4220-DU-111	Northern States Power Wisconsin	2021	Transmission, Distribution General and Common Depreciation Study
Louisiana	Louisiana Public Service Commission	U-35951	Atmos Energy	2021	Statewide Gas Depreciation Study
Minnesota	Minnesota Public Utilities Commission	B015-D-21-229	Allete Minnesota Power	2021	Intangible, Transmission, Distribution, and General Depreciation Study
Michigan	Michigan Public Service Commission	U-20849	Consumers Energy	2021	Electric and Common Depreciation Study
Texas	Texas Public Utility Commission	51802	Southwestern Public Service Company	2021	Electric Technical Update
MultiState	FERC	RP21-441-000	Florida Gas Transmission	2021	Gas Depreciation Study

Dane Watson Testimony Appearances

Asset Location	Commission	Docket (If Applicable)	Company	Year	Description
New Mexico	New Mexico Public Regulation Commission	20-00238-UT	Southwestern Public Service Company	2021	Electric Technical Update
Yukon Territory Canada	Yukon Energy Board	2021 General Rate Application	Yukon Energy	2020	Electric Depreciation Study
MultiState	FERC	ER21-709-000	American Transmission Company	2020	Electric Depreciation Study
Texas	Texas Public Utility Commission	51611	Sharyland Utilities	2020	Electric Depreciation Study
Texas	Texas Public Utility Commission	51536	Brownsville Public Utilities Board	2020	Electric Depreciation Study
New Jersey	New Jersey Board of Public Utilities	WR20110729	Suez Water New Jersey	2020	Water and Waste Water Depreciation Study
Idaho	Idaho Public Service Commission	SUZ-W-20-02	Suez Water Idaho	2020	Water Depreciation Study
Texas	Texas Public Utility Commission	50944	Monarch Utilities	2020	Water and Waste Water Depreciation Study
Michigan	Michigan Public Service Commission	U-20844	Consumers Energy/DTE Electric	2020	Ludington Pumped Storage Depreciation Study
Mexico	Comision Reguladora de Energia	G/352/TRA/2015 UH-250/125738/2019	Arguelles Depreciation Study	2020	Gas Depreciation Study
Tennessee	Tennessee Public Utility Commission	2000086	Piedmont Natural Gas	2020	Gas Depreciation Study
Texas	Railroad Commission of Texas	OS-00005136	CoServ Gas	2020	Gas Depreciation Study
Texas	Railroad Commission of Texas	GUD 10988	EPCOR Gas Texas	2020	Gas Depreciation Study
Florida	Florida Public Service Commission	20200166-GU	People Gas System	2020	Gas Depreciation Study
Mississippi	Federal Energy Regulatory Commission	ER20-1660-000	Mississippi Power Company	2020	Electric Depreciation Study
Texas	Public Utility Commission of Texas	50557	Corix Utilities	2020	Water and Waste Water Depreciation Study
Georgia	Georgia Public Service Commission	42959	Liberty Utilities Peach State Natural Gas	2020	Gas Depreciation Study
Texas	Public Utility Commission of Texas	50734	Oncor Electric Delivery	2020	Life of Intangible Plant
New Jersey	New Jersey Board of Public Utilities	GR20030243	South Jersey Gas	2020	Gas Depreciation Study

Asset Location	Commission	Docket (If Applicable)	Company	Year	Description
Kentucky	Kentucky Public Service Commission	2020-00064	Big Rivers	2020	Electric Depreciation Study
Colorado	Colorado Public Utilities Commission	20AL-0049G	Public Service of Colorado	2020	Gas Depreciation Study
Texas	NA	NA	Federnales Electric Coop	2019	Electric Depreciation Study
New York	Federal Energy Regulatory Commission	ER20-716-000	LS Power Grid New York, Corp.	2019	Electric Transmission Depreciation Study
Mississippi	Mississippi Public Service Commission	2019-UN-219	Mississippi Power Company	2019	Electric Depreciation Study
Texas	Public Utility Commission of Texas	50288	Kerrville Public Utility District	2019	Electric Depreciation Study
Texas	Railroad Commission of Texas	GUD 10920	CenterPoint Gas	2019	Gas Depreciation Study and Propane Air Study
Texas, New Mexico	Federal Energy Regulatory Commission	ER20-277-000	Southwestern Public Service Company	2019	Electric Production and General Plant Depreciation Study
New Mexico	New Mexico Public Regulation Commission		New Mexico Gas	2019	Gas Depreciation Study
Alaska	Regulatory Commission of Alaska	U-19-086	Alaska Electric Light and Power	2019	Electric Depreciation Study
Texas	Railroad Commission of Texas	GUD 10900	Atmos Energy West Texas Division - Triangle	2019	Depreciation Rates for Natural Gas Property
Delaware	Delaware Public Service Commission	19-0615	Suez Water Delaware	2019	Water Depreciation Study
California	California Public Utilities Commission	A.19-08-015	Southwest Gas Northern California	2019	Gas Depreciation Study
California	California Public Utilities Commission	A.19-08-015	Southwest Gas Southern California	2019	Gas Depreciation Study
Texas	Railroad Commission of Texas	GUD 10895	CenterPoint Propane Air	2019	Depreciation Rates for Propane Air Assets
Texas	Public Utility Commission of Texas	49831	Southwestern Public Service Company	2019	Electric Depreciation Study
New Mexico	New Mexico Public Regulation Commission	19-00170-UT	Southwestern Public Service Company	2019	Electric Depreciation Study
Georgia	Georgia Public Service Commission	42516	Georgia Power Company	2019	Electric Depreciation Study
Georgia	Georgia Public Service Commission	42315	Atlanta Gas Light	2019	Gas Depreciation Study

Asset Location	Commission	Docket (If Applicable)	Company	Year	Description
Arizona	Arizona Corporation Commission	G-01551A-19-0055	Southwest Gas Corporation	2019	Gas Removal Cost Study
New Hampshire	New Hampshire Public Service Commission	DE 19-064	Liberty Utilities	2019	Electric Distribution and General
New Jersey	New Jersey Board of Public Utilities	GR19040486	Elizabethtown Natural Gas	2019	Gas Depreciation Study
Texas	Public Utility Commission of Texas	49421	CenterPoint Houston Electric LLC	2019	Electric Depreciation Study
North Carolina	North Carolina Utilities Commission	Docket No. G-9, Sub 743	Piedmont Natural Gas	2019	Gas Depreciation Study
Minnesota	Minnesota Public Utilities Commission	E-015/D-18-226	Allete Minnesota Power	2018	Electric Compliance Filing
Colorado	Colorado Public Utilities Commission	19AL-0063ST	Public Service of Colorado	2019	Steam Depreciation Study
Texas	NA	NA	CenterPoint Texas	2019	Propane Air Depreciation Study
Various	NA	NA	Enable Midstream Partners	2019	Gas Depreciation Study
Alaska	Regulatory Commission of Alaska	U-18-121	Municipal Power and Light City of Anchorage	2018	Electric Depreciation Study
Various	NA	NA	Pattern Energy	2018	Renewable Asset Capital Accounting
New York	NA	NA	Long Island Electric Utility Servco LLC	2018	Electric Depreciation Study
Various	FERC	RP19-352-000	Sea Robin	2018	Gas Depreciation Study
Texas New Mexico	Federal Energy Regulatory Commission	ER19-404-000	Southwestern Public Service Company	2018	Electric Transmission Depreciation Study
California	Federal Energy Regulatory Commission	ER19-221-000	San Diego Gas and Electric	2018	Electric Transmission Depreciation Study
Kentucky	Kentucky Public Service Commission	2018-00281	Atmos Kentucky	2018	Gas Depreciation Study
Texas	Public Utility Commission of Texas	48500	Golden Spread Electric Coop	2018	Electric Depreciation Study
Alaska	Regulatory Commission of Alaska	U-18-054	Matanuska Electric Coop	2018	Electric Generation Depreciation Study
California	California Public Utilities Commission	A17-10-007	San Diego Gas and Electric	2018	Electric and Gas Depreciation Study
Texas	NA	NA	Lower Colorado River Authority	2018	Electric Transmission and General Study
Texas	Public Utility Commission of Texas	48401	Texas New Mexico Power	2018	Electric Depreciation Study

Asset Location	Commission	Docket (If Applicable)	Company	Year	Description
Nevada	Public Utility Commission of Nevada	18-05031	Southwest Gas	2018	Gas Depreciation Study
Texas	Public Utility Commission of Texas	48231	Oncor Electric Delivery	2018	Depreciation Rates
Texas	Public Utility Commission of Texas	48371	Entergy Texas	2018	Electric Depreciation Study
Kansas	Kansas Corporation Commission	18-KCPE-480-RTS	Kansas City Power and Light	2018	Electric Depreciation Study
Louisiana	Louisiana Public Service Commission	U-34803	Atmos LGS	2018	Gas Depreciation Study
Arkansas	Arkansas Public Service Commission	18-027-U	Liberty Pine Bluff Water	2018	Water Depreciation Study
Minnesota	Minnesota Public Utilities Commission	E-015/D-18-226	Allete Minnesota Power	2018	Electric Depreciation Rate
Kentucky	Kentucky Public Service Commission	2017-00349	Atmos KY	2018	Gas Depreciation Rates
Tennessee	Tennessee Public Utility Commission	18-00017	Chattanooga Gas	2018	Gas Depreciation Study
Texas	Railroad Commission of Texas	10679	Si Energy	2018	Gas Depreciation Study
Texas	City of Dallas Statement of Intent	NA	Atmos Mid-Tex	2017-2018	Gas Depreciation Study
Alaska	Regulatory Commission of Alaska	U-17-104	Anchorage Water and Wastewater	2017	Water and Waste Water Depreciation Study
Michigan	Michigan Public Service Commission	U-18488	Michigan Gas Utilities Corporation	2017	Gas Depreciation Study
New Mexico	FERC	ER18-228-000	Southwestern Public Service Company	2017	Electric Production Depreciation Study
Texas	Railroad Commission of Texas	10669	CenterPoint South Texas	2017	Gas Depreciation Study
New Mexico	New Mexico Public Regulation Commission	17-00255-UT	Southwestern Public Service Company	2017	Electric Production Depreciation Study
Arkansas	Arkansas Public Service Commission	17-061-U	Empire District Electric Company	2017	Depreciation Rates for New Wind Generation
Kansas	Kansas Corporation Commission	18-EPDE-184-PRE	Empire District Electric Company	2017	Depreciation Rates for New Wind Generation
Oklahoma	Oklahoma Corporation Commission	PUD 201700471	Empire District Electric Company	2017	Depreciation Rates for New Wind Generation
Missouri	Missouri Public Service Commission	EO-2018-0092	Empire District Electric Company	2017	Depreciation Rates for New Wind Generation

Dane Watson Testimony Appearances

Asset Location	Commission	Docket (If Applicable)	Company	Year	Description
Michigan	Michigan Public Service Commission	U-18457	Upper Peninsula Power Company	2017	Electric Depreciation Study
Florida	Florida Public Service Commission	20170179-GU	Florida City Gas	2017	Gas Depreciation Study
Iowa	NA		Cedar Falls Utility	2017	Telecommunications, Water, and Cable Utility
Michigan	FERC	ER18-56-000	Consumers Energy	2017	Electric Depreciation Study
Missouri	Missouri Public Service Commission	GR-2018-0013	Liberty Utilities	2017	Gas Depreciation Study
Michigan	Michigan Public Service Commission	U-18452	SEMCO	2017	Gas Depreciation Study
Texas	Public Utility Commission of Texas	47527	Southwestern Public Service Company	2017	Electric Production Depreciation Study
Minnesota	Minnesota Public Utilities Commission	17-581	Minnesota Northern States Power	2017	Electric, Gas and Common Transmission, Distribution and General
Colorado	Colorado Public Utilities Commission	17AL-0363G	Public Service of Colorado-Gas	2017	Gas Depreciation Study
MultiState	FERC	ER17-1664	American Transmission Company	2017	Electric Depreciation Study
Alaska	Regulatory Commission of Alaska	U-17-008	Municipal Power and Light City of Anchorage	2017	Generating Unit Depreciation Study
Louisiana	Louisiana Public Service Commission	U-34343	Atmos Trans Louisiana	2017	Gas Depreciation Study
Mississippi	Mississippi Public Service Commission	2017-UN-041	Atmos Energy	2017	Gas Depreciation Study
New York	FERC	ER17-1010-000	New York Power Authority	2017	Electric Depreciation Study
Oklahoma	Oklahoma Corporation Commission	PUD 201700078	CenterPoint Oklahoma	2017	Gas Depreciation Study
Texas	Railroad Commission of Texas	GUD 10580	Atmos Pipeline Texas	2017	Gas Depreciation Study
Texas	Public Utility Commission of Texas	46957	Oncor Electric Delivery	2017	Electric Depreciation Study
Alabama	FERC	ER16-2312-000	Alabama Power Company	2016	Electric Depreciation Study
Alabama	FERC	ER16-2313-000	SEGCO	2016	Electric Depreciation Study
Alaska	Regulatory Commission of Alaska	U-16-067	Alaska Electric Light and Power	2016	Generating Unit Depreciation Study
Arizona	Arizona Corporation Commission	G-01551A-16-0107	Southwest Gas	2016	Gas Depreciation Study

Dane Watson Testimony Appearances

Exhibit DAW-1

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Asset Location	Commission	Docket (If Applicable)	Company	Year	Description
California	California Public Utilities Commission	A 16-07-002	California American Water	2016	Water and Waste Water Depreciation Study
Colorado	Colorado Public Utilities Commission	16A-0231E	Public Service Company of Colorado	2016	Electric Depreciation Study
Mississippi	Mississippi Public Service Commission	2016 UN 267	Willmut Gas	2016	Gas Depreciation Study
Florida	Florida Public Service Commission	160170-EI	Gulf Power	2016	Electric Depreciation Study
Georgia	N/A	N/A	Dalton Utilities	2016	Electric, Gas, Water, Wastewater & Fiber Depreciation Study
Georgia	NA	NA	Oglethorpe Power	2016	Electric Depreciation Study
Illinois	Illinois Commerce Commission	GRM #16-208	Liberty-Illinois	2016	Natural Gas Depreciation Study
Iowa	Iowa Utilities Board	RPU-2016-0003	Liberty-Iowa	2016	Natural Gas Depreciation Study
Kentucky	FERC	RP16-097-000	KOT	2016	Natural Gas Depreciation Study
Michigan	Michigan Public Service Commission	U-18195	Consumers Energy/DTE Electric	2016	Ludington Pumped Storage Depreciation Study
Michigan	Michigan Public Service Commission	U-18127	Consumers Energy	2016	Natural Gas Depreciation Study
MultiState	FERC	ER17-191-000	American Transmission Company	2016	Electric Depreciation Study
Hawaii			Hawaii American Water	2015	Wastewater and Water Depreciation Study
New Jersey	New Jersey Board of Public Utilities	GR16090826	Elizabethtown Natural Gas	2016	Gas Depreciation Study
New York	NA		New York Power Authority	2016	Electric Transmission and General Study
North Carolina	North Carolina Utilities Commission	Docket G-9 Sub 77H	Piedmont Natural Gas	2016	Gas Depreciation Study
Texas	Railroad Commission of Texas	GUD 10567	CenterPoint Texas	2016	Gas Depreciation Study
Texas	Public Utility Commission of Texas	45414	Sharyland	2016	Electric Depreciation Study
Alaska	Regulatory Commission of Alaska	U-15-089	Fairbanks Water and Wastewater	2015	Water and Waste Water Depreciation Study
Arkansas	Arkansas Public Service Commission	15-098-U	CenterPoint Arkansas	2015	Gas Depreciation Study and Cost of Removal Study

Asset Location	Commission	Docket (If Applicable)	Company	Year	Description
Arkansas	Arkansas Public Service Commission	15-031-U	Source Gas Arkansas	2015	Underground Storage Gas Depreciation Study
Hawaii			Hawaii American Water	2015	Wastewater and Water Depreciation Study
Arkansas	Arkansas Public Service Commission	15-011-U	Source Gas Arkansas	2015	Gas Depreciation Study
Atmos Energy Corporation	Tennessee Regulatory Authority	14-00146	Atmos Tennessee	2015	Natural Gas Depreciation Study
Colorado	Colorado Public Utilities Commission	15-AL-0299G	Atmos Colorado	2015	Gas Depreciation Study
Kansas	Kansas Corporation Commission	16-ATMG-079-RTS	Atmos Kansas	2015	Gas Depreciation Study
Kansas	Kansas Corporation Commission	15-KCPB-116-RTS	Kansas City Power and Light	2015	Electric Depreciation Study
Montana	NA	NA	Energy Keepers	2015	Property Units/ Depreciation Rates Hydro Facility
Multi-State NE US	FERC	16-453-000	Northeast Transmission Development, LLC	2015	Electric Depreciation Study
New Mexico	New Mexico Public Regulation Commission	15-00261-UT	Public Service Company of New Mexico	2015	Electric Depreciation Study
New Mexico	New Mexico Public Regulation Commission	15-00296-UT	Southwestern Public Service Company	2015	Electric Depreciation Study
New Mexico	New Mexico Public Regulation Commission	15-00139-UT	Southwestern Public Service Company	2015	Electric Depreciation Study
Texas	Railroad Commission of Texas	GUD 10432	CenterPoint- Texas Coast Division	2015	Gas Depreciation Study
Texas	Public Utility Commission of Texas	44704	Entergy Texas	2015	Electric Depreciation Study
Texas	Public Utility Commission of Texas	44746	Wind Energy Transmission Texas	2015	Electric Depreciation Study
Texas, New Mexico	FERC	ER15-949-000	Southwestern Public Service Company	2015	Electric Depreciation Study
Alaska	Regulatory Commission of Alaska	U-14-120	Alaska Electric Light and Power	2014-2015	Electric Depreciation Study
Alabama	State of Alabama Public Service Commission	U-5115	Mobile Gas	2014	Gas Depreciation Study
Alaska	Regulatory Commission of Alaska	U-14-045	Matanuska Electric Coop	2014	Electric Generation Depreciation Study

Asset Location	Commission	Docket (If Applicable)	Company	Year	Description
Alaska	Regulatory Commission of Alaska	U-14-054	Sand Point Generating LLC	2014	Electric Depreciation Study
Alaska	Regulatory Commission of Alaska	U-14-055	TDX North Slope Generating	2014	Electric Depreciation Study
California	California Public Utilities Commission	A.14-07-006	Golden State Water	2014	Water and Waste Water Depreciation Study
Colorado	Public Utilities Commission of Colorado	14AL-0660E	Public Service Company of Colorado	2014	Electric Depreciation Study
Louisiana	Louisiana Public Service Commission	U-28814	Atmos Energy Corporation	2014	Gas Depreciation Study
Michigan	Michigan Public Service Commission	U-17653	Consumers Energy Company	2014	Electric and Common Depreciation Study
Multi State -- SE US	FERC	RP15-101	Florida Gas Transmission	2014	Gas Transmission Depreciation Study
Nebraska	Nebraska Public Service Commission	NG-0079	Source Gas Nebraska	2014	Gas Depreciation Study
New Mexico	New Mexico Public Regulation Commission	14-00332-UT	Public Service of New Mexico	2014	Electric Depreciation Study
Texas	Public Utility Commission of Texas	43950	Cross Texas Transmission	2014	Electric Depreciation Study
Texas	NA	NA	Hughes Natural Gas	2014	Gas Depreciation Study
Texas	Public Utility Commission of Texas	42469	Lone Star Transmission	2014	Electric Depreciation Study
Texas	Public Utility Commission of Texas	43695	Southwestern Public Service Company	2014	Electric Depreciation Study
Wisconsin	Wisconsin	05-DU-102	WE Energies	2014	Electric, Gas, Steam and Common Depreciation Studies
Texas, New Mexico	Public Utility Commission of Texas	42004	Southwestern Public Service Company	2013-2014	Electric Production, Transmission, Distribution and General Plant Depreciation Study
Virginia	Virginia Corporation Commission	PUE-2013-00124	Atmos Energy Corporation	2013-2014	Gas Depreciation Study
Arkansas	Arkansas Public Service Commission	13-078-U	Arkansas Oklahoma Gas	2013	Gas Depreciation Study
Arkansas	Arkansas Public Service Commission	13-079-U	Source Gas Arkansas	2013	Gas Depreciation Study
California	California Public Utilities Commission	Proceeding No.: A.13-11-003	Southern California Edison	2013	Electric Depreciation Study
Kentucky	Kentucky Public Service Commission	2013-00148	Atmos Energy Corporation	2013	Gas Depreciation Study

Asset Location	Commission	Docket (If Applicable)	Company	Year	Description
Minnesota	Minnesota Public Utilities Commission	13-252	Allete Minnesota Power	2013	Electric Depreciation Study
New Hampshire	New Hampshire Public Service Commission	DE 13-063	Liberty Utilities	2013	Electric Distribution and General
New Jersey	New Jersey Board of Public Utilities	GR13111137	South Jersey Gas	2013	Gas Depreciation Study
North Carolina/South Carolina	FERC	ER13-1313	Progress Energy Carolina	2013	Electric Depreciation Study
Oklahoma and TX Panhandle	NA	NA	Enable Midstream Partners	2013	Gas Depreciation Study
Texas	Public Utility Commission of Texas	41474	Sharyland	2013	Electric Depreciation Study
Texas	Railroad Commission of Texas	10235	West Texas Gas	2013	Gas Depreciation Study
Various	FERC	RP14-247-000	Sea Robin	2013	Gas Depreciation Study
Wisconsin	Public Service Commission of Wisconsin	4220-DU-108	Northern States Power Company - Wisconsin	2013	Electric, Gas and Common Transmission, Distribution and General
Alaska	Regulatory Commission of Alaska	U-12-154	Alaska Telephone Company	2012	Telecommunications Utility
Alaska	Regulatory Commission of Alaska	U-12-141	Interior Telephone Company	2012	Telecommunications Utility
Alaska	Regulatory Commission of Alaska	U-12-149	Municipal Power and Light City of Anchorage	2012	Electric Depreciation Study
Colorado	Colorado Public Utilities Commission	12AL-1269ST	Public Service Company of Colorado	2012	Gas and Steam Depreciation Study
Colorado	Colorado Public Utilities Commission	12AL-1268G	Public Service Company of Colorado	2012	Gas and Steam Depreciation Study
Kansas	Kansas Corporation Commission	12-ATMG-564-RTS	Atmos Kansas	2012	Gas Depreciation Study
Kansas	Kansas Corporation Commission	12-KCPE-764-RTS	Kansas City Power and Light	2012	Electric Depreciation Study
Michigan	Michigan Public Service Commission	U-17104	Michigan Gas Utilities Corporation	2012	Gas Depreciation Study
Minnesota	Minnesota Public Utilities Commission	12-858	Northern States Power Company - Minnesota	2012	Electric, Gas and Common Transmission, Distribution and General

Asset Location	Commission	Docket (If Applicable)	Company	Year	Description
Nevada	Public Utility Commission of Nevada	12-04005	Southwest Gas	2012	Gas Depreciation Study
New Mexico	New Mexico Public Regulation Commission	12-00350-UT	Southwestern Public Service Company	2012	Electric Depreciation Study
North Carolina	North Carolina Utilities Commission	E-2 Sub 1025	Progress Energy Carolina	2012	Electric Depreciation Study
North Dakota	North Dakota Public Service Commission	PU-12-0813	Northern States Power	2012	Electric, Gas and Common Transmission, Distribution and General
South Carolina	Public Service Commission of South Carolina	Docket 2012-384-B	Progress Energy Carolina	2012	Electric Depreciation Study
Texas	Railroad Commission of Texas	10170	Atmos Mid-Tex	2012	Gas Depreciation Study
Texas	Railroad Commission of Texas	10147, 10170	Atmos Mid-Tex	2012	Gas Depreciation Study
Texas	Railroad Commission of Texas	10174	Atmos West Texas	2012	Gas Depreciation Study
Texas	Railroad Commission of Texas	10182	CenterPoint Beaumont/ East Texas	2012	Gas Depreciation Study
Texas	Texas Public Utility Commission	40604	Cross Texas Transmission	2012	Electric Depreciation Study
Texas	Texas Public Utility Commission	40020	Lone Star Transmission	2012	Electric Depreciation Study
Texas	Texas Public Utility Commission	40606	Wind Energy Transmission Texas	2012	Electric Depreciation Study
Texas	Texas Public Utility Commission	40824	Xcel Energy	2012	Electric Depreciation Study
California	California Public Utilities Commission	A1011015	Southern California Edison	2011	Electric Depreciation Study
Colorado	Public Utilities Commission of Colorado	11AL-947E	Public Service Company of Colorado	2011	Electric Depreciation Study
Michigan	Michigan Public Service Commission	U-16938	Consumers Energy Company	2011	Gas Depreciation Study
Michigan	Michigan Public Service Commission	U-16536	Consumers Energy Company	2011	Wind Depreciation Rate Study
Mississippi	Mississippi Public Service Commission	2011-UN-184	Atmos Energy	2011	Gas Depreciation Study
MultiState	FERC	ER12-212	American Transmission Company	2011	Electric Depreciation Study

Asset Location	Commission	Docket (If Applicable)	Company	Year	Description
MultiState			Atmos Energy	2011	Shared Services Depreciation Study
MultiState			CenterPoint	2011	Shared Services Study
MultiState			CenterPoint	2011	Depreciation Reserve Study (SAP)
Pennsylvania	NA	NA	Safe Harbor	2011	Hydro Depreciation Study
Texas	Texas Public Utility Commission	39896	Entergy Texas	2011	Electric Depreciation Study
Texas	Public Utility Commission of Texas	38929	Oncor	2011	Electric Depreciation Study
Texas	Texas Commission on Environmental Quality	Matter 37050-R	Southwest Water Company	2011	WasteWater Depreciation Study
Texas	Texas Commission on Environmental Quality	Matter 37049-R	Southwest Water Company	2011	Water Depreciation Study
Alaska	Regulatory Commission of Alaska	U-10-070	Inside Passage Electric Cooperative	2010	Electric Depreciation Study
Georgia	Georgia Public Service Commission	31647	Atlanta Gas Light	2010	Gas Depreciation Study
Maine/ New Hampshire	FERC	10-896	Granite State Gas Transmission	2010	Gas Depreciation Study
Multi State – SE US	FERC	RP10-21-000	Florida Gas Transmission	2010	Gas Depreciation Study
Multistate	NA	NA	Constellation Energy	2010	Fossil Generation Depreciation Study
Multistate	NA	NA	Constellation Energy Nuclear	2010	Nuclear Generation Depreciation Study
Texas	Texas Railroad Commission	10041	Atmos Amarillo	2010	Gas Depreciation Study
Texas	Texas Railroad Commission	10000	Atmos Pipeline Texas	2010	Gas Depreciation Study
Texas	Railroad Commission of Texas	10038	CenterPoint South TX	2010	Gas Depreciation Study
Texas	Public Utility Commission of Texas	36633	City Public Service of San Antonio	2010	Electric Depreciation Study
Texas	Public Utility Commission of Texas	38339	CenterPoint Electric	2010	Electric Depreciation Study
Texas	Public Utility Commission of Texas	38147	Southwestern Public Service Company	2010	Electric Technical Update
Texas	Public Utility Commission of Texas	38480	Texas New Mexico Power	2010	Electric Depreciation Study
Alaska	Regulatory Commission of Alaska	U-09-015	Alaska Electric Light and Power	2009-2010	Electric Depreciation Study
Alaska	Regulatory Commission of Alaska	U-10-043	Utility Services of Alaska	2009-2010	Water Depreciation Study

Asset Location	Commission	Docket (If Applicable)	Company	Year	Description
California	California Public Utility Commission	A10071007	California American Water	2009-2010	Water and Waste Water Depreciation Study
Michigan	Michigan Public Service Commission	U-16054	Consumers Energy	2009-2010	Electric Depreciation Study
Michigan	Michigan Public Service Commission	U-16055	Consumers Energy/DTE Energy	2009-2010	Ludington Pumped Storage Depreciation Study
Wyoming	Wyoming Public Service Commission	30022-148-GR10	Source Gas	2009-2010	Gas Depreciation Study
Colorado	Colorado Public Utilities Commission	09AL-299E	Public Service of Colorado	2009	Electric Depreciation Study
Iowa	NA		Cedar Falls Utility	2009	Telecommunications, Water, and Cable Utility
Michigan	Michigan Public Service Commission	U-15963	Michigan Gas Utilities Corporation	2009	Gas Depreciation Study
Michigan	Michigan Public Service Commission	U-15989	Upper Peninsula Power Company	2009	Electric Depreciation Study
Michigan	Michigan Public Service Commission	In Progress	Edison Sault	2009	Electric Depreciation Study
Mississippi	Mississippi Public Service Commission	09-UN-334	CenterPoint Energy Mississippi	2009	Gas Depreciation Study
New York	New York Public Service Commission		Key Span	2009	Generation Depreciation Study
North Carolina	North Carolina Utilities Commission		Piedmont Natural Gas	2009	Gas Depreciation Study
South Carolina	Public Service Commission of South Carolina		Piedmont Natural Gas	2009	Gas Depreciation Study
Tennessee	Tennessee Regulatory Authority	09-000183	AGL – Chattanooga Gas	2009	Gas Depreciation Study
Tennessee	Tennessee Regulatory Authority	11-00144	Piedmont Natural Gas	2009	Gas Depreciation Study
Texas	Railroad Commission of Texas	9869	Atmos Energy	2009	Shared Services Depreciation Study
Texas	Railroad Commission of Texas	9902	CenterPoint Energy Houston	2009	Gas Depreciation Study
Arizona	NA	NA	Arizona Public Service	2008	Fixed Asset Consulting
Louisiana	Louisiana Public Service Commission	U-30689	Cleco	2008	Electric Depreciation Study
Multiple States	NA	NA	Constellation Energy	2008	Generation Depreciation Study
New Mexico	New Mexico Public Regulation Commission	07-00319-UT	Southwestern Public Service Company	2008	Testimony – Depreciation

Dane Watson Testimony Appearances

Asset Location	Commission	Docket (If Applicable)	Company	Year	Description
North Dakota	North Dakota Public Service Commission	PU-07-776	Northern States Power Company - Minnesota	2008	Net Salvage
Texas	Public Utility Commission of Texas	35717	Oncor	2008	Electric Depreciation Study
Texas	Public Utility Commission of Texas	35763	Southwestern Public Service Company	2008	Electric Production, Transmission, Distribution and General Plant Depreciation Study
Wisconsin	Wisconsin	05-DU-101	WE Energies	2008	Electric, Gas, Steam and Common Depreciation Studies
Colorado	Colorado Public Utilities Commission	Filed – no docket to date	Public Service Company of Colorado	2007-2008	Electric Depreciation Study
Colorado	Colorado Public Utilities Commission	10AL-963G	Public Service Company of Colorado	2007-2008	Gas Depreciation Study
Minnesota	Minnesota Public Utilities Commission	E015/D-08-422	Minnesota Power	2007-2008	Electric Depreciation Study
Multiple States	Railroad Commission of Texas	9762	Atmos Energy	2007-2008	Shared Services Depreciation Study
Multiple States	None		Tennessee Valley Authority	2007-2008	Electric Generation and Transmission Depreciation Study
Michigan	Michigan Public Service Commission	U-15629	Consumers Energy	2006-2009	Gas Depreciation Study
Multiple States	NA	NA	Constellation Energy	2007	Generation Depreciation Study
Texas	Public Utility Commission of Texas	34040	Oncor	2007	Electric Depreciation Study
Arkansas	Arkansas Public Service Commission	06-161-U	CenterPoint Energy – Arkla Gas	2006	Gas Distribution Depreciation Study and Removal Cost Study
Colorado	Colorado Public Utilities Commission	06-234-EG	Public Service Company of Colorado	2006	Electric Depreciation Study
Multiple States	Multiple	NA	CenterPoint Energy	2006	Shared Services Depreciation Study
Nevada	NA	NA	Nevada Power/Sierra Pacific	2006	ARO Consulting



CORPORATE TRAVEL POLICY

PURPOSE

The purpose of this document is to provide uniform guidelines relating to travel expenses incurred by employees on behalf of CenterPoint Energy (the Company). Travel expenses must be paid using the Company authorized methods. The Corporate Travel Policy is meant to be used in accordance with the General Expense & Reimbursement Policy (GE&R Policy). Additionally, a travel program helps support compliance with safety, applicable regulations, standards, and guidelines. The corporate travel guidelines are listed separately with greater detail of the process and methodologies. This document is maintained and updated by the Travel Manager annually. For specific interpretation of travel requirements, contact the Travel Manager. For specific interpretation of General Expense requirements, please refer to the GE&R Policy or contact the OnePay team.

POLICY

Scope of Policy

The policy applies to all individuals who incur travel on behalf of the Company. Business Units may at their own discretion adopt more restrictive travel and expense procedures for their employees. This policy cannot specifically cover all possible business circumstances. Employees should discuss with their immediate management the approval of any travel expenses that may be in question or not covered by this policy prior to incurring the expense.

Compliance

The Company assumes no obligation to approve expenses or reimburse employees for expenses that are not in compliance with this policy. If expenses are not approved and the OnePay card was used, the Company will take the necessary steps to recover funds from the employee. Further, non-compliance with the policy may subject individuals to disciplinary action up to and including termination of employment.

Policy Exception

While expected to be occasional in nature, in those instances where expenditures addressed in this policy do not conform to the stated policy, approval of the exception must be obtained from the SVP of the respective business area. Where practical, the exception must be approved before the expense is incurred. All policy exceptions are required to be documented by the employee in the OnePay travel system.

Information and Training

Business Travel Guidelines, and other relevant travel programs information can be found on the Company intranet 'Corporate Travel' page in *CNPToday*. OnePay Travel Training can be found in the OnePay portal under the 'Help' section.

OnePay Card

The Company requires that all travel expenses associated with company business should be incurred using a OnePay Card. **Reference:** Please refer to the GE&R Policy for more information.

Ineligible Expenses

Employees are expected to exercise reasonable judgment with respect to business travel expenses and are expected to spend the Company funds prudently. Business expenses will only be approved if they are reasonable, appropriately documented, properly authorized, and comply with this policy. **Reference:** For a full list of eligible & ineligible expenses, please refer to the GE&R Policy.

The following expenses will not be reimbursed under this policy (this list is not intended to be all-inclusive):

- Annual fees for frequent traveler programs (i.e., TSA Pre✓, Clear, Global Entry)
- Hotel or rental car club membership dues
- Lost baggage
- Travel meals and entertainment at adult entertainment locations
- Parking tickets or traffic violations
- Personal expenses incurred during business travel such as:
 - Accident insurance (domestic)
 - Entertainment
 - Reading materials (such as magazines, books, or newspapers)
 - Souvenirs and/or personal gifts

General Travel Procedures and Information

General

- The Company maintains a managed travel program with strategic vendor relationships and traveler security monitoring. As a result, all business travel arrangements must be made using authorized corporate travel tools, which are:
 - OnePay Travel booking tool
 - Travel Agency of Record**Reference:** See [Corporate Travel Page](#) for more information.
- If the employee does not have a OnePay card, the preferred method of payment for all travel related expenses, the Travel Manager maintains a Business Travel Account for employee air travel only, please contact the Travel Manager for more information.

- Employees are prohibited from making group travel arrangements where they would receive personal benefits from frequent traveler programs or other reward programs, i.e., Meeting Planner Points. **Reference:** 'Company Ethics and Compliance Code' for more information.
- The selection of air carrier, flight times, or payment options must never be decided solely based on frequent flyer mileage or other rewards such as upgrades.
- For non-employee travel and related expenses see *Non-Employee Travel and Related Expenses* section below.
- It is the responsibility of management to ensure that any of their employees traveling on behalf of the Company are aware of and abide by the policies and guidelines outlined in this policy and any other applicable policy.

Travel Approval Requirements for Homeland Security Threat Levels

Travel to certain cities may require Vice President approval or may be suspended temporarily in response to security incidents or threats. In this event, employees will be notified through Company Notes on the OnePay Travel home page; the Corporate Travel website on *CNPToday*; or when the employee contacts the travel agency for reservations.

International Travel

- An ***International Travel Checklist*** has been provided on the corporate travel website. [International Travel](#)
- All business travel outside of the continental United States (48) requires Vice President or above approval. In addition, Corporate Security approval is required via email before sending to the Travel Manager for the travel agency reservation and ticketing. This process is documented by the travel agency and is required prior to ticketing.
- Business class may be permitted by management for international flights when the total in-flight time is greater than 8 hours. Prior approval must be obtained by the traveler from a Vice President or above.
- International travel is monitored by a travel risk mitigation/management company. A Pre-trip Advisory email will be sent with information and instructions specific to the travel destination and contains important security and medical information relevant to your travel. Please download the Mobile App prior to departure and log-in with your Company email address.
- Please check with Corporate Cybersecurity a minimum of 2 weeks prior to departure to ensure compliance and access for all devices (computer, phone, tablet, etc.).
 - **Due to the distinct risks involved with connecting to the CNP network from a non-domestic location, CNP Corporate Cybersecurity is required to be notified of all international travel (both business and personal).** The traveler will need to contact the Governance Risk & Compliance (GRC) team at GRCTeam@centerpointenergy.com and provide the following details regarding the travel:
 - The location(s) where CNP technology assets could connect to the Internet
 - If using a CNP laptop, verification the laptop is enrolled in Intune and

verification Virtual Desktop Interface (VDI) software is installed on the laptop. Any connections made to the CNP network must be made using VDI software (use of VPN alone is not considered an adequate substitute.)

- The following link contains all VDI-related documentation (how to request temporary access, install software and log into the desktop - [VDI Documentation](#))
- If using a CNP-issued mobile device/tablet, verification Intune is installed on the mobile device
- If using a **personal device** (referred to as Bring Your Own Device or BYOD), acknowledgement that Section 4.1 General Program Requirements from the Technology **Acceptable Use Policy** applies:
Any CNP work product created, stored, or maintained by User on their BYOD device is subject to CNP's Protection of Confidential Information Policy, the Data Classification and Control Policy and any other relevant Company policy.
- CNP Cybersecurity possess the authority to prohibit network connectivity to countries outside of the United States. A list of prohibited countries and regions can be found in Section 2.1 Prohibited Countries and Regions within the [International Connectivity Standard](#). **CNP employees and contractors are required to abide by the same requirements outlined in this standard.** In addition, travelers are prohibited from carrying CNP-provided technology assets in prohibited countries and regions, even if not attempting to connect to the network.
- An exception may be requested to connect from a prohibited location. A business case describing the reason for the exception must be documented and submitted for review and approval. If an exception to connect from a prohibited location is approved, the traveler must abide by any specific terms and mitigations set forth by CNP Corporate Cybersecurity. For additional information regarding cybersecurity requirements or consultation, please contact GRCTeam@CenterPointEnergy.com.

Preferred Vendors

- Corporate Travel has entered strategic relationships with airlines, lodging companies, and car rental companies providing the Company discounts for such services. Travelers are required to use these preferred vendors.
- The requirements to book lodging accommodations through OnePay Travel or our travel agency and to use a company-preferred vendor does not apply when a conference sponsor has negotiated a conference attendee rate that specifically requires booking through the conference registration/website. A copy of the registration form, including hotel information, must be submitted as OnePay documentation.

Payment of Business Travel Expenditures

- Business-related airfare must be secured through our travel agency or the OnePay Travel tool. Airfare charges will be paid by the Company on the employee's individual OnePay Card or the Business Travel Account. Airfare cannot be purchased with a personal credit card.
- The use of the travel agency for personal airfare is not to be paid for on an OnePay Card.
- Contractors and consultants are required to invoice the Company to recover any travel-related costs paid for by the contractor and consultant.
- Direct billing of hotel or car rental expenditures by employees using a check request or non-PO process is not allowed.

Airline Class of Service and Airport Fees

- Coach is the standard class of travel.
- Travelers are expected to book the lowest logical airfare consistent with business purposes.
- Upgrades may be requested at the traveler's own expense or using frequent flyer rewards. This includes:
 - Seat upgrades including leg room
 - Early bird check-in
- The following fees may be reimbursed by the Company if there is a valid business purpose justifying the service: (Detailed descriptions and proper receipts are required.)
 - Change fees related to a traveler exchanging a refundable ticket for a more expensive ticket
 - Exchange fees related to a traveler changing the itinerary on a non-refundable ticket
 - Same day standby fees where a traveler elects to stand by for an earlier flight on the same day
 - Baggage fees with a valid business purpose
 - Excessive baggage fees related to the traveler exceeding the weight or number of pieces allowed by the carrier
 - Other air carrier fees charged at the airport or onboard the aircraft that are logically required to complete business travel
- All business travel outside of the continental United States requires Vice President approval and consultation with Corporate Security. See International Travel section.
- First Class travel (domestic or international) will not be used unless accompanying a client or customer who is already traveling in first class and has been approved by an Executive Vice President.

Unused Tickets and Ticket Conversions

- The conversion of higher-priced tickets to lower-priced tickets with the employee retaining the difference for personal use is not permitted.

- Unused tickets have a cash value and therefore must be tracked. Applicable cost centers bear the risk of loss if a refund is missed, or a non-refundable ticket is not tracked.
- The travel agency must be notified of cancellations prior to trip departure in accordance with airline rules to maintain the value of any unused tickets.
- Employees and the Travel Manager must track the value of unused tickets booked through our travel agency.

Extension of Business Trip

Significant airfare savings may be achieved by extending a business trip over a Saturday night. Of course, these savings must be weighed against the additional costs of meals and lodging associated with a longer stay. Employees are required to document the savings within the OnePay System to support the additional hotel, meals or other costs associated with the extension of the business trip. Managers will document the approved Saturday night or trip extensions in the manager comment section of the OnePay System.

Combining Personal Travel with Business Travel

Combining personal with business travel is permitted with Manager approval provided that the employee clearly segregates expenses associated with the personal and business portions of the trip. Personal travel expenses may not be reimbursed except in the case of an extension of a trip that results in cost savings to the Company.

Airport Airline Club Memberships

Dues for a membership in an airport airline club are allowed with approval of an Executive Vice President.

Interruption / Change in Travel Plans

If a traveler changes travel plans due to changes in circumstances, the traveler must contact the travel agency to update the itinerary and to avoid cancellation / no-show or other penalty fees. If the travel interruption happens during your travel, please work with the airline directly and/or the travel agency for expedited resolution.

Travel Insurance

The Company OnePay Cards provide travel insurance coverage. The Company will not reimburse the cost of additional travel insurance. Contact the Travel Manager for additional information.

The company also maintains Business Travel Accident Insurance.

Rental Car General Guidelines

Rental car reservations are required to be made through OnePay Travel or our travel agency to take advantage of negotiated rates that include insurance coverage for business travel. These guidelines should be observed:

- Travelers will normally use mid-size 'Intermediate' cars for business travel. More expensive car classes require a business reason such as additional passengers or space requirements. The rental of luxury cars is not permitted.
- Travelers may rent a car to drive to their destination when:
 - Driving a rental car is less expensive than using other modes of transportation
 - Driving is more convenient than other modes of transportation
 - Driving is necessary to transport large or bulky material
- Travelers must contact the travel agency or the car rental agency to cancel rental car reservations if they are not needed. When canceling reservations, please record the cancellation number and the name of the person accepting the cancellation (employees must retain cancellation numbers until they have confirmed that the transaction has not been billed to the Company).
- All employees / contractors who intend to drive rental cars must hold a valid driver's license and are subject to the 'Company Driver' and 'Operating Vehicles on Company Business' policies.
- If a car accident occurs, travelers are to contact the car rental agency and the travel agency immediately (866-579-4191) and submit a rental company accident form (available from the rental company) to the rental company and the CenterPoint Energy Claims department as soon as possible. **Reference:** For more information refer to the 'Operating Vehicles on Company Business Policy'.

Insurance:

- All individuals who intend to drive the rented vehicle must be listed with the rental agency for insurance purposes.
- Employees traveling on business for the Company are to decline the Collision Damage Waiver (CDW) and Personal Accident Insurance (PAI) when traveling in the United States. Preferred vendors have included CDW and PAI in their rates. When traveling in foreign countries, employees traveling on business for the Company are to accept all available insurance coverage.

Payment:

- Travelers should pay for rental cars with their OnePay credit card because other forms of payment, including cash, often require an advance deposit when the car is picked up.
- Direct billing of car rental expenditures by employees using a check request or non-PO process is not allowed.
- The Company does not pay for membership fees for rental car club programs.

Other Transportation

Company locations may maintain pool cars for general business use. These vehicles are to be used in lieu of rental vehicles whenever possible. In the Houston area, the Company also maintains a separate third-party contract for local rentals to be used as pool cars. Information about those local rentals is available from CenterPoint Energy Houston Electric Fleet Services.

Personal Car Usage

In general, employees are permitted to use their personal vehicle if it is less expensive than renting a car or using other modes of transportation.

Other considerations related to personal car usage are the following:

- Only miles incurred more than one's normal commute are reimbursable (normal commute is defined as between home and work location, i.e., normal place of business).
- Employees will not be reimbursed for the following, even if these costs are incurred during travel:
 - repair costs (including rental costs related to car repair)
 - traffic citations, parking fines and towing charges associated with illegal parking and driving
 - fuel expense
- All individuals who intend to drive are subject to the 'Company Driver' and 'Operating Vehicles on Company Business' policies which include, but are not limited to, the requirement that the driver have a valid driver's license and valid insurance. **Reference:** Copies of these policies are located on the Company intranet.
- For business trips exceeding a one-way distance of 300 miles, use of a personal car must be pre-approved by the employee's direct supervisor and included with the expense report documentation in OnePay.
- Employees will be reimbursed at the prevailing mileage rate allowed for income tax purposes. This rate is updated in January of each year or when the IRS deems the change necessary. The mileage rate covers the use of the vehicle and all operating costs.
- Tolls and parking will be reimbursed in addition to the mileage allowance.

Lodging General Requirements

- Lodging requirements:
 - Lodging arrangements are required to be made through OnePay Travel or travel agency to take advantage of negotiated rates and to enable the Company to locate traveling employees during emergencies.
 - Travelers are required to use preferred hotel properties in areas where the Company maintains preferred vendors and rates. Documentation is required if the traveler is unable to use a preferred vendor.
 - Exceptions to the travel requirements exist for unplanned hotel stays and conference registration room blocks. An unplanned hotel stay occurs when an occasional single night stay is needed and cannot be planned in advance, such as, when the employee has a last minute need to stop at a hotel for the night without making a reservation.
- Room reservations are always guaranteed for late arrival so changes must be communicated to the travel agency or the hotel to avoid no-show fees. When canceling reservations, please record the cancellation number and the name of the person accepting the cancellation.

(Employees must retain cancellation numbers until they have confirmed that the transaction has not been billed to the Company).

- No-show fees are not eligible for expense reimbursement or processing unless extenuating circumstances exist. Detailed explanation must be included in OnePay.
- Direct billing of hotel expenditures by employees using a check request or non-PO process is not allowed.

Per Diem (As Pertains to Bargaining-Unit Employees)

- Per Diem lodging and meal reimbursement is allowed in limited circumstances, as allowed by union contracts, using the guidelines established by the Internal Revenue Service for that city and/or work location.
- Per Diem lodging and meal amounts issued in excess of the non-taxable amount established by the Internal Revenue Service will be taxable income to the employee.

Travel Meals

- Travel meals are defined as meals taken by employees or authorized non-employees who are traveling overnight on business of the Company and eating alone or as meals taken by the employee while away from his or her normal work location on a business day trip.
- Reimbursement or processing of travel meal expense is determined according to actual and reasonable costs determined by the approver. Meal costs include tax, tips and restaurant parking.
- When dining with multiple employees, the senior-level employee of the Company in attendance must pay for the meals.

Personal Travel Arrangements

- Employees may contact the travel agency – Leisure Desk for assistance with personal air, car, and hotel reservations within the continental United States.
- Be advised that business needs receive priority over personal arrangements and will only be handled as time permits.
- Company discounts for airfare are only available for business purposes and cannot be offered for employee personal use.
- Company discounts for rental cars are available for employee personal use, however insurance coverage is only provided for business purposes and is not allowed for personal use. Therefore, alternative arrangements for insurance are required such as purchasing vendor supplied insurance at the time of rental or using personal insurance coverage.
- Company discounts for hotel accommodations are available for employee personal use if available.

Travel by Non-Commercial Aircraft

Use of the Company aircraft requires completion of the CenterPoint Energy Corporate Airplane Request form which may be obtained from the Executive Assistant to the President and Chief Executive Officer (CEO). Approval is required from the President and CEO and the Business Unit Executive Vice President, if applicable, before the trip is scheduled with Corporate Aviation. Requests for information about use of the Company aircraft may be directed to the Executive Assistant to the President and Chief Executive Officer. Spousal / family member or employee guests will be reported to Payroll and reviewed for tax reporting and withholding purposes.

The use of private aircraft or the use of charter aircraft is permitted only with the approval of the President and CEO.

Group Meetings / Event Planning

All offsite group meeting or event contracts, including employee recognition and customer entertainment, must be reviewed with the Corporate Travel Meeting Planner (Meeting Planner). Events that require the Company to enter into contractual obligations must be coordinated through the Meeting Planner prior to contract execution to ensure appropriate Company terms and conditions are negotiated. The Meeting Planner must obtain the Meeting Owner (defined below) selection approval and signature on each contract executed for the meeting. Additionally, the Meeting Planner will ensure required payments for contractual obligations are facilitated by the Meeting Owner or their designee.

The Meeting Planner is not authorized to act on Company requests for services until a completed Meeting Request Form (CNP830) has been received from the Meeting Owner that includes all pertinent information about the meeting as well as specified names and contact information for the Meeting Owner and Authorized Meeting Representative as defined below. **Reference:** See Corporate Travel page for specifics and contact information [Meeting Planning](#).

Terminology:

Meeting Owner: The Company employee with the required level of spend authority and OnePay approval authorization for the total cost of the event. **Reference:** See the CNP Authorization Policy and Supply Chain Website for more information.

Authorized Meeting Representative: The Company employee designated by the Meeting Owner to coordinate information and activities with the Meeting Planner on behalf of the Meeting Owner. This person will be a key contact throughout the meeting planning process and will be instrumental in assisting the Meeting Owner with completion of the final meeting expense report(s) described below.

Total cost: Includes all meeting contractual expenses (such as venue, A/V, food and beverage, overnight room blocks, group airfare, speakers, activities, parking, etc.) and all other expenses associated with the event (such as incidental meeting expenses and attendee or speaker "take aways").

Travelers requiring individual air, hotel, or car arrangements to attend the meeting should book individual travel arrangements using authorized Corporate Travel tools and include reference to the meeting attended on their individual expense reports.

- The Meeting Planner will work together with the Meeting Owner to jointly determine the need for Meeting Planner assistance in planning and execution for meetings or events with expected aggregate spend under \$5,000.
 - If the meeting or event has expected aggregate spend over \$5,000, the Meeting Planner will work with the Meeting Owner, or designee, during the planning phase to ensure appropriate bidding/selection processes are followed to support the final vendor selection. After vendor selection, Meeting Planner assistance in final planning and execution will be determined by the Meeting Owner and the Travel Manager.
 - The Travel Manager will maintain the third-party contractual relationship with the meeting services company who employs the Meeting Planner. This includes maintaining the annual budget for all services provided to the Company under the scope of that contract.
 - The payment method and individual credit card/spend authorizations for each meeting will be the responsibility of the Meeting Owner, included in their operating budget, and will be paid using a OnePay card provided by the meeting owner and communicated to the Meeting Planner.
 - The Meeting Owner or authorized meeting representative is responsible for reviewing both the single and monthly transaction limits on the card chosen for meeting expenses to determine if it is necessary to request a temporary increase in card limits. The temporary limit increases must be requested by contacting OnePay Card Administration with the applicable start and stop dates along with the transaction dollar limits sufficient each month to pay for ongoing meeting costs from initial deposits through the meeting end date.
 - Employee individual frequent traveler membership/points are not eligible for Company meeting expenses, i.e. Meeting Planner points. **Reference:** 'Company Ethics and Compliance Code' for more information. Employees may use individual memberships for their own individual travel while attending an event, same as with normal business travel.
 - The Meeting Owner must ensure that all submitted receipts and documentation for meeting expenditures provided by the meeting planner are attached to the meeting expense report prior to approving the report in compliance with the GE&R Policy.
Examples of meeting documentation that must be included are:
 - the completed Meeting Request Form (CNP830)
 - all executed contract documents
 - detailed receipts for all meeting expenditures
 - the final attendee list
 - relevant correspondence (such as emails or other supporting documentation)
- Reference:** See GE&R Policy for more information about documentation requirements.
- Event expenses must be submitted on a single expense report whenever possible using the designation **MER** (meeting expense report) to define the meeting in lieu of the GER (general expense report) or TER (travel expense report) designations.

Non-Employee Travel and Related Expenses

Employee Family Member or Guest

- Employee family member, spousal / family member, or employee guest travel paid by the Company is rarely permitted and requires a properly completed CNP Employee Family Member/Guest Travel Approval Form (CNP258) prior to contacting the travel agency for air travel arrangements. Business Unit Officer approval is required prior to ticketing. Travel reservations will not be finalized by the travel agency without the properly completed form.
- The properly documented and approved CNP Employee Family Member/Guest Travel Approval Form (CNP258) must be included as documentation with the expense report to support approval of all incurred travel-related expenses.
- Spousal / family member or employee guests will be reported to Payroll and reviewed for tax reporting and withholding purposes.
- Spousal / family member or employee guest travel expenses must be:
 - Coded to the correct expense type in the system
 - Properly documented in the system

Contractor / Consultant Travel

Please note that normally contractors and consultants are required to make their own arrangements independently and to invoice the Company to recover any travel-related costs covered in the contract and paid for by the contractor or consultant.

In the event the Company must provide travel arrangements, the Contractor / Consultant travel is only permitted with a properly completed CNP Contractor/Consultant Approval Form (CNP693) including a Business Unit Officer or higher approval prior to ticketing. The form must be emailed to the OnePay Team with the trip receipts when completing your trip expense report. All contractor / consultant travel not provided directly by the Company must be paid to the travel vendor according to the details in the contractor / consultant negotiated contract.

Access to the Corporate Hotel Discounts for contractors or consultants can be obtained by contacting the Travel Manager. There are no airline discounts that can be extended outside of our employees.

Recruiting Travel

Authorized employees of the Company in Human Resources must make travel arrangements for potential job candidates or newly hired employees.

Relocation Travel

Relocation travel may be permitted under the terms of a relocation agreement. Relocation expenses are not processed in the OnePay System.

Reference: Human Resources for more information.

Documentation of Expenses

Documentation Requirements

The Company requires that all travel expenses incurred under this policy be substantiated with the following documentation. **Reference:** Please refer to the GE&R Policy for more information.

Expenses:

- Itemized receipts are required as supporting documentation on all 'out of pocket' or OnePay card expenses. Itemized receipts are defined as receipts that show the business name, date, item(s) purchased, price of each item, and the total amount of the bill.
- Employees are required to provide a business-specific description of the trip or expenditure in the OnePay system
- All air, lodging, and vehicle rental receipts are required.
- A copy of the employee travel itinerary showing reservations through the travel agency is required to be attached and will serve as air receipt. The itinerary should include:
 - The dates of departure and return for each trip
 - The destinations and locations (name of city or town)
 - The business purpose for the trip or expenditure
- Air / Rail receipts for services not booked through the travel agency or OnePay require the e-ticket showing passenger, routing, class of service and pricing.
- Business related transactions on a OnePay card that include a personal component must be appropriately documented and split between business and personal expense types.
- CNP Employee Family Member/Guest Travel Approval Form (CNP258) properly documented and approved is required to be submitted with each expense report containing those specific costs.

Missing Receipts

- If a receipt cannot be submitted, employees must:
 - Request copies of the receipts from the vendor(s)
 - Request copies of the travel agency itinerary and payment documentation
 - Utilize the missing receipt affidavit within Concur
 - Provide supporting payment documentation (credit card charge slip, credit card statements, cancelled check or other record of payment)
- A missing receipt form cannot be submitted for:
 - Airfare and associated charges (Baggage fees, etc.)
 - Lodging
 - Car rental
 - Cash Reimbursements
- Inadequate supporting documentation may result in the denial of a payment or reimbursement.

Timing of Trip Expense Report Completion & Submission

- The Company requires filing of trip expense reports on the OnePay System within 30 days after the date the trip was completed, or mileage was incurred.
- Employees must submit all out of town travel expenses for a single business trip on one expense report. These expenses include:
 - Travel Expenses: Airfare, Lodging, Car rental
 - Conference registration fees
 - Meals & Tips
 - Entertainment costs
 - Out of pocket expenses
 - Any other associated costs

Revised January 2, 2024



Accounting and Control Policies

Policy Number: 31

General Expense and Reimbursement Policy

This General Expense and Reimbursement Policy (GE&R) document covers these topics:

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Accounting and Control Policies

Policy Number: 31

General Expense and Reimbursement Policy

Section 1 - Introduction

1.1 Purpose of Policy

The purpose of this document is to provide uniform guidelines relating to:

- Travel and general expenses incurred by employees on behalf of CenterPoint Energy and its subsidiaries (the Company)
- Travel and general expenses paid using Company authorized methods
- The procurement of goods and services using the OnePay Card

1.2 Scope of Policy

The policy applies to all individuals who incur travel, entertainment, and general business expenses on behalf of the Company.

Business Units may at their own discretion adopt more restrictive travel and expense procedures for their employees.

This policy cannot specifically cover all possible business circumstances. Employees should discuss with their immediate management the approval of any expenses that may be in question or not covered by this policy prior to incurring the expense.

1.3 Compliance

The Company assumes no obligation to approve expenses or reimburse employees for expenses that are not in compliance with this policy. If expenses are not approved and the OnePay card was used, the Company will take the necessary steps to recover funds from the employee. Further, non-compliance with the policy may subject individuals to disciplinary action up to and including termination of employment.

1.4 Policy Administration and Interpretation

This document is maintained and updated by the Vice President and Chief Accounting Officer (VP and CAO). For specific interpretation of General Expense requirements, contact the OnePay Compliance Line. For specific interpretation of Travel requirements, contact the Corporate Travel Manager.

1.5 Policy Exception

While expected to be occasional in nature, in those instances where expenditures addressed in this policy do not conform to the stated policy, approval of the exception must be obtained from the SVP of the respective business area. Where practical, the exception must be approved before the expense is incurred. All policy exceptions are required to be documented by the employee in the OnePay system.

1.6 Procedural Documentation and Training

Detailed documentation including step-by-step procedures for expense reporting, training, FAQs, contacts, and other information associated with CNP's integrated process for general expense and reimbursement can be found on the OnePay Portal on the CNP intranet.



Accounting and Control Policies

Policy Number: 31

General Expense and Reimbursement Policy

Section 2 - Ineligible Expenses

2.1 Ineligible Expenses

Employees are expected to exercise reasonable judgment with respect to business and entertainment expenses and are expected to spend the Company funds prudently. Business expenses will only be approved if they are reasonable, appropriately documented, properly authorized, and comply with this policy.

The following expenses will not be reimbursed under this policy (lists are not intended to be all-inclusive):

- Annual fees for personal credit cards
- Auto repairs for personal vehicles
- Baby-sitting
- Barbers and hairstylists
- Computer expenses (Such as desktops, laptops, printers, monitors, flat screens, and projectors)
- Computer software: See Technology Self Portal
- Employee relocation expenses
- Gambling
- Hotel or rental car club membership dues
- Lost baggage
- Meals and entertainment at adult entertainment locations
- Non-exempt employee overtime meal allowances
- Parking tickets or traffic violations
- Personal expenses incurred during business travel
- Personal expenses such as:
 - Accident insurance (domestic)
 - Entertainment
 - Reading materials (such as magazines, books, or newspapers)
 - Property insurance
 - Pet care
 - Political contributions
 - Services for personal devices (such as for cellular phones, tablets, and wifi) or personal residence (even if used for business purposes)
 - Shoeshine
 - Souvenirs and/or personal gifts
 - Towing charges associated with parking violations

Purchases that require warranty provisions, insurance requirements, on-site services, or vendor-supplied terms and conditions must be handled in accordance with the CNP Purchasing Policy.



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General Expense and Reimbursement Policy

Section 3 - Documentation of Expenses

3.1 Documentation Requirements

The Company requires that all expenses incurred under this policy be substantiated with the following documentation.

General Expenses:

- Itemized receipts are required as supporting documentation on all expenses including out of pocket or OnePay card. Itemized receipts are defined as receipts that show the business name, date, item(s) purchased, price of each item, and the total amount of the bill.
- Mileage incurred must be calculated using the mileage calculator provided within Concur – this requires employees to input and record the start and end location of each trip.
 - Mileage will be reimbursed at the IRS established rate at the time the mileage was incurred
 - Under IRS regulations, employees will not be reimbursed for mileage associated with their normal commutes, regardless of their remote work location.
 - When an employee travels from their home to an off-site location, only the difference between the mileage to the off-site location and the mileage of the employee's normal commute is eligible for reimbursement. Employees must deduct the mileage of their normal commute when they claim mileage for travel from their homes to off-site locations.
- Vendor invoices and receipts must be legible and unaltered and must also include all supporting information provided by the vendor
- Employees are required to provide a business-specific description of the trip or expenditure into the reporting system
- The attendees and locations of any meals and entertainment expenditures must be submitted with the report documentation. All attendees must be electronically entered into the reporting system
- Business related transactions on a OnePay card that include a personal component must be appropriately documented and split between business and personal expense types
- In the event that receipts are not available for submission and cannot be submitted the expense may still be reimbursable if it is in accordance with this policy and the missing receipt process: Reference [Section 3.2](#) for more information.
- Inadequate supporting documentation may result in the denial of a payment or reimbursement

Travel Expenses:

- All air, lodging, and vehicle rental receipts are required and include the hotel folio.
- A copy of the employee travel itinerary showing reservations through Corporate Travel Services is required to be attached and will serve as air receipt. The itinerary should include:



Accounting and Control Policies

Policy Number: 31

General Expense and Reimbursement Policy

- The dates of departure and return for each trip
- The destinations and locations (name of city or town)
- The business purpose for the trip or expenditure
- Air / Rail receipts for services not booked through Corporate Travel Services or OnePay require the e-ticket showing passenger, routing, class of service and pricing.
- CNP Employee Family Member / Guest Travel Approval form (CNP258) properly documented and approved is required to be submitted with each expense report containing those specific costs.



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General Expense and Reimbursement Policy

3.2 Missing Receipts

- In the event that receipts cannot be submitted, employees must:
 - Request copies of the receipts from the vendor(s)
 - Request copies of the CNP Corporate Travel Services itinerary and payment documentation
 - Utilize the missing receipt affidavit within Concur
 - Provide supporting payment documentation (credit card charge slip, credit card statements, cancelled check or other record of payment)
- A missing receipt form cannot be submitted for:
 - Airfare and Associated Charges (Baggage fees, etc.)
 - Lodging
 - Car rental
 - Cash Reimbursements
- Inadequate supporting documentation may result in the denial of a payment or reimbursement.

3.3 Timing of Trip Expense Report Completion and Submission

- The Company requires filing of trip expense reports on the OnePay System within 30 days after the date the trip was completed, or mileage was incurred.
- Employees must submit all out of town travel expenses for a single business trip on one expense report. These expenses include:
 - Airfare
 - Lodging
 - Car rental
 - Entertainment costs
 - Out of pocket expenses
 - Any other associated costs
 - Conference registration fees
 - Meals
 - Tips
- Employees on extended work assignments must file trip expense reports on the OnePay System monthly.
- Employees who do not submit their trip expenses within 120 days of the charge date will have their credit card limit reduced to \$1 and their credit card limit will not be returned until:
 - All outstanding credit card charges are submitted into OnePay for review and approval
 - The Business Unit Vice President sends a request to the OnePay Compliance group for reinstatement
 - The 120 day rule does not apply to credit card charges for future events



Accounting and Control Policies

Policy Number: 31

General Expense and Reimbursement Policy

3.4 Timing of General Expense Report Completion and Submission

- The Company requires filing of general expense reports in the OnePay System within the same month of the statement ending date for that billing period. This requirement means charges incurred on or before the 22nd of the month are to be filed in that month
 - Employees should only submit one general expense report per month
- Employees who do not submit their expenses within 120 days of the charge date will have their credit card limit reduced to \$1 and their credit card limit will not be returned until:
 - All outstanding credit card charges are submitted into OnePay for review and approval
 - The Business Unit Vice President sends a request to the OnePay Compliance group for reinstatement
 - The 120-day rule does not apply to credit card charges for future events
- Any out-of-pocket expenses older than 120 days will not be eligible for reimbursement

3.5 Retention of Documentation

- The employee entering the expense must ensure that documents have been scanned and are legible as a part of the OnePay System process
- Once uploaded into the OnePay system, the electronic version of the receipt is the official document of record for the expense
- The employee must properly dispose of the hardcopy receipt documents when his/her manager has approved his/her general and trip expense reports

3.6 Timing of OnePay Compliance Group Requests

- Employees who do not respond to written (email) requests from the OnePay Compliance group within ten (10) business days will have their credit card limits reduced to \$1 and their credit card limit will not be returned until:
 - A satisfactory response is received by the OnePay Compliance group
 - The Business Unit Vice President sends a memo to the OnePay Compliance group requesting reinstatement



Accounting and Control Policies

Policy Number: 31

General Expense and Reimbursement Policy

Section 4 - OnePay Card

4.1 Introduction

The Company maintains the OnePay Card program to:

- Minimize the out-of-pocket cost incurred by employees
- Reduce the number of accounts payable (AP) transactions by streamlining the procurement for certain business-related goods and services
- Provide employees with a method to pay for travel, meals, and entertainment expenses when on company business

All general business and travel expenses associated with company business should be incurred using a OnePay Card, unless expected to be minimum and infrequent. Manager approval is required for an employee to be issued a OnePay Card.

The OnePay Card is not intended for personal use. However, personal expenses incurred in conjunction with business use are permitted.

Reference: See http://mycenterpointenergy.com/files/114333_OnePay_Application_&ResponsibilitiesAcknForm.pdf to access the OnePay Card request form.

4.2 Appropriate Purchases for OnePay Cards

The OnePay Card should not be used for any items which are under contract, require procurement involvement, require the submission of a purchase requisition to Procurement Operations, or is available through the BuyRight catalog. See [Procurement Policy](#) for more information.

OnePay card holders are required to use their OnePay card for all general business and travel expenses associated with company business, which are subject to management approval. Examples of items where the OnePay Card should be used include (lists are not intended to be all-inclusive):

- Business travel
- Meals
- Catering
- Corporate event equipment rentals such as chairs, tables, tents, lighting, inflatable, etc.
- Conference / seminar fees
- Registration fees
- Training courses
- Entertainment
- Subscriptions / newspapers
- Books / reference materials
- Data retrieval services
- Offsite services
- Automotive parts and repair services on company vehicles
- Cellular service (for corporate owned devices) and equipment



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General Expense and Reimbursement Policy

- Professional dues and licenses
- Gift certificates
- Event Sponsorships / Donations up to \$25,000 that have been approved through the Annual Contributions & Membership budget process. Amounts greater than \$25,000 require SVP approval.

4.3 Expenditure Limits for OnePay Card Use

Expenditure limits for OnePay card use will be established at the time of issuance and cannot exceed the authorization level of the approver as defined by the Authorization Policy. The standard default will be \$5,000 per transaction and an aggregate monthly spend of \$10,000. Management may approve a higher transaction / monthly limit for a cardholder when required to fulfill job duties.

It is a violation of this policy to divide a single transaction into separate components or to disaggregate related items for the purpose of circumventing the limits established by this policy.

Reference: See the [Authorization Policy](#) for more information.

4.4 Convenience Checks / Cash Advances

The Company restricts the use of the convenience check / cash advance feature of the OnePay Card. Request for use of this feature must be approved by the SVP and CAO or his/her designee.

4.5 Sales, Use, Excise and Other Applicable Taxes

OnePay Card users must pay applicable sales, use, excise or other applicable taxes to the vendor at the time of purchase.

4.6 Card Cancellation

- The employee must return OnePay Cards to management upon resignation or termination
- Management must collect, dispose, and cancel OnePay Cards upon employee / cardholder termination or resignation
- Management must process any outstanding charges that remain in the terminated employee profile in OnePay

4.7 Emergency or EOP

- Employees are authorized to purchase items on their OnePay Card outside of this policy that are time sensitive and impact their ability to effectively respond to the emergency
- See EOP Manual for additional guidelines or instructions



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General Expense and Reimbursement Policy

Section 5 – Employee Reimbursement - Requestor Responsibilities

- Employees must electronically (online) attach all required receipts and / or required documentation and review it to ensure electronic receipts are complete, accurate, and legible in the OnePay System.

Reference: See [Section 3](#) for more information.

- Employees must use correct expense types when entering expenses into the OnePay System. Miscellaneous should only be used if no other expense type category fits the item being reimbursed. All transactions coded to the Miscellaneous account will require detailed descriptions and receipts.
- Employees must use a business-specific description of the reimbursement as required. The description is required to use appropriate business language and reflect the nature and purpose of the reimbursement.
- Business-related transactions on a OnePay Card that include a personal component must be appropriately documented and split between business and personal. The Company will be reimbursed for the personal component through an employee payroll deduction if the out-of-pocket amount owed the employee for business-related expenses is not sufficient to cover the personal expenditure.
- Employees must properly itemize expenses where required.
- List all attendees where required in the OnePay Reporting System.

Section 6 - Management Approval

Because of their familiarity with the expenses incurred for their cost center / project, management and approvers have the primary responsibility for ensuring that expenses are reviewed and approved in accordance with these criteria:

- The expense was incurred for the Company's business.
- The accounting information accurately reflects the proper company codes, general ledger accounts, cost object (cost center, internal order, WBS), amounts, etc.
- The employee provided accurate detailed description of the goods or services.
- The supporting documentation must be accurate, legible and in accordance with [Section 3 – Documentation of Expenses](#).
- Approvers cannot approve their own documents or expense reports.
- The senior level company employee in attendance paid for the expense.
- Exceptions to the policy are properly documented and approved.
- Expense reports are approved within seven days of the employee submission date. Reports not approved in seven days will be reviewed for possible escalation to the next level of management.
- Suspected fraud situations on the OnePay Card are reported to their Manager and their Human Resources representative.
- Approvers must have approval authority in management levels of supervisor or higher.
- Approvers may not delegate their approval authority in the OnePay System to an employee who does not have the required authorization level per the [CNP Authorization Policy](#).



Accounting and Control Policies

Policy Number: 31

General Expense and Reimbursement Policy

Section 7 - Meals and Entertainment

7.1 Travel Meals

- Travel meals are defined as meals taken by employees or authorized non-employees who are traveling overnight on business of the Company and eating alone or as meals taken by the employee while away from his or her normal work location on a business day trip and eating alone
- Reimbursement or processing of travel meal expense is determined according to actual and reasonable costs determined by the approver. Meal costs include tax, tips and restaurant parking

7.2 Business Meals

- Business meals are defined as meals taken with customers, vendors or other employees where specific business of the Company discussions take place
- The senior level employee of the Company in attendance at the business meal must pay for the expense if the bill is presented in a traditional fashion (i.e., after the conclusion of the meal, as would occur in a restaurant setting.) Situations where the bill is presented in a non-traditional fashion may necessitate an exception to the aforementioned requirement (i.e., on-site meetings / events in which a subordinate employee makes the arrangements for the meeting / event and pays for the bill with their OnePay card either online or in advance of the actual meal.)
- For recognition meals or events, the senior level employee of the Company in attendance from the hosting department must pay for the expense
- The amount of business meal expenses to be reimbursed is based on reasonable actual costs as determined by the approver – Meal costs include tax, tips, and restaurant parking

7.3 Other Meals

- Other meals are defined as occasional meals taken while working on business of the Company outside of normal work schedule or work routine. Advance authorization is required by CNP management and cannot be based on the number of hours worked.
- Employees are prohibited from submitting a meal allowance as defined by the CNP Human Resources Overtime Status and Pay Policy if the employer furnished food on the job at the job/work location.
- Non-Exempt employees are prohibited from using their CNP credit card to purchase an overtime meal. Overtime meal expenses for non-exempt employees are reimbursed through the CNP Payroll system.

Reference: See <https://cnptoday.com/hr/Pages/Home.aspx> for information about the CNP Human Resources Overtime Status and Pay Policy.

7.4 Per Diem (As pertains to Bargaining-Unit Employees)

- Per Diem meal reimbursement is allowed in limited circumstances, as allowed by union contracts, using the guidelines established by the Internal Revenue Service for that city and/or work location.
- Per Diem meal amounts issued in excess of the non-taxable amount established by the Internal Revenue Service will be taxable income to the employee.



Accounting and Control Policies

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General Expense and Reimbursement Policy

7.5 Entertainment

Employees are allowed to incur reasonable entertainment expenditures. Entertainment includes outings with customers, clients, vendors and others who are seeking to do business with the Company and includes visits to venues such as clubs, theaters, concerts, and sporting events.

- All entertainment and gifts must comply with the Company Ethics and Compliance Code.

Reference: See <https://cnptoday.com/hr/Pages/Home.aspx> for information about the Company Ethics and Compliance Code.

- Employees will be reimbursed for entertainment expenses, including meals if both of these conditions are true:
 - The customer or client(s) entertained has a potential or actual business relationship with the Company.
 - The business discussion will benefit the Company.
- The host of the event must pay for the associated expenses.
- Similar outings involving employees only are not classified as entertainment.

7.6 Tipping for Meals and Entertainment

- Tips included on qualifying meals and entertainment expenditures will be reimbursed.
- Tips typically range from 15% - 20% of the bill.
- Amounts in excess of the range must be included in the documentation of the expense report.

7.7 Documentation Requirements for Business Meals, Gifts and Entertainment

Employees must substantiate within the OnePay System:

- The attendees and/or recipients including name, title and company
- Business-specific purpose for any meals, gifts and entertainment expenditures
- Itemized receipt(s) as required by [Section 3.1](#)

7.8 Alcoholic Beverages

See [CNP Drug and Alcohol Policy](#) located on the intranet.



Accounting and Control Policies

Policy Number: 31

General Expense and Reimbursement Policy

Section 8 - Employee Recognition and Awards

All employee recognition and awards must conform to the Corporate Human Resources Employee Recognition and Awards Policy.

Reference: See <https://cnptoday.com/hr/Pages/Home.aspx> for information about the Corporate Human Resources Employee Recognition and Awards Policy.

All gifts and gift certificates given to employees as recognition or awards are required to be imputed as earnings for the recipient(s).

- Gifts/gift cards are only allowed to be given to active employees of CenterPoint Energy and should never be given to contractors

If the gifts and/or gift certificates are procured via the OnePay card, then use the expense type "Employee Recognition – Gifts/Gift Certificates - Taxable" and list the recipients in the attendee section with the corresponding amount given. If the gift certificates are procured by any other means, then report to Payroll. ([Reporting Instructions](#)).

The following files are not convertible:

WP-MFR-03 10_Year_CPI.xlsx

Please see the ZIP file for this Filing on the PUC Interchange in order to access these files.

Contact centralrecords@puc.texas.gov if you have any questions.

Expense Report
Report Name : GER_04/2022_01

Employee Name : Peters III, Patrick H.
Employee ID : 00226554
Default Approver : Ryan, Jason
First Approve Date : 05/10/2022

Report Header

Policy : General Expense & Reimbursement Policy
Business Purpose : DCRF Meeting
Report Key : 687984
Report Id : 4783F0B4BA91424B933A
Report Date : 05/10/2022
Cost Center : 125420 (Legal Regulatory)
Order Number : 11039623 (LegalReg to 2022 DCRF Filing CAP)
Approval Status : Approved
Payment Status : Extracted for Payment
Currency : US, Dollar
Submitted by Delegate : Yes

Transaction Date	Expense Type	Business Purpose	Vendor	Vendor Name	City	Payment Type	Amount	Account Code 1	Merchant Name	Merchant Code
04/11/2022	Parking & Tolls	DCRF meeting - P. Peters	UT PARKING GARAGE	UT PARKING GARAGE	Austin	OnePay	\$4.00	01.01004.522080	THE UNIVERSITY OF TEXAS S	7523
Allocations : 100.00% (\$4.00) 125420-11039623 ⓘ										

Note: The sum of allocation amounts may not exactly match the expense amount due to rounding.

Report Total :	\$4.00
Total Amount Claimed :	\$4.00
Amount Approved :	\$4.00
Company Disbursements	
Amount Due Employee :	\$0.00
Amount Due Company Card :	\$4.00
Total Paid By Company :	\$4.00
Amount Due Company :	\$0.00



823-850

RECEIPT

MITCHELL TIME & PARKING

A

0845738

9604 04/11 10:37 04/11 11:33 \$4.00 1991

Expense Report
Report Name : TER_Houston_05/22_01

Employee Name : Peters III, Patrick H.
Employee ID : 00226554
Default Approver : Ryan, Jason
First Approve Date : 05/11/2022

Report Header

Policy : General Expense & Reimbursement Policy
Business Purpose : DCRF Meeting
Report Key : 688218
Report Id : 0247D415590F45E4A5D4
Report Date : 05/11/2022
Cost Center : 125420 (Legal Regulatory)
Order Number : 11039623 (LegalReg to 2022 DCRF Filing CAP)
Approval Status : Approved
Payment Status : Extracted for Payment
Currency : US, Dollar
Submitted by Delegate : Yes

Transaction Date	Expense Type	Business Purpose	Vendor	Vendor Name	City	Payment Type	Amount	Account Code 1	Merchant Name	Merchant Code
05/06/2022	Taxi/Limo/Bus/Ferry	DCRF Meeting - P. Peters	UBER TRIP	UBER TRIP		OnePay	\$13.17	09.09014.522010	UBER TECHNOLOGIES, INC.	4121
Allocations :		100.00% (\$13.17) 125420-11039623								
05/04/2022	Taxi/Limo/Bus/Ferry	DCRF Meeting - P. Peters	VONLANE	VONLANE		OnePay	\$10.00	09.09014.522010	PAYPAL	4789
Allocations :		100.00% (\$10.00) 125420-11039623								
05/06/2022	Tips	DCRF Meeting - P. Peters	UBER TRIP	UBER TRIP		OnePay	\$3.00	07.07018.522010	UBER TECHNOLOGIES, INC.	4121
Allocations :		100.00% (\$3.00) 125420-11039623								

Note: The sum of allocation amounts may not exactly match the expense amount due to rounding.


Report Total : \$26.17
Total Amount Claimed : \$26.17
Amount Approved : \$26.17
Company Disbursements


Amount Due Employee :	\$0.00
Amount Due Company Card :	\$26.17
Total Paid By Company :	\$26.17
Amount Due Company :	\$0.00

From: [Vonlane](#)
To: [Peters III, Patrick H](#)
Cc: passenger.service@vonlane.com
Subject: [External Email] Your May 06, 2022 Vonlane Confirmation Receipt
Date: Wednesday, May 4, 2022 9:37:11 AM

EXTERNAL EMAIL

CAUTION: This message originated from outside CenterPoint Energy. Do not click on links, open attachments, or enter data unless you recognize the sender, were expecting the content and know it to be safe.

 Confirmation Email



Locator: 523332

Departure:

Friday, May 06, 2022 7:00 AM

☐ Add to **Calendar**

Passenger 1: Patrick Peters

Seat: 2A

Return:

Friday, May 06, 2022 2:00 PM

☐ Add to **Calendar**

Passenger 1: Patrick Peters

Seat: 3A

Fare:

Fare	\$218.00
Credits Redeemed	\$208.00
Net Fare	\$10.00
Card Type:	MasterCard
Billed to card ending:	1991

Terminals:

Austin: Hyatt Regency

208 Barton Springs Road Austin, Texas 78704

Parking: Vonlane passengers may self-park in the hotel's multi-story parking garage located to the right of the hotel main entrance for \$40 per night. Valet services are also available for \$50 overnight. Tax not included. The motor coach will board in front of the hotel or adjacent the main drive next to the Zilker Ballroom.

Houston-Downtown: Hyatt Regency

1200 Louisiana Street Houston, TX 77002 Corner of Dallas Street and Louisiana Street

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For more information please [click here](#)



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For more information please [click here](#)



Libations: Libations are sold only in Texas. BYOB is not permitted and Vonlane passengers are subject to a four drink maximum. Purchases are solely permitted by individuals 21 years of age and older who present a valid government issued photo identification. All major credit cards are accepted as Vonlane does not accept cash payment for alcoholic beverages.
For more information please [click here](#)



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For more information please [click here](#)



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Please review our complete terms and agreement [here](#)

***** This email is from an external sender outside of the CenterPoint Energy network. Be cautious about clicking links or opening attachments from unknown sources. *****

From: [Uber Receipts](#)
To: [Peters III, Patrick H](#)
Subject: [External Email] [Business] Your Friday morning trip with Uber
Date: Friday, May 6, 2022 6:39:05 AM

EXTERNAL EMAIL

CAUTION: This message originated from outside CenterPoint Energy. Do not click on links, open attachments, or enter data unless you recognize the sender, were expecting the content and know it to be safe.



Total \$16.17
May 6, 2022

Thanks for tipping, Patrick

Here's your updated Friday morning ride receipt.



Total	\$16.17
-------	---------

Trip Fare	\$10.08
-----------	---------

Subtotal	\$10.08
----------	---------

Reservation Fee	\$0.50
Regulatory Cost Recovery Charge	\$0.07
Temporary Fuel Surcharge <input type="checkbox"/>	\$0.55
Tolls, Surcharges, and Fees <input type="checkbox"/>	\$1.97
Tip	\$3.00

Payments



Mastercard •••1991

5/6/22 6:38 AM

\$13.17



Mastercard •••1991

5/6/22 6:38 AM

\$3.00

A temporary hold of \$13.17 was placed on your payment method ••• 1991. This is not a charge and will be removed. It should disappear from your bank statement shortly. [Learn More](#)

Download PDF

You rode with Tiffany

4.97 ☐ Rating

☐ Has passed a multi-step safety screen

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#)

UberX

4.79 miles | 9 min



6:28 AM

3211 Windsor Rd, Austin, TX 78703, US



6:38 AM

208 Barton Springs Rd, Austin, TX 78704, US



Report lost item

My trips



[Forgot password](#)

[Privacy](#)

[Terms](#)

Uber Technologies
1515 3rd Street
San Francisco, CA 94158

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	Mastercard •••1991 5/6/22 6:38 AM	\$13.17
	Mastercard •••1991 5/6/22 6:38 AM	\$3.00

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Uber Technologies
1515 3rd Street
San Francisco, CA 94158

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Expense Report
Report Name : TER_Houston_04/2022_03

Employee Name : Peters III, Patrick H.
Employee ID : 00226554
Default Approver : Ryan, Jason
First Approve Date : 05/18/2022

Report Header

Policy : General Expense & Reimbursement Policy
Business Purpose : Meetings
Report Key : 687671
Report Id : 2E7508194790410A9262
Report Date : 05/09/2022
Cost Center : 125420 (Legal Regulatory)
Order Number : 11039623 (LegalReg to 2022 DCRF Filing CAP)
Approval Status : Approved
Payment Status : Extracted for Payment
Currency : US, Dollar
Submitted by Delegate : Yes

	Transaction Date	Expense Type	Business Purpose	Vendor	Vendor Name	City	Payment Type	Amount	Account Code 1	Merchant Name	Merchant Code
(H)	04/29/2022	Taxi/Limo/Bus/Ferry	DCRF - P. Peters	TT METROTRANS APR26	TT METROTRANS APR26	San Francisco	OnePay	\$2.00	09.09014.522010	Token Transit, Inc.	4111
	Allocations :		100.00% (\$2.00) 125420-11039623								
(C)	04/28/2022	Taxi/Limo/Bus/Ferry	DCRF - P. Peters	VONLANE	VONLANE		OnePay	\$109.00	09.09014.522010	PAYPAL	4789
	Allocations :		100.00% (\$109.00) 125420-11039623								
(J)	04/27/2022	Taxi/Limo/Bus/Ferry	DCRF - P. Peters	VONLANE	VONLANE		OnePay	\$109.00	09.09014.522010	PAYPAL	4789
	Allocations :		100.00% (\$109.00) 125420-11039623								
(L)	04/26/2022	Taxi/Limo/Bus/Ferry	DCRF Meeting P. Peters	VONLANE	VONLANE		OnePay	\$198.00	09.09014.522010	PAYPAL	4789
	Allocations :		100.00% (\$198.00) 125420-11039623								
(A)	04/06/2022	Taxi/Limo/Bus/Ferry	DCRF meeting - P. Peters	VONLANE	VONLANE		OnePay	\$-109.00	09.09014.522010	PAYPAL	4789
	Allocations :		100.00% (\$-109.00) 125420-11039623								
(I)	04/30/2022	Tips	DCRF meeting - P. Peters	UBER TRIP	UBER TRIP		OnePay	\$21.92	07.07018.522010	UBER TECHNOLOGIES, INC.	4121
	Allocations :		100.00% (\$21.92) 125420-11039623								
(B)	04/28/2022	Tips	DCRF meeting - P. Peters	UBER TRIP	UBER TRIP		OnePay	\$3.00	07.07018.522010	UBER TECHNOLOGIES, INC.	4121

Allocations : 100.00% (\$3.00) 125420-11039623

D	04/28/2022	Tips	DCRF - P. Peters	UBER TRIP	UBER TRIP	OnePay	\$13.35	07.07018.522010	UBER TECHNOLOGIES, INC.	4121
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Allocations : 100.00% (\$13.35) 125420-11039623

E	04/29/2022	Travel Meal	DCRF - P. Peters	CHICK-FIL-A - ALLEN CE	CHICK-FIL-A - ALLEN CE	Houston	OnePay	\$9.04	05.05005.522060	GROUP OAC 3 LLC	5814
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Allocations : 100.00% (\$9.04) 125420-11039623

F	04/29/2022	Travel Meal	DCRF - P. Peters	HYATT REG HOUSTON F&B	HYATT REG HOUSTON F&B	Houston	OnePay	\$6.98	05.05005.522060	1200 LOUISIANA TENANT LL	5812
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Allocations : 100.00% (\$6.98) 125420-11039623

G	04/29/2022	Travel Meal	DCRF Meeting - P. Peters	Hyatt Hotels	Hyatt Hotels	Houston	OnePay	\$218.28	05.05005.522060	1200 LOUISIANA TENANT LL	3640
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Allocations : 100.00% (\$218.28) 125420-11039623

K	04/28/2022	Travel Meal	DCRF - P. Peters	HYATT REG HOUSTON CASH	HYATT REG HOUSTON CASH		OnePay	\$30.90	05.05005.522060	1200 LOUISIANA TENANT LL	5813
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Allocations : 100.00% (\$30.90) 125420-11039623

Note: The sum of allocation amounts may not exactly match the expense amount due to rounding.

Report Total :	\$612.47
Total Amount Claimed :	\$612.47
Amount Approved :	\$612.47
Company Disbursements	
Amount Due Employee :	\$0.00
Amount Due Company Card :	\$612.47
Total Paid By Company :	\$612.47
Amount Due Company :	\$0.00



Hyatt Regency Houston
1200 LOUISIANA STREET
HOUSTON TX US 77002



\$218.28

MasterCard - 1991

04/29/2022

PETERSIII PATRICK
3211 WINDSOR RD
AUSTIN TX US 78703
Receipt: 31232977

Check-in	Daily Rate	Total Nights
April 28, 2022	\$184.00	1

Check-out	Room Number
April 29, 2022	2109

Confirmation Number
5514751701

Date	Description	Type	Amount
04/28/2022	GST / VAT / Tax	GENERALTAX	\$3.68
04/28/2022	All Room Charges	ROOMRATE	\$184.00
04/28/2022	GST / VAT / Tax	GENERALTAX	\$11.04
04/28/2022	GST / VAT / Tax	GENERALTAX	\$12.88
04/28/2022	GST / VAT / Tax	GENERALTAX	\$3.68
04/28/2022	GST / VAT / Tax	GENERALTAX	\$0.44
04/28/2022	Other/Unspecified	OTHER	\$2.56
			Total: \$218.28

Chick-fil-A
500 Dallas St.
Houston, TX 77002
713-659-3800

Check: 85386E

Table:

Server: Dominic C

04/29/22

01:08pm

Customer:

---[Seat 1]---

1 #3 Chick Nugget 8 CT	\$8.35
MD Waffle Fries	\$0.00
MD Diet Coke	\$0.00
!PATRICK	

Subtotal : \$8.35

Tax : \$0.69

Sub w/ Tax : \$9.04

Total : **E** \$9.04

Mastercard

\$9.04

"Thank-You"

Einstein Bros
Hyatt Regency Houston
1200 Louisiana St.
Houston, TX 77002

Jennifer

7133754771

CHK 721964

TBL 104/1

2022-04-29

06:56:57

1	Granola/Protein Bar	3.50
1	Medium Drip Coffee	2.95

*#FOOD	3.50
*#FRANCHISE PACKAGE (FOOD)	2.95

Sub-total:	6.45
------------	------

FOOD/MISC TAX 8.25%	0.53
---------------------	------

ROOM RENTAL TAX 6%	0.00
--------------------	------

*Tax Total:	0.53
-------------	------

F

Payment:	6.98
----------	------

DS - Mastercard

Total Paid:	6.98
-------------	------

Join World of Hyatt today
and start earning points for
stays, dining and more.
Visit worldofhyatt.com

*Not point earning eligible.
#Not point redemption eligible

THANK YOU FOR JOINING US

-----CHECK CLOSED-----

2022-04-29 06:57:00

K

**HYATT REG HOUSTON
CASH BAR**

1200 LOUISIANA ST, VERONICA
MODESTE
HOUSTON, TX 77002
7136541234

Cashier: Gabby H.

Transaction 300901

Total \$24.90

CREDIT CARD AUTH \$24.90
MASTERCARD 1991

Tip

Total

28-Apr-2022 8:47:03P

\$24.90 | Method: EMV

MASTERCARD

XXXXXXXXXXXX1991

PATRICK H PETERS III

Reference ID: 211900002307

Auth ID: 060887

MID: *****5884

AID: A0000000041010

AthNtwkNm: MASTERCARD


Payment ZBE09PNAGR5BG


Clover Privacy Policy
<https://clover.com/privacy>

From: [Vonlane](#)
To: [Peters III, Patrick H](#)
Cc: passenger.service@vonlane.com
Subject: [External Email] Your April 29, 2022 Vonlane Confirmation Receipt
Date: Thursday, April 28, 2022 5:50:37 PM

EXTERNAL EMAIL

CAUTION: This message originated from outside CenterPoint Energy. Do not click on links, open attachments, or enter data unless you recognize the sender, were expecting the content and know it to be safe.

 Confirmation Email



Locator: 271512

Departure:


Friday, April 29, 2022 2:00 PM

☐ Add to **Calendar**

Passenger 1: Patrick Peters

Seat: 5A

Fare:

Fare		\$109.00
Net Fare		\$109.00
Card Type:		MasterCard
Billed to card ending:		1991

Terminals:

Houston-Downtown: Hyatt Regency

1200 Louisiana Street Houston, TX 77002 Corner of Dallas Street and Louisiana Street

Parking: Vonlane passengers may utilize the Hyatt Regency Downtown valet services for a discounted rate of \$25 per day by providing the valet with a copy of their Vonlane trip email confirmation. A public parking garage is attached to the Hyatt Regency, though not affiliated with the hotel. It can be utilized for \$20/day (rates subject to change). Additional surface lot parking ranging from \$10 to \$12 per day is available in

downtown Houston. The motor coach will board on Dallas Street at the corner of Louisiana Street. When exiting the hotel main entrance on Louisiana Street, make a left and walk to the corner of Dallas Street.

Austin: Hyatt Regency

208 Barton Springs Road Austin, Texas 78704

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For more information please click [here](#)





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Please review our complete terms and agreement [here](#)

***** This email is from an external sender outside of the CenterPoint Energy network. Be cautious about clicking links or opening attachments from unknown sources. *****

From: orders@mail.tokentransit.com on behalf of [Token Transit](#)
To: [Peters III, Patrick H](#)
Subject: [External Email] Your Token Transit receipt for \$2.00 from Metro Transit on Apr 26, 2022 at 12:03 PM
Date: Tuesday, April 26, 2022 12:05:51 PM

You don't often get email from orders@mail.tokentransit.com. [Learn why this is important](#).

EXTERNAL EMAIL

CAUTION: This message originated from outside CenterPoint Energy. Do not click on links, open attachments, or enter data unless you recognize the sender, were expecting the content and know it to be safe.

Purchased with  Metro Transit

 Token Transit

Total: \$2.00
Purchase date: Apr 26, 2022 at 12:03 PM
Receipt #D4IZ-HFD5

Thanks for riding

Total **\$2.00**



Metro Transit

Minneapolis/St Paul Metro Area

Qty	Description		Amount
1x	Adult / Non-Rush Hour Fare		\$2.00
Charge to MasterCard *1991			\$2.00
Purchase date: Apr 26, 2022			

This transaction will appear on your bank statement by
Apr 29, 2022 as TT* METROTRANS APR26

Thank you,
Token Transit

Having trouble viewing this content? [View Receipt in Browser](#)

Metro Transit

[Metro Transit Terms and Conditions](#)

Token Transit

[Terms of Use](#) | [Privacy Policy](#)

[FAQ >](#)

[Contact Support >](#)


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From: [Vonlane](#)
To: [Peters III, Patrick H](#)
Cc: passenger_service@vonlane.com
Subject: [External Email] Your April 20, 2022 Vonlane Cancellation
Date: Tuesday, April 19, 2022 4:52:12 PM

EXTERNAL EMAIL

CAUTION: This message originated from outside CenterPoint Energy. Do not click on links, open attachments, or enter data unless you recognize the sender, were expecting the content and know it to be safe.

 Cancellation Email



Locator: 868045 (Cancelled)

Return:

Wednesday, April 20, 2022	10:30 AM	Houston-Downtown: Hyatt Regency to Austin: Hyatt Regency Seat 7C
Passenger 1: Patrick Peters		

Thank you for canceling your Vonlane reservation. Please be advised that trips cancelled less than two hours prior to the departure time are not refundable. Trips cancelled less than 24 hours prior to the departure of a trip's first segment but more than two hours before departure are solely eligible for Vonlane credit. Credit expires six months after the original cancellation date. Trips cancelled with more than 24 hours notice will be refunded to the original payment method. Please review our [terms and conditions](#) for more details.

Booking is easy at vonlane.com

See you soon,


Vonlane


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From: [Vonlane](#)
To: [Peters III, Patrick H](#)
Cc: passenger.service@vonlane.com
Subject: [External Email] Your April 20, 2022 Vonlane Confirmation Receipt
Date: Tuesday, April 19, 2022 4:54:00 PM

EXTERNAL EMAIL

CAUTION: This message originated from outside CenterPoint Energy. Do not click on links, open attachments, or enter data unless you recognize the sender, were expecting the content and know it to be safe.

 Confirmation Email



Locator: 402994

Departure:

Wednesday, April 20, 2022 2:00 PM Houston-Downtown: Hyatt
Regency to Austin: Hyatt
☐ Add to **Calendar** Regency

Passenger 1: Patrick Peters
Seat: 8A

Fare:

Fare	J \$109.00
Credits Redeemed	A \$109.00

Terminals:

Houston-Downtown: Hyatt Regency
1200 Louisiana Street Houston, TX 77002 Corner of Dallas Street and Louisiana Street
Parking: Vonlane passengers may utilize the Hyatt Regency Downtown valet services for a discounted rate of \$25 per day by providing the valet with a copy of their Vonlane trip email confirmation. A public parking garage is attached to the Hyatt Regency, though not affiliated with the hotel. It can be utilized for \$20/day (rates subject to change). Additional surface lot parking ranging from \$10 to \$12 per day is available in downtown Houston. The motor coach will board on Dallas Street at the corner of Louisiana Street. When exiting the hotel main entrance on

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For more information please click [here](#)



Meals: Muffins, oatmeal, and/or yogurt are served on trips departing prior to 10:00 a.m. A variety of sandwiches, wraps, and/or salads are served on trips departing at 10:00 am, 10:30 am, 10:45 am, 12:00 pm, 1:00 pm, 3:00 pm, 3:30 pm, 4:00 pm, 4:30 pm, 5:00 pm, 5:30 pm, and

6:00 pm. All trips offer a large assortment of snacks and beverages.
For more information please click [here](#)



Libations: Libations are sold only in Texas. BYOB is not permitted and Vonlane passengers are subject to a four drink maximum. Purchases are solely permitted by individuals 21 years of age and older who present a valid government issued photo identification. All major credit cards are accepted as Vonlane does not accept cash payment for alcoholic beverages.
For more information please click [here](#)



Bags ride free: Passengers are limited to two bags of 50 pounds or less and one carry-on bag that can fit in a coach's overhead storage compartment. Any bag a traveler wishes to have with them during transit must fit in the overhead compartment, which generally can accommodate a briefcase, computer bag, or backpack. Vonlane is not responsible for any damage done to a piece of luggage during transit.
For more information please click [here](#)



Children: All passengers, regardless of age, must have their own purchased seat. Lap children or infants are not allowed aboard any Vonlane trip. Vonlane does not allow children under the age of five aboard a coach. Children age 10 and above may travel alone provided that Vonlane is given the name, cell phone number, and address of the person responsible for meeting the child at the destination.
For more information please click [here](#)



Dogs Only: Small dogs, weighing less than 10 pounds, in a carry-case that can fit by a passenger's legs, are allowed on a Vonlane coach. The carry-case must be fully enclosed and the dog fully secured in the case. The case is not permitted on any table, seat, or in the coach aisle. The case, with dog inside, must remain on the floor by the passenger's feet throughout the trip. The carry case must not impede the personal space of any other passenger, their seat, or leg rest. Cats and other animals are not allowed aboard the motor coaches.
For more information please click [here](#)



Service Animals: Service animals that are "trained to take a specific action when needed to assist the person with a disability" are allowed aboard without being in an animal carrier. All service animals must be harnessed and controlled by the passenger at all times. Vonlane adheres to the Americans with Disabilities Act (ADA). The ADA does not cover emotional support dogs. Therefore, emotional support dogs that cannot adhere to the pet policy above cannot travel aboard Vonlane. For reference, you can view FAQs published by www.ada.gov at www.ada.gov/regs2010/service_animal_qa.html


Please review our complete terms and agreement here


***** This email is from an external sender outside of the CenterPoint Energy network. Be cautious about clicking links or opening attachments from unknown sources. *****

From: [Vonlane](#)
To: [Peters III, Patrick H](#)
Cc: passenger.service@vonlane.com
Subject: [External Email] Your April 28, 2022 Vonlane Confirmation Receipt
Date: Tuesday, April 26, 2022 9:55:30 PM

EXTERNAL EMAIL

CAUTION: This message originated from outside CenterPoint Energy. Do not click on links, open attachments, or enter data unless you recognize the sender, were expecting the content and know it to be safe.

 Confirmation Email



Locator: 681778

Departure:

Thursday, April 28, 2022 10:30 AM Austin: Hyatt Regency to
Houston-Downtown: Hyatt
Regency

☐ Add to **Calendar**

Passenger 1: Patrick Peters
Seat: 2A

Return:

Friday, April 29, 2022 7:00 AM Houston-Downtown: Hyatt
Regency to Austin: Hyatt
Regency

☐ Add to **Calendar**

Passenger 1: Patrick Peters
Seat: 2A

Fare:

Fare	\$218.00
Credits Redeemed	\$20.00
Net Fare	\$198.00
Card Type:	MasterCard
Billed to card ending:	1991

Terminals:

Austin: Hyatt Regency

208 Barton Springs Road Austin, Texas 78704

Parking: Vonlane passengers may self-park in the hotel's multi-story parking garage located to the right of the hotel main entrance for \$40 per night. Valet services are also available for \$50 overnight. Tax not included. The motor coach will board in front of the hotel or adjacent the main drive next to the Zilker Ballroom.

Houston-Downtown: Hyatt Regency

1200 Louisiana Street Houston, TX 77002 Corner of Dallas Street and Louisiana Street

Parking: Vonlane passengers may utilize the Hyatt Regency Downtown valet services for a discounted rate of \$25 per day by providing the valet with a copy of their Vonlane trip email confirmation. A public parking garage is attached to the Hyatt Regency, though not affiliated with the hotel. It can be utilized for \$20/day (rates subject to change). Additional surface lot parking ranging from \$10 to \$12 per day is available in downtown Houston. The motor coach will board on Dallas Street at the corner of Louisiana Street. When exiting the hotel main entrance on Louisiana Street, make a left and walk to the corner of Dallas Street.









Boarding Time: Your motor coach will be available for boarding 15 minutes prior to your scheduled departure time. Boarding announcements are not made in the hotel lobby and Vonlane does not place phone calls to missing passengers. A passenger no show or missed trip results in a loss of fare value.
For more information please click [here](#)



Don't be late: Once a Vonlane motor coach closes its passenger door and luggage bay door boarding is closed and late passengers cannot board the coach. Vonlane cannot board customers once a motor coach moves from its boarding zone. Vonlane cannot board passengers in hotel parking lots away from our assigned boarding zones or on city streets.
For more information please click [here](#)



Cancellations: Tickets cancelled greater than 24 hours in advance of the first leg of your trip time are fully refundable. Tickets cancelled inside of 24 hours and prior to 2 hours before the first leg departure time of your trip are re-usable for future travel at a value equal to the original fare paid. Tickets cancelled less than 2 hours prior to the trip departure time are non-cancellable and non-refundable.
For more information please click [here](#)

-  **Modifications:** All tickets may be modified to another scheduled trip provided there are seats available on the newly selected trip. Modifications can be made online at vonlane.com or by calling Vonlane at 844.VONLANE.
For more information please [click here](#)
-  **Meals:** Muffins, oatmeal, and/or yogurt are served on trips departing prior to 10:00 a.m. A variety of sandwiches, wraps, and/or salads are served on trips departing at 10:00 am, 10:30 am, 10:45 am, 12:00 pm, 1:00 pm, 3:00 pm, 3:30 pm, 4:00 pm, 4:30 pm, 5:00 pm, 5:30 pm, and 6:00 pm. All trips offer a large assortment of snacks and beverages.
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For more information please [click here](#)
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For more information please [click here](#)
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***** This email is from an external sender outside of the CenterPoint Energy network. Be cautious about clicking links or opening attachments from unknown sources. *****

Expense Report
Report Name : TER_Houston_04/2022_04

Employee Name : Peters III, Patrick H.
Employee ID : 00226554
Default Approver : Ryan, Jason
First Approve Date : 05/19/2022

Report Header

Policy : General Expense & Reimbursement Policy
Business Purpose : Meetings - P. Peters
Report Key : 687907
Report Id : 1638A9591EA148C397A5
Report Date : 05/09/2022
Cost Center : 125420 (Legal Regulatory)
Order Number : 11039623 (LegalReg to 2022 DCRF Filing CAP)
Approval Status : Approved
Payment Status : Extracted for Payment
Currency : US, Dollar
Submitted by Delegate : Yes

	Transaction Date	Expense Type	Business Purpose	Vendor	Vendor Name	City	Payment Type	Amount	Account Code 1	Merchant Name	Merchant Code
Ⓐ	04/06/2022	Parking & Tolls	DCRF Meeting - P. Peters	HYATT REG AUSTIN PARKI	HYATT REG AUSTIN PARKI	Austin	OnePay	\$52.38	01.01004.522080	AUSTIN TRS LLC	7523
			Allocations :	100.00% (\$52.38) 125420-11039623							
Ⓑ	04/04/2022	Taxi/Limo/Bus/Ferry	DCRF Meeting - P. Peters	VONLANE	VONLANE		OnePay	\$218.00	09.09014.522010	PAYPAL	4789
			Allocations :	100.00% (\$218.00) 125420-11039623							
Ⓒ	04/06/2022	Travel Meal	DCRF Meeting - P. Peters	Subway 58031	Subway 58031	Houston	OnePay	\$7.07	05.05005.522060	Independent Purchasing Co	5814
			Allocations :	100.00% (\$7.07) 125420-11039623							

Note: The sum of allocation amounts may not exactly match the expense amount due to rounding.

Report Total : \$277.45
Total Amount Claimed : \$277.45
Amount Approved : \$277.45