

1 Contractor Travel and Meal Expense Reimbursement Provisions

- 1.1.1 These provisions are routinely included in CenterPoint Energy (“Company”) contracts. Specific changes or exceptions must be negotiated with Company Purchasing and specified in the Contractor’s individual contract.
- 1.1.2 Contact Company Corporate Travel (713-207-3333 or 800-892-7086) for Contractor travel reservations under the following circumstances:
 - 1.1.2.1 Contractor will guarantee and pay the reservation/expense through the normal invoice process, but needs assistance to finalize reservations because access is needed to Company preferred vendors for pricing or availability options.
 - 1.1.2.2 Company agrees to pay directly for Contractor reservation/expense due to non-routine business needs or contract terms. In that case, Form CNP 693 “Contractor/Consultant Approval” must be properly completed by Company and approved by a Company Business Unit or Service Company Vice President or higher before contacting Corporate Travel for ticketing or reservation assistance. Corporate Travel cannot finalize Contractor arrangements without the properly completed Company form.
- 1.1.3 The following categories define Company expectations for Contractor travel and meal expenses. Proper documentation must be submitted with the Contractor invoice before Company will consider reimbursement of travel or meal expenses. Such documentation must include detailed receipts for all requested amounts over \$25 and the valid business reason for the expense. In addition, where Company management approval is required prior to reimbursement, Contractor must submit a Company memo detailing management’s approval or the signature of the appropriate Company management representative on the detailed receipt. Company reserves the right to request additional information when assessing payment and may refuse or limit payment based on the documentation, or lack thereof, provided.

1.2 Airfare

- 1.2.1 Airfare is reimbursed at commercial Coach Class using lowest logical airfare and advance purchase options. Airfare should be booked as soon as practical to obtain best pricing options. Company allows non-stop service to be considered as lowest logical airfare. Company will not reimburse unused tickets, airport ticket class changes, or seat location upgrades. Use of non-commercial air service is expressly prohibited.

1.3 Unbundled Air Services and Airport Charges

- 1.3.1 Unbundled air services and airport charges may vary based on airline industry practices. Reimbursement for the use of those services will require a valid business reason and the approval of Company management **before** submitting expenses for reimbursement. Certain service fees are customary in air travel and will be paid with prior Company approval, including ticket change fees,

same day stand-by fees, baggage fees not to exceed 2 checked bags, and reasonable in-flight meal costs. Company will not pay for alcoholic beverages, in-flight movie fees, in-flight phone charges, or other discretionary personal airport or service charges.

1.4 Lodging

1.4.1 Hotel lodging will be reimbursed at actual cost not-to-exceed \$210.00 nightly room rate, including fees and taxes, or as otherwise expressly approved by Company. Hotel “no show” fees and additional in-room amenities such as movies, mini-bar, and room service are **not reimbursable**. The cost of internet is reimbursable with a valid business need and prior approval by Company management.

1.5 Transportation

1.5.1 Rental Transportation

1.5.1.1 For assignments at Houston, TX headquarters building, auto rental is not reimbursable. For other assignments, auto rental reimbursement will require Company management approval prior to submitting invoice for payment. Allowed auto rental is for business use, rates include unlimited mileage, car class is limited to compact through full-size vehicles, and rental must be at daily or weekly rates that include full insurance coverage. Long-term auto rental (monthly or longer) requires authorization from both Company Management and Company Purchasing. Rental of additional equipment such as GPS or daily toll passes is expressly prohibited. Auto rentals for premium, luxury, and SUV car classes are expressly prohibited.

1.5.2 Scheduled Public Transportation

1.5.2.1 While scheduled transportation service using airport shuttles is permitted with proper receipts, private limousine or luxury shuttle service is **not reimbursable**. Taxi service is allowed in lieu of auto rental, however receipts must be provided if over fare is over \$25.

1.5.3 Personal Car

1.5.3.1 Use of a personal car in lieu of public transportation or a rental car is permitted when pre-approved by Company management. Mileage must be tracked on a daily trip log and reimbursement will be calculated at IRS standard mileage rates. Reported mileage must exclude normal commute mileage in accordance with IRS commute definitions. No personal car expense, including gasoline or car repairs, is allowed for reimbursement.

1.5.3.2 Consultant’s Personnel shall have a valid state driver’s license appropriate for the type(s) of vehicle(s) being operated. On at least a semi-annual basis, Consultant shall request a Motor Vehicle Report (“MVR”) for all personnel performing Work hereunder. A copy of the MVR shall be kept on file by Consultant for a minimum of three (3) years. Based upon the information contained in the MVR, together with any other relevant information available to Consultant, Consultant shall determine whether its personnel are permitted to drive in connection with the performance of Work hereunder, and shall promptly advise CNP of the same. Regardless of the outcome of Consultant’s investigation, CONSULTANT AGREES TO PROTECT, DEFEND, INDEMNIFY AND HOLD CNP, ITS SUBSIDIARIES AND OTHER CORPORATE AFFILIATES, AND THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS, FREE AND HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, CAUSES OF ACTION, SUITS OR OTHER LITIGATION (INCLUDING, BUT NOT LIMITED TO, PERSONNEL FURNISHED BY CONSULTANT OR ITS SUPPLIERS AND SUBCONTRACTORS OF ANY TIER) ON

ACCOUNT OF BODILY INJURY, DEATH OR DAMAGE TO OR LOSS OF PROPERTY, IN ANY WAY OCCURRING, INCIDENT TO, ARISING OUT OF OR IN CONNECTION WITH THE OPERATION OF ANY VEHICLE BY CONSULTANT PERSONNEL WHILE SUCH PERSONNEL ARE PERFORMING WORK HEREUNDER, ALL REGARDLESS OF WHETHER SUCH INJURY, DEATH OR DAMAGE IS CAUSED BY THE SOLE, JOINT, CONCURRENT, CONTRIBUTING OR COMPARATIVE NEGLIGENCE OR FAULT OF CNP, ITS SUBSIDIARIES OR OTHER CORPORATE AFFILIATES, OR THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES OR AGENTS.

1.5 Tolls and Parking

1.6.1 Tolls and Parking are reimbursed at actual cost for business trip expense. Commuter tolls and parking within city metropolitan area where Work is performed is not reimbursable.

1.6 Meals

1.7.1 Meals are reimbursable up to \$40 per person, per day including tax, tips, and parking. Receipts must be provided for all purchases. **All** group meal receipts must be provided specifying the name, company, title for each attendee, receipt details for meal amounts, meal date, venue name, venue location, and reason for group meal. Self parking must be used when available.

1.8 Entertainment

1.8.1 Casual entertainment is **not reimbursable**. Company management must pre-authorize any scheduled group events and such events must be limited to specific milestone or project recognition events. Company will not reimburse Contractor for entertaining Company employees without prior Company management approval.

1.9 Incidental Expenses

1.9.1 Communications expense, including PDA, long distance business calls, personal calls, and faxes are **not reimbursable**. Gasoline, laundry, or other materials and supplies are prohibited unless special permission is obtained from Company management prior to submitting the expense for reimbursement.