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APR 30 2010
Nova Scotia
Utility and Review Board

Analysis of Executive Management Expenses

REDACTED

Filed April 30, 2010

NOVA SCOTIA
POWER
An Emera Company

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Attachments

1.0 INTRODUCTION

This report informs the Nova Scotia Utility and Review Board (the "UARB") about Nova Scotia Power Inc. ("NSPI") executive compensation and expenses for 2009.

As part of the decision in Nova Scotia Power's 2002 General Rate Case, the UARB directed:

> "... NSPI to provide on an annual basis, a detailed analysis showing executive management expenses, including compensation, expenses, memberships and other personal benefits including loans."

This is the eighth annual report filed consistent with the Board's direction. Details of compensation are provided including benefits and other expenses for the Executive Management Team allocated or direct charged to NSPI. For the purpose of this report, "executive" includes any member of the NSPI or Emera Inc. ("Emera") executive teams, any portion of whose compensation, benefits or other expenses are charged to NSPI.

In 2008, the UARB reviewed NSPI's executive compensation and received advice from an external consultant to the Board. Following a public review of the report and with input from NSPI and intervenors, the Board confirmed the appropriateness of NSPI's overall executive compensation expense, and directed annual reporting to continue[1]. NSPI was directed to further comment on the advice of the consultant, and did so in NSPI's 2008 report (filed April 30, 2009). Following a review of the 2008 report, the Board confirmed that current reporting standards are adequate, and that careful scrutiny of executive expenses by the UARB would continue on an annual basis[2].

Executive compensation for NSPI is determined by the Management Resources, Compensation, Environment, Safety and Security Committee (MRCESS Committee) of the NSPI Board of Directors. The MRCESS Committee members are Mrs. R. Irene

[1] 2008 NSUARB 140 (2009 General Rate Application Decision), at paragraphs 84-86
[2] UARB letter, June 10, 2009

D'Entremont, C.M. (Chair), Mr. Wesley G. Armour, and Mr. John T. McLennan (replaced with Jim Eisenhauer in May, 2009). The NSPI Board of Directors reviews the recommendations of the MRCESS Committee and as part of its duties establishes compensation for NSPI senior management.

Emera has a separate Management Review Compensation Committee (MRCC), consisting of Dr. Elizabeth Parr-Johnston (Chair), Mr. Allan L Edgeworth, Mr. John T. McLennan, Ms. Jackie Sheppard and Mr. Don Pether. This committee approves the NSPI MRCESS and NSPI Board of Director's compensation recommendations as well as the compensation for Emera and NSPI Executives.

In developing the total compensation structure for the Executive, the MRCESS Committee considers advice from an independent consultant that makes comparisons to other companies and other positions, which reflect market competition for executive talent. As part of this review, base salary is generally designed to result in remuneration at, on average, the median (50^{th} percentile) of the comparator companies. Compensation is a critical success factor in recruiting and retaining effective senior management.

By correspondence dated October 10, 2006, the UARB directed that a specific comparator group be used. The most recent independent executive compensation review by Towers Watson (formerly Towers Perrin) has been provided confidentially with this report as Attachment A. This document, being the proprietary advice of an independent consultant, is confidential in its entirety, therefore no redacted version is provided.

2.0 Executive Compensation, Benefits and Other Expenses

A Summary of NSPI's 2009 Executive Compensation, Benefits and Other Expenses is provided as Attachment B. This attachment reports compensation, personal benefits and other corporate expenses attributed to the individuals covered by the Board directive, (i.e., all members of the NSPI or Emera Inc. executive management any portion of whose compensation, benefits or other expenses has been charged to NSPI). Individual specific information is provided for those executives whose compensation information is publicly reported under Canadian securities law and who have salaries, benefits or incentives allocated/charged directly to NSPI. For 2009, this includes Mr. Rob Bennett. During 2008, Mr. Bennett succeeded Mr. Tedesco as President and Chief Executive Officer of NSPI, and Mr. Tedesco retired from Nova Scotia Power Inc. at the end of 2008. Compensation and other information for the remaining NSPI and Emera executive are provided in aggregate under the heading "Other, NSPI" in the public version of the Summary.

The UARB has been provided, in confidence, an expanded version of the Summary of the NSPI's 2009 Compensation, Benefits and Other Expenses separately listing the information for each of the individuals in the "Other, NSPI" group. For the year 2009 the executives who are included in this group are:

- Rick Janega, Executive VP and Chief Operating Officer
- Dan Muldoon, GM, Customer Operations (part-year)
- Mark Savory, VP Technical and Construction Services
- Robin McAdam, Executive VP Sustainability
- Alan Richardson, VP Integrated Customer Service
- James Taylor, GM, Environmental Planning and Monitoring
- Rene Gallant, GM & Regulatory Counsel
- William Hattie, VP Generation Planning & Infrastructure (part-year)
- Greg Blunden, VP Finance & Treasurer (part-year)

- Brian Rendell, GM Finance (part-year)
- Gerald Weseen, GM Communications & Public Affairs
- Barb Meens Thistle, GM Human Resources (part-year)
- Rick Smith, VP Corporate Insurance and Assets
- Stephen Aftanas, Corporate Secretary (Emera and Nova Scotia Power)

Most were NSPI executives for the full or partial year of 2009 and were wholly charged to the regulated utility in that year. Please see Attachment B for details.

Costs have been allocated based on records for costs chargeable to NSPI for NSPI business purposes. As well, for corporate support services cost allocation, only charges incurred on behalf of NSPI are charged to NSPI. No other Emera Executive compensation, benefits or expenses are allocated to NSPI's regulated business activities.

3.0 DESCRIPTION OF COMPENSATION, BENEFITS AND OTHER EXPENSES

This section describes each category in the attached table "Summary of NSPI's 2009 Executive Compensation, Benefits and Other Expenses" and represents the forms in which compensation, other personal benefits, and business related expenses are incurred. The table reflects only those costs allocated to NSPI for 2009.

Salary

This refers to base salary paid to the individual. It reflects the degree of special skills and knowledge required to successfully carry out the responsibilities of the role, as well as the market conditions for competitive positions in NSPI's labour market. This is separate from any incentive-based compensation. Base salaries are benchmarked against the median of the salaries paid to positions with similar responsibilities by comparator companies.

Annual Incentive Plan

This category reflects monetary compensation provided to individuals based on performance. Awards are made based on a scorecard process that rewards employees for advancing corporate objectives. Consistent with the UARB's directive, fifty percent of short-term incentive payments charged to NSPI is excluded for the purpose of calculating regulated earnings and in determining and setting rates. Target payouts under the plan are set as a percentage of salary and are benchmarked against the median for positions with similar responsibilities in comparator companies. The target level represents the amount that would be paid if all objectives were achieved at planned levels.

The Emera Board of Directors has also approved a Deferred Share Unit Plan (the "DSU Plan") for certain Executives and senior management. The DSU Plan is intended to facilitate achievement of share ownership guidelines without diluting the shareholder base. The DSU Plan allows each participant to elect to defer all or a percentage of the annual incentive award in the form of DSUs, with the proviso that for participants who are subject to Executive Share Ownership Guidelines[3], a minimum of fifty percent of the value of their actual annual incentive (twenty-five percent in the Executive's first year of the program) will be payable in DSUs until the applicable guidelines are met. DSUs are held until an employee leaves the Company.

The Emera Board of Directors may from time to time grant discretionary DSUs to an eligible employee. The Emera Board of Directors shall specify the number of units and the conditions of vesting.

Long-Term Incentive Program

The elements of NSPI's actual compensation outlined are consistent with the elements allowed for in the rates as determined by the UARB.

Car Allowance

An allowance is paid to individuals in recognition of travel being a necessary part of the role. The amount per individual varies with each role.

Taxable Benefits

This includes company contributions to the employee share purchase plan, tax preparation, computer purchase interest free loan and parking.

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[3] To align the interest of senior management with the interests of shareholders, share ownership guidelines were introduced for designated Executive Officers in 2003. The guidelines, which must be achieved within five years, are as follows:

President and/or Chief Executive Officer:	2.0 times salary
Executive Vice President	1.5 times salary
Other Eligible Executives:	1.0 times salary

Employer Funded Benefits

This includes health, dental, life and accidental death and dismemberment insurance as well as pension and long-term disability insurance premiums.

Memberships

This includes professional and business memberships. Professional membership fees are paid in support of maintaining an individual's professional standing. Examples of professional membership fees paid for some individuals included the Institute of Chartered Accountants of Nova Scotia, the Nova Scotia Barristers' Society and the Association of Professional Engineers of Nova Scotia. In some cases, fees for a membership in other professional associations are paid as a matter of supporting employees in maintaining professional or technical expertise that is used to the benefit of the company. Memberships in various organizations also serve to build and enhance business relationships in the community that are supportive of attaining NSPI's business objectives.

The foregoing are the categories that cover executive compensation and benefits. The total cost is listed in the Summary of NSPI's 2009 Executive Compensation, Benefits and Other Expenses under the heading "Total Compensation and Benefits".

The following refers to other business expenses incurred with regard to the executive relating to business travel and meals and entertainment. These expenses are governed by the Business Expense Reimbursement policy (see Attachment C).

Amounts reported in these categories are only those expenses incurred on behalf of NSPI.

Travel

Business travel consists of travel to business meetings and conferences that relate to NSPI in particular or to our business in general. Examples of business meetings attended include meetings with bond rating agencies and industry analysts, as well as industry meetings, professional education and speaking engagements such as with the Canadian Electrical Association and the North American Electric Reliability Council. This expense is a necessary part of NSPI's business, which includes maintaining NSPI's standing in the investment community, helping to shape the development of the electricity industry in Canada and maintaining a high level of knowledge about current and best practices in the industry that relate to operating a generation, transmission and distribution utility.

Meals and Entertainment

These expenses are generally for meals and hospitality/entertainment associated with business meetings and conferences. The majority of meal related expense in this category is related to business travel. The cost of meals and hospitality for hosting third party business contacts that have an interest in our business are also included. This is a necessary part of fostering relationships with stakeholders.

Where an executive has chaired internal meetings that continued through employee meal hours; the cost of providing lunch or dinner to the entire employee group participating in such a meeting may be included in the amount attributed to individual Executive members.

Other Expenses

These expenses are associated with relocation of a personal residence as a result of a move from another employer to NSPI or a Company-initiated transfer to a new location or interest free housing loan taxable benefit

4.0 CONCLUSION

In hiring and retaining experienced and talented individuals to manage the company, NSPI seeks to ensure that the company is able to achieve its business objectives.

Compensation survey data is reviewed to ensure NSPI's total compensation package is competitive and the Company is able to attract and retain talented executives. NSPI, and the UARB, can rely upon the expert work and advice of Towers Watson in respect of executive compensation.

Incentive payouts are performance based and are intended to reward individuals for the achievement of predetermined levels of performance in support of corporate objectives. Corporate objectives focus on customer, employee, operational and financial aspects of the business that seek to ensure the company delivers on its commitments to customers and shareholders. Individuals are only compensated through incentives if they achieve their objectives.

Other benefits paid to Executive members, as part of total compensation, are designed to attract and retain key talent, in a competitive national market, thereby serving the interests of customers and shareholders.

Attachment A

Towers Watson 2010 Executive Compensation Review

THIS ATTACHMENT HAS BEEN REMOVED DUE TO CONFIDENTIALITY

Attachment B

Summary of NSPI's 2009 Executive Compensation, Benefits and Other Expenses

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Confidential - Summary of NSPI's 2009 Executive Compensation, Benefits and Other Expenses

Name	Job Title	2009 Salary (1)	Cash Incentive Payments (2)	DSU Election in Lieu Cash Incentive (3)	RSU (4)	Tax Payment/ Other Bonus (5)	Car Allowance and Mileage (6)	Stock Options Exercised (7)	Taxable Benefits (8)	Employer Funded Benefits (9)	Memberships (10)	Total Benefits (11)	Total Compensation and Benefits (12)	Travel (13)	Meals & Entertainment (14)	Other Expenses (15)	Total Expenses (16)	Allocation Factor for Salaries, Incentives & Benefits (17)	Total NSPI Allocation (18)
BENNETT, ROB	PRESIDENT & CEO, NSPI	$336,692	$28,257	$28,257	$ -	$0	$12,702	$ -	$8,527	$18,672	$1,500	$39,901	$434,606	$19,081	$4,791		$23,872	100%	**$458,478**
		$336,692	$28,257	$28,257	$ -	$0	$12,702	$ -	$8,527	$18,672	$1,500	$39,901	$434,606	$19,081	$4,791		$23,872		**$458,478**
Other NSPI																			
SUBTOTAL		$1,919,809	$294,506	$0	$ -	$0	$85,356	$ -	$19,411	$180,550	$28,136	$285,316	$2,527,767	$79,829	$12,967		$92,252		**$2,620,019**
Total		**$2,256,501**	**$322,763**	**$28,257**	$ -	**$0**	**$98,057**	$ -	**$27,938**	**$199,222**	**$29,636**	**$325,217**	**$2,962,373**	**$98,910**	**$17,758**		**$116,124**		$3,078,497

Column Notes:

1 As outlined in the text of this report, Executive salaries, benefits and incentives are allocated based on documented time-keeping records. Amounts shown reflect actual earnings for the period that have been allocated/charged directly to NSPI.
2 As per the 2002 Rate Decision, fifty percent of incentive payments charged in NSPI is excluded from regulated earnings. The amounts included in columns 2 and 3 are the total incentive payments for 2008 (paid in 2009 calendar year) reduced by 50% to reflect allocation to NSPI.
3 See above
4 RSUs have not been included in NSPI's revenue requirement and are excluded for the purpose of calculating regulated earnings.
5
6 This amount is the NSPI allocated portion of car allowance and mileage paid
7 Stock options have not been included in NSPI's revenue requirement and are excluded for the purpose of calculating regulated earnings.
8 This includes company contributions to the employee share purchase plan, tax preparation, interest free loans and parking
9 Employer funded benefits include health, dental, group life insurance, AD&D insurance, pension and long-term disability insurance premiums
10 Includes professional memberships allocated to NSPI. Wellness memberships have been excluded as they are excluded from regulated earnings.
11 This includes the car allowance portion of column 6, Taxable benefits column 8 and Employer Funded Benefits column 9
12 Total Compensation and Benefits is the sum of Columns 1,2,3,4,5, 10 and 11
13
14
15
16 Total Expenses are a sum of columns 13, 14 and 15
17 This allocation factor is the % of salary and benefits allocated to NSPI
18 This is the total compensation amount which has been allocated to NSPI

Attachment C

Emera Business Expense Reimbursement Policy

FINANCIAL POLICIES AND PROCEDURES

Business Expense Reimbursement

Last Updated: January 12, 2009

This page is maintained by Emera's Controllers Department

POLICY

The Emera Group of Companies (Emera) will reimburse employees for all reasonable actual authorized expenses incurred while on Company business.

Where employees are governed by the provisions of a Collective Agreement, it will take precedence over this policy where applicable.

Throughout this document Emera is used to refer to Emera Inc. and all of its wholly-owned subsidiaries and investments.

EXPENSE REPORTS

EXPENSE REPORTS

01 Reimbursement Guidelines

Actual reasonable business expenses incurred on behalf of Emera are accounted for and reimbursed.

- Expense reports should be submitted for approval within a month of the related expenditure.
- Employees will be accountable for exercising good judgment in their business expenditures.
- Although guidelines are provided below, employees should check with their supervisor before traveling or incurring expenses to obtain an understanding of what expenses are deemed to be reasonable in the particular circumstances.

02 Approval Policy

Management is responsible for approval of all expense claims of their direct reports. Management is accountable for the validity and accuracy of expense claims they approve.

- It is the responsibility of the approver to ensure guidelines governing business expense reimbursement are followed.
- Approval of all expense reports is done electronically.
- The approver is the only person who verifies the accuracy of expense reports submitted to them. Approvers should review expense reports for the following items before approval:

  - Overall reasonableness and appropriateness
  - Ensure that account numbers used are correct
  - Ensure original receipts are attached
  - Ensure amounts claimed are accurate and consistent with receipts
  - Ensure total per paper copy agrees to computer total

- When charging expenses into another manager's cost centre, ensure that manager is aware of the charge and approves the allocation.
- The Invoice Express software will not accept expense reports greater than $10,000 (before tax). The approver's manager will receive notification (information only) if the expense report exceeds $4,000 (before tax).
- Approval of expense reports should be done by the expense report submitter's manager. If that person is not available, another authorized manager can approve the report.
- If an Administrative/Executive Assistant is incurring costs on behalf of his/her Manager/Executive member, that expense must be signed off by another Manager/Executive member, in addition to the regular Approver.
- In situations when an expense report is approved by an alternate manager, the hard copy should be forwarded to the direct manager for filing and storage.

03 Storage Policy

Expense reports and receipts should be retained for seven years in accordance with regulations of the Canada Revenue Agency. Of the seven years, only the two most recent need to be stored at your location.

- Storage of expense reports is the responsibility of each department's manager/head.
- Copies of expense reports and associated receipts should be stored in a locked cabinet and filed by employee within each year.
- Expense reports are considered the property of the department in which the expenses were incurred; therefore they should remain stored in that department regardless of staff changes.

- With on-line approvals, signatures are not required. However, it is the manager's responsibility to ensure that the on-line copy matches the file copy.

04 Reason for Expenditure Guideline

The Reason for Expenditure section should be completed. Items required include the reason for the expenditure, the location of the expenditure, and a list of individuals who incurred the expenditures.

05 Receipts Policy

Receipts submitted for all expenses over $30 should disclose the actual amount of tax paid. For audit purposes, the Canada Revenue Agency requires this information and the supporting documentation.

- Credit card receipts do not provide sufficient detail to be submitted alone. The actual purchase receipt is required for **all** expenditures. In particular, restaurant receipts must include both the itemized restaurant receipt, in addition to the Visa/Mastercard receipt. Original receipts are required for all expenditures including:
  - Hotel accommodations – meals & entertainment and telephone expenses should be broken out and recorded in the proper account – please note that in-room hotel movies are NOT a claimable/allowable expense
  - Meals & entertainment
  - Car rentals
  - Airfare
  - Parking
  - Transportation

Expenses submitted without a receipt must be reasonable and explainable. Receipts are not required for expenses such as mileage claims and claims for incidental expenses such as baggage handling, newspapers, laundry, etc.

If a receipt is misplaced or lost please include a copy of the pro-card/visa statement, highlighting the particular item that is being claimed.

06 Meals & Entertainment Policy

All meals and entertainment expenses should be recorded in the designated general ledger account in each company in the Emera group for income tax reporting. The Canada Revenue Agency allows only 50% of business meals and entertainment to be deducted for tax purposes. Therefore, it is important that other costs, which are fully tax deductible, not be charged to these accounts.

Entertainment/Hospitality

Some employees, because of the nature of their work, have contact with business associates outside of Emera, where it is necessary, on occasion, to provide hospitality. Actual and reasonable expenses may be included in the expense report for reimbursement. Employees should discuss what is reasonable in the circumstances with their manager before incurring the expense.

Detail on meal and entertainment claims must include the location, the attendees by name and the company name of any external attendees – i.e., Lunch at Sweet Basil – John Smith, Jane Jones and Bill Johnson, ABC Company.

- The Canada Revenue Agency considers the following expenses to be meals and entertainment:
  - employee meals while out of the office
  - cost of lunches catered for a departmental meeting
  - employee recognition lunches

- retirem ent functions
- long-service award functions
- the cost of entertaining clients and customers

- The Canada Revenue Agency does not consider the following expenses to be meals and entertainment. Therefore, they should not be charged to the designated general ledger account:
  - expenses relating to a fundraising event, the primary purpose of which is to benefit a registered charity.
  - costs billed directly to a customer and specifically identified as such costs.

Gratuities

It is normal business practice to tip 10% to 15% for good service. Employees should claim reasonable gratuities for services provided.

07 Incidental Expense Allowance Guideline

When employees are traveling away from their workplace and are required to stay overnight, reasonable incidental expenses such as baggage handling, newspapers, laundry, etc., can be claimed.

Claims for incidentals must be limited to $10.00 per day and incidental items should not be claimed separately, i.e., you should not claim $10.00 a day for incidentals and also claim a newspaper purchase for the same day. The intent is for incidentals to cover miscellaneous purchases such as newspapers, coffee, water, etc. For those employees who are traveling to countries where incidental expenses may exceed the $10.00 a day allotment, you must clear any additional expenditure with your supervisor prior to travel. For audit purposes please attach to the expense report a copy of the e-mail request authorizing the additional amount in excess of $10.00 per day.

08 Private Accommodations Guideline

An employee who prefers to stay at the home of a relative or friend will be reimbursed for the actual amount that they pay their host for accommodation, up to a daily maximum of $30.00.

09 Travel Arrangements Policy

When traveling, employees should use their good judgment and select the shortest and most direct routes. Employees must use the corporate travel agent when booking travel arrangements, including flights, car rentals and hotel to ensure that the Emera discounts are received.

Air Travel

- Air travel should be arranged at the lowest, unrestricted economy class fare available.
- In circumstances where an individual is required to engage in an exceptional amount of travel or travel to less accessible locations, executive class fares and/or charter flights may be purchased on flights in excess of three hours, subject to the prior approval of the individual's Vice-President or, in the case of the Executive, the CEO. For audit purposes please attach to the expense report a copy of the request and approval authorizing the executive class fares and/or charter.
- Employees should take advantage of reduced fares, advance bookings and special rates where reasonable.
- Emera encourages weekend travel to take advantage of lower discount airfares. During this extended stay Emera will pay for reasonable and actual living expenses (meals and accommodations). If car rental is required for business purposes, this expense can be also be claimed for the extended stay. The discount airfare, plus the extended living expenses, must be less than regular economy class airfare.
- Employees will not be reimbursed for airline tickets purchased using frequent flyer miles.
- Supervisors should pre-approve expenditures when business and personal trips are to be on the same airline ticket.

- Transportation to and from the airport is an allowable travel expense.
- Additional travel insurance coverage cannot be claimed as an expense.
- When expensing air travel, boarding passes and/or baggage claim tickets must be attached to the ticket as proof the flight was taken.
- The e-ticket/paper ticket and the invoice including the travel agent's processing/service fee should be submitted as two entries, so that the price of the ticket and the service fee are clearly identified and expensed as separate line items.

Surface Travel

Vehicle Rentals

Employees are permitted to rent a vehicle when required to travel for business on behalf of Emera.

- Vehicles should be rented only when economically justified (i.e., less expensive than taxis).
- Insurance offered by the auto rental company should be declined as the Emera corporate auto insurance covers necessary collision and comprehensive insurance. The auto rental company provides necessary third party liability.
- Additional personal injury insurance is not covered by the Emera corporate auto insurance policy and is not a reimbursable expense.

Personal Vehicle

- Employees permitted to use their own private means of transportation, in lieu of airline travel, will be reimbursed at the Emera published private vehicle rate, or the equivalent of an economy class air fare plus associated ground transportation (i.e., taxi to and from the airport), whichever is less.
- Emera allows employees, who do not receive a vehicle allowance, to claim the following mileage amount for use of a private vehicle on company business.

  - $0.34 per kilometer

Note: These rates are subject to change and can be confirmed with the Fleet Manager.

- For those employees who receive a vehicle allowance please note that mileage claims must be made via PeopleSoft as they are a taxable benefit.
- Departure and destinations must be identified on the expense report form along with the associated kilometers claimed.
- Traffic and parking tickets are the responsibility of the employee.

10 Phone Call Guideline

When traveling overnight for business purposes, employees are permitted to call home. Frequency of calls is up to the discretion of the employee and their supervisor.

11 Business Expense Funding Policy

A travel advance may be issued, if requested by an employee and approved by his/her supervisor.

- Travel advances should be recorded in the designated general ledger receivable account.
- The employee should provide a schedule to his/her direct supervisor supporting the amount requested by type of expenditure.
- The employee should submit an expense report within one month of the related travel and return any unused portion of the advance to Emera at that time.

- For extensive travel, a Standing Travel advance may be issued to cover anticipated travel expenses for one month. The employee is required to submit a monthly claim for travel expenses incurred.

NOTE: This policy is currently under review and subject to change.

12 Foreign Funds Policy

All expenses paid in foreign funds should be reported on the expense report in the currency in which the expense was paid. Once the exchange rate is entered by the employee, Invoice Express will calculate the Canadian dollar equivalent.

- The actual exchange rate paid should be used when it is available, i.e., translation on credit card statement, transaction receipt from a bank, etc.
- If the actual exchange rate paid is not available, the approximate average exchange rate over the period of travel should be used. This rate may be obtained from a bank, a newspaper, or the internet.
- Include a copy as backup if you obtain the exchange rate via an alternate source, i.e., the internet.
- Always include a copy of the Pro-Card statement when claiming US or other currency expenses – this will show the exchange rate and the total cost of claimed items.
- Foreign exchange translation fees are considered reimbursable business expenses.

13 Parking Policy

When an employee is authorized to use a private vehicle on company business travel he/she will be reimbursed for the actual cost of parking the vehicle for the day.

14 Spousal Claims Policy

- Where a spouse accompanies an employee on a business trip the payment or reimbursement by the employer of the spouse's traveling expenses is a taxable benefit to the employee unless the spouse was, in fact, engaged primarily in business activities on behalf of the employer during the trip. These expenses must be communicated to HR to ensure the taxable benefit is recorded.

Note: Additional information to follow regarding this policy.

15 Miscellaneous Expense Report Notes

Cash Advances for miscellaneous expenses – all expenses must be itemized and applicable receipts provided, along with a detailed explanation outlining reasons for expenditures.

When preparing expense reports on behalf of someone else always ensure you change the requester field to the person you are preparing the report for. If you are preparing a report for your supervisor then you should be noted as the preparer and your supervisor as the requester.

Always complete the Note section of the expense report – indicating the items being expensed on the report. For example, Expenses for May 2007 – lunch catering, courier, stationery, etc. or Expenses re: Trip to Toronto for ABC Conference – July 16 – 19, 2007.