

**Ameren Illinois Company's
Response to ICC Staff Data Requests
Docket No. 12-0293
Rate MAP-P Modernization Action Plan - Pricing Annual Update Filing
Data Request Response Date: 9/10/2012**

KC 17.01

Referring to Ameren Ex. 24.0, p.11, please provide the following information:

- a) How does a supervisor review and approve P-card expense reports? Please provide a description of the review procedures for P-card expense reports.
- b) How many employees use P-card? How is it determined which employees use a P-card
- c) How does the AIC Communication team determine which P-Card expenses are related to advertising activities?
- d) To what other accounts, aside from account 909, are P-Card expenses booked?
- e) Were any of the P-Card expenses that were submitted in 2011 not business-related?

RESPONSE

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- a) The Supervisor's review begins as an "action required" email is received alerting the Supervisor that an expense report including P-Card expenses is pending approval. The Supervisor reviews the online information for each line entry of the expense report including: expense type, merchant name, reimbursable amount, receipt, accounting and justification. Attention is given to all the expense items to ensure that each expense is reasonable, appropriate and accounted for correctly. When the Supervisor's review is completed the Supervisor connects to the internet expense system to approve or reject the expense report. If rejected the Supervisor notes reason for rejection. If approved the expenses are processed.
- b) AIC has 1432 participants in the corporate credit card program and 15 participants are a part of the Communication Team. Two types of credit cards are available, one with restricted access to purchase materials (i.e. food and gas - materials generally used during storm duty by personnel required to make material purchases while performing restoration work) and a second type used to purchase material and services required to perform assigned work. The Supervisor determines which employees use a credit card. If the employee's assigned work duties require purchasing of material or services, the employee is assigned a credit card. The use of the card requires the timely submittal of an on-line expense reports.
- c) Those expenses for the Communication Team's activities related to community outreach, media, printed communications, information and instructions messaging and customer assistance and included in employee expense reports are determined to be related to advertising.