

GOP Employees Repatriating to Short-Term Assignment in the U.S.

Summary

August 1, 2009
(Updated July 1, 2013)

If you are a global offshore payroll (GOP) employee repatriating to the United States for a period of less than 24 months, this document provides a summary of your eligible relocation benefits. It does not constitute a guarantee, and benefit eligibility may depend on individual circumstances. To avoid jeopardizing certain relocation benefits, please do not begin any aspects of your relocation program prior to discussions with your Brookfield GRS relocation consultant. In particular, please do not contact a real estate agent for assistance in your old or new work location.

Topics Covered in this Summary

- Allowance Payments
- Destination Services and Housing Benefits in the United States
- Housing Assistance – Home Country/Country of Citizenship
- Additional Relocation Services

Allowance Payments

Incidental Relocation Allowance

You will receive a one-time payment equal to 1 percent of your annual base salary, tax assisted, to cover any non-specific miscellaneous expenses that you might incur as a result of your repatriation to short-term assignment (STA).

Incidental Expense Allowance

You will receive a monthly allowance in the amount of \$1,000, tax assisted, to cover any non-specific miscellaneous expenses that you might incur on a monthly basis that are not readily identified and personal to your situation.

Setup Allowance

Together with your Incidental Expense Allowance, you will be provided a one-time \$500 allowance to assist with the costs of purchasing basic kitchen supplies such as spices, condiments and other foodstuffs.

Destination Services and Housing Benefits in the United States (Initial assignment in the United States Only)

U.S. Inbound Logistical Services

The following services will be provided to assist you prior to and upon your arrival to the United States, if this is your initial assignment into the United States. These services will be coordinated by a Brookfield Global Relocation Services consultant and provided by a local destination services representative. These services may include the following:

- **Airport Meet and Greet:** Provide dedicated transportation for you and your family, from the airport to your hotel or corporate temporary housing.
- **Temporary Housing:** Arrange for your temporary accommodations for a 30-day period upon arrival in accordance with Chevron's temporary housing guidelines (room and tax provided).
- **Area Orientation:** Provide an accompanied familiarization tour of your new community, including guidance on places of worship, shopping, hospitals, post offices and more.
- **Educational Advisory Assistance:** Advise and assist with required documentation needed prior to your home country departure, locating suitable schooling, required paperwork for registration of your eligible dependent children and with their additional immunizations, as required.
- **Household Goods Delivery:** Assist you with tracking the delivery of your household goods with the transition from temporary to permanent accommodations.
- **Purchasing of Local Goods:** Assist you with choosing a cell phone provider/plan and with contracts and paperwork. Accompany you or your family to local stores as needed to select goods, furniture rentals or purchases, appliances, child car seats and other items.
- **Social Security and Embassy Registration Assistance:** Accompany you on a visit to the Social Security office and the local embassy for registration.

- **Local Banking:** Assist you with setting up a checking or savings account with the Chevron Credit Union in order to get a car loan, and provide counsel on various credit card company options.
- **Driving Lessons and Licensing:** Review local requirements and provide assistance with driving lessons and testing logistics.
- **Rental Car:** Once you have passed your driver's test, accompany you to the local rental car agency to help you finalize your rental car contract. Please be prepared to provide your personal credit card for charges.

Assistance While on Assignment

Housing Assistance

Depending upon the length of assignment, one of the following applies:

- Company coordinated and paid housing at STA location billed directly to the STA consultant (required for assignments that are six months or less).
- For assignments greater than six months, Chevron will provide a housing budget based on a housing norm for you to coordinate your own local housing.

Transportation

Rental car reimbursement based on off-airport rates, and a contracted Avis lease agreement, will be reimbursed on a monthly basis as a payroll allowance. If you are on accompanied status, up to two rental cars will be provided. Insurance and car maintenance are not included.

Return Travel to Primary Residence

- If you are on unaccompanied status only, Chevron will provide travel costs to your country of origin or citizenship where your family should reside.
- Visits are approved at the discretion of the STA manager, under the following guidance:
 - No more than one trip every six to eight weeks.
 - All normal work time taken away from your job is generally considered a charge against your vacation accrual. It is expected that you will still participate in any required company calls while on return travel.

Housing Assistance – Home Country/Country of Citizenship

Home Maintenance Allowance (HMA)

If you are a homeowner in your country of citizenship or country of departure, Chevron will provide a monthly home maintenance allowance. It is intended to assist with the cost of maintaining a property in a location other than where you are currently working. The amount of the allowance is US\$370 per month, less taxes (US\$4,400 per year). Your Brookfield GRS consultant will provide further guidance as to documentation needed to claim this benefit.

Note: The HMA benefit will cease once you purchase a home in the United States.

Additional Relocation Benefits

Household Goods

- For assignments of up to 12 Months:
 - Single/Unaccompanied – “E” container
 - Accompanied – “D” container
- For assignments of greater than 12 months, a full household goods shipment may be warranted.
- Pet transport per the expatriate policy guidelines for one household pet.

Educational Assistance

In certain circumstances, Chevron may provide educational assistance for each of your dependent children in elementary through secondary school (K-12) up to a cap established by Chevron for U.S. private schools located in Chevron U.S. domestic work locations. You will be advised of this allowance if it is applicable to your situation.

Spouse/Partner Employment Search and Family Assistance

If your STA is greater than 12 months, Chevron provides spouse/domestic partner career counseling assistance and family assistance services through preferred providers. Up to \$2,500 is reimbursed per policy.

Lease Break at End of Assignment

Pursuant to your provisions of your next assignment type:

- Domestic relocation (two months).
- Expatriate assignment (three months).