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Human Energy®

U.S. Temporary Domestic Assignment Program

Repatriation (to TDA) not to Point of Origin

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Table of Contents

Introduction	3
Program Guidance	3
Definitions	4
Summary of U.S. Temporary Domestic Assignment (TDA) – Repatriation Not to Point of Origin (12 Months or Less)	5
Summary of U.S. Temporary Domestic Assignment (TDA) – Repatriation Not to Point of Origin (Greater than 12 Months)*	7
Program Administration	9
Eligibility	9
Dependent Eligibility	10
Residency / Duplicate Housing Obligation	10
Duration of Temporary Assignment	10
Vacation	10
Health Care	10
Expense Administration	10
Incidental Relocation Allowance (IRA)	11
Assignments of 12 Months or Less or Greater Than 12 Months (Unaccompanied Status)	11
Miscellaneous Expense Allowance (MEA)	11
Assignments of Greater Than 12 Months (Single or Accompanied Status)	11
Incidental Expense Allowance (IEA)	11
Housing	12
At Your Permanent Domestic Point of Origin	12
Home Maintenance Allowance (HMA)	12
At Your TDA Location	13
Temporary Housing	13
Apartment Set-Up	13
Housing Options	14
Travel to and From Your Assignment	15
Transportation	16
Assignments of 12 Months or Less	16
Assignments of Greater than 12 Months	16
Shipment of Household Goods	16
Return Home Visit to Primary Residence	16
End of Assignment	16
Notification Requirement	16
MEA Proration	17
Lease Termination	17
Voluntary Resignation or Termination for Cause	18
Extension	18
Tax Assistance	18
Year-End Expense Cut-off	18
Tax Gross-Up	18
Tax True-Up	19
State and Local Income Taxes	19
Tax Assistance Chart (With Duplicate Housing Obligation)	19
Tax Assistance Chart (With no Duplicate Housing Obligation)	20
Updating Your Personal Information	21

Introduction

Congratulations on your new temporary domestic assignment (TDA). Chevron has designed the U.S. TDA program to provide financial assistance, professional services and ongoing administrative support throughout your temporary assignment. Please take the time to review and become familiar with the provisions outlined in this program. Note that repatriation to TDA benefits is unique and limited as compared with the benefits offered on TDA from a domestic work location.

As personal circumstances vary, these benefits may not cover all expenses and needs you may have while on your TDA. It is not the intent of this program to provide you with full reimbursement for all costs that may be associated with your TDA.

Chevron values the contributions and commitments to the organization that you are making as you undertake the responsibilities of a temporary assignment and we extend our best wishes for success in the new location.

To better help you understand your obligations during your TDA, you must complete a TDA questionnaire prior to the start of your assignment. The answers that you give will determine the benefits you will receive and the income tax obligations that are associated with your assignment expenses. Failure to complete the questionnaire or to answer the questions accurately may expose both you and the company to significant risk. Additional documentation of residence, such as a lease or a mortgage statement, may be required and can be requested at any time.

Cash payments in lieu of expressed program benefits are prohibited, except as noted in the program guide. Benefits cannot be swapped or exchanged for additional benefits, whether included in the program or not included in the program.

If your temporary assignment is expected to last less than 91 days, please contact your Human Resources business partner to discuss the company's business travel program.

Chevron Human Resources Shared Services has the discretion to interpret, modify or terminate this program at any time. This program is not to be considered or construed as an employment contract and does not confer any rights to you for continued employment nor does it supersede any other employment administration practices.

Program Guidance

In general, you should not be repatriated back to the United States on TDA unless:

- The duration of your assignment in the United States will be less than 12 months (365 days), and your new primary/long-term assignment location has already been identified.
- Your TDA is being provided to allow for immigration processing in either the current or future host location.
- The purpose of your TDA is exclusively for training, knowledge transfer or to fill a short-term employment need.

Note: Repatriation to a TDA of greater than 12 months requires business unit Human Resources manager and Human Resources Shared Services pre-approval.

Definitions

The following are the most frequently used terms in this program:

Primary Residence	The home in which you and your eligible family reside full time prior to your expatriate assignment, and which you retained during your expatriate assignment, and is identified as your homestead for real property tax and principal residence for IRS tax reporting purposes. If you were previously in a company-recognized personal choice location resulting from a prior international rotational assignment, please seek further guidance from the Brookfield TDA consultant.
Duplicate Housing Obligation	You will be required to provide current primary-residence documentation and work location information at the beginning of your TDA. You will be required to recertify your primary residence annually, or whenever your circumstances change. You must submit accurate information to mitigate any IRS compliance risk. You or your spouse/domestic partner must be the lease or mortgage holder on your primary residence. If your primary residence is sold, rented, subleased or otherwise occupied by anyone other than you, your spouse/domestic partner, or your dependents who resided in your home prior to your TDA offer, you are not considered to have a duplicate housing obligation for the purpose of this program.
Temporary Domestic Assignment (TDA)	An assignment of planned, limited duration, anticipated to be generally less than one year.
Brookfield Global Relocation Services (Brookfield GRS)	Brookfield GRS is a relocation management company that administers Chevron's mobility programs, including the temporary domestic assignment program. Brookfield GRS will assign a TDA consultant to assist you through all aspects of your TDA.
Assignment Status	You will be assigned a status for benefit purposes during the assignment: <ul style="list-style-type: none"> • Single: You are unmarried and have no eligible dependents. • Unaccompanied: You are married or in a company recognized domestic partnership where your spouse/domestic partner or dependents will not join you at your new TDA location (with appropriate approval). • (Accompanied): You are married or in a company-recognized domestic partnership, with eligible dependents, where any member of your family (one or all) is joining you at the TDA location.
Spouse/Domestic Partner	If you have a domestic partner, the partner must be registered with Chevron Human Resources before any benefits are payable.
Point of Origin (PoO)	Your last U.S. domestic work location.
Temporary Residence Address	Your primary residence address at your TDA location.
Incidental Relocation Allowance (IRA)	A payment of 1% of base salary for miscellaneous expenses incurred upon your repatriation to TDA. The IRA is paid in lieu of your miscellaneous expense allowance (MEA), which will be paid upon your permanent work placement at the end of your TDA.
Incidental Expense Allowance (IEA)	A monthly payment intended to address all expenses not specifically paid elsewhere in the program that you will incur while on your TDA.

Home Maintenance Allowance (HMA)	A monthly payment intended to assist you with maintaining your primary residence while on TDA.
Meal Per Diem	Where referenced, the meal per diems are provided as follows: \$30 for you, \$30 for your spouse/domestic partner and \$15 per dependent, to assist with the cost of daily meals. Note that ongoing meal per diems are not paid while you are on your TDA.
Major Capital Project (MCP)	A project of specific and fixed duration, which is typically associated with a large capital outlay and engineering effort. MCPs are usually managed by Project Resources Company, but may also include employees from the business unit that owns the MCP or other business units, as necessary, to support the project.

Summary of U.S. Temporary Domestic Assignment (TDA) – Repatriation Not to Point of Origin (12 Months or Less)

Provision	Summary of Provision
Incidental Relocation Allowance (IRA)	<ul style="list-style-type: none"> • An unaccountable allowance equivalent to 1% of your annual U.S. base salary. • Designed to cover miscellaneous incidental expenses upon arrival at your TDA location. • Tax assisted. <p>Note that your MEA is deferred until the start of your next permanent assignment.</p>
Incidental Expense Allowance (IEA)	<ul style="list-style-type: none"> • An allowance provided to cover ongoing, unreceipted, incidental expenses that you may incur because of your temporary assignment. • \$1,000 per month. • Tax assisted.
Housing at Point of Origin	<ul style="list-style-type: none"> • If you retained your home at your point of origin at the time of your original expatriation, you will receive a monthly home maintenance allowance payment of \$370 to assist in the maintenance of your home at point of origin. • Not tax assisted.
Temporary Housing Upon Repatriation	<ul style="list-style-type: none"> • Under the repatriation program, you are eligible for up to 30 days of interim housing reimbursement. Your TDA consultant can assist you with finding a suitable short-term rental while more permanent housing is being located (if applicable). • Meal per diems are paid only if your temporary housing does not have a kitchen. • Tax assisted.
Set-Up Allowance	<ul style="list-style-type: none"> • A one-time allowance of \$500 at the start of your TDA to assist you with miscellaneous expenses. • Tax assisted.

Provision	Summary of Provision
Housing at TDA	<ul style="list-style-type: none"> • Chevron will provide a furnished or unfurnished housing (where applicable) budget based on a housing norm as established by Runzheimer International. <ul style="list-style-type: none"> ○ Reimbursement of actual expenses up to the unfurnished housing budget if you take possession of your household goods. A furnished housing budget will apply if your household goods are delivered to storage. ○ If you did not maintain a duplicate housing obligation at your point of origin, the reimbursement will be taxed and all applicable taxes will be withheld. • Rental home finding assistance or a realtor referral will be provided at your request.
Travel to TDA	Travel to your TDA location will be processed under the provisions of the Chevron Expatriate benefit program.
Transportation	<ul style="list-style-type: none"> • Benefit provided only on TDAs of 12 months or less. • Reimbursement of up to \$650 per car, per month (maximum two cars). • Tax assisted.
Shipment of Personal Effects	You have the option of shipping your household goods from your international assignment directly to your TDA residence or placing goods in storage at your point of origin.
Return Travel to Point of Origin (PoO)	<p>Provided only if you are on unaccompanied status and the family returned to your point of origin.</p> <ul style="list-style-type: none"> • Unaccompanied: one trip every two weeks. • Single and accompanied: none.
Early lease termination penalties:	<ul style="list-style-type: none"> • Provided only at the end of your TDA. • Up to two months' rent due to early lease termination.
Tax Assistance	Provided on most taxable benefits unless specified otherwise in program.
State Income Tax True-Up	Provided (as needed) based on Chevron-sourced income.

Summary of U.S. Temporary Domestic Assignment (TDA) – Repatriation Not to Point of Origin (Greater than 12 Months)*

*Requires business unit HR manager and general manager HR Shared Services pre-approval.

Provision	Summary of Provision
Incidental Relocation Allowance (IRA) or Miscellaneous Expense Allowance (MEA)	<p>IRA:</p> <ul style="list-style-type: none"> • Provided if you are unaccompanied status • Paid in lieu of your MEA, which is deferred until your placement to a permanent work location. • An unaccountable allowance equivalent to 1% of your annual U.S. base salary. • Intended to be used for miscellaneous incidental expenses upon arrival at your TDA location. • Tax assisted. <p>MEA:</p> <ul style="list-style-type: none"> • Provided if you are on single or accompanied status. • Payment is in lieu of all TDA housing benefits and also covers unreceipted incidental expenses that you may incur because of your temporary assignment. • An unaccountable allowance equal to 1.5 months salary, uncapped. • Not tax assisted.
Incidental Expense Allowance (IEA)	<ul style="list-style-type: none"> • If you are on unaccompanied status only, a monthly payment provided to assist with ongoing, incidental expenses that you may incur because of your temporary assignment. • \$1,000 per month. • Tax assisted.
Housing at Point of Origin	<ul style="list-style-type: none"> • If you retained your home in your point of origin at the time of your original expatriation, you will receive a monthly home maintenance allowance payment of \$370 to assist with maintenance and expenses related specifically to this home. • Not tax assisted.
Temporary Housing Upon Repatriation	<ul style="list-style-type: none"> • Under the repatriation program, you are eligible for up to 30 days of interim housing reimbursement. Your TDA consultant will assist you with finding approved suitable short term rental while more permanent housing is being located (if applicable). • Meal per diems are paid only if your temporary housing does not have a kitchen. • Tax assisted.
Set-Up Allowance	<ul style="list-style-type: none"> • A one-time allowance of \$500 at the start of your TDA to assist you with miscellaneous expenses. • Tax assisted.

Provision	Summary of Provision
Housing at TDA	<ul style="list-style-type: none"> • Chevron provides housing assistance, based on whether you have a duplicate housing expense obligation, as follows: <ul style="list-style-type: none"> ○ You will receive reimbursement of actual expenses up to the unfurnished housing budget if you take possession of your household goods. A furnished housing budget will apply if your household goods are delivered to storage. • If you do not have a duplicate housing obligation at your former point of origin you will receive a cost-of-living allowance. See section under Cost-of-Living Allowance (COLA). Rental finding assistance or a realtor referral can be provided at your request.
Travel to TDA	Travel to your TDA location will be processed under the provisions of the Chevron Expatriate benefit program.
Transportation	No reimbursement is provided. If you remain on TDA for more than a year, and your next assignment is a resident expatriate assignment or a temporary expatriate assignment (greater than 12 months) you will be eligible to receive the applicable auto loss benefit when you expatriate.
Shipment of Personal Effects	You have the option of shipping your household goods from your international assignment directly to your TDA residence or placing goods in storage at your point of origin.
Return Travel to Point of Origin (PoO)	<p>Provided only if you are on unaccompanied status and your family returned to point of origin.</p> <ul style="list-style-type: none"> • Unaccompanied: one trip every two weeks. • Single or accompanied: none.
Lease Break at End of Assignment	<p>Early lease termination penalties:</p> <ul style="list-style-type: none"> • Provided only at the end of your TDA and at your TDA location. • Up to a maximum amount equal to two month's rent.
Tax Assistance	Provided on most taxable benefits unless specified otherwise in program.
State Income Tax True-Up	Provided on most taxable benefits unless specified otherwise in program.

Program Administration

Chevron has partnered with Brookfield Global Relocation Services (Brookfield GRS) to administer this program and coordinate TDA services. Chevron will initiate services with Brookfield GRS upon your acceptance of a temporary assignment.

You will be assigned a TDA consultant who will generate your assignment letter and provide counsel on the TDA benefits and the expense reimbursement process. You are encouraged to read this program guide thoroughly and to direct any questions to your consultant.

Your TDA consultant will provide program guidance (such as contacting temporary accommodation providers), before you begin any aspect of your assignment, and help you understand program requirements. You will be responsible for any expenses that you incur outside the program that have not been approved in advance.

You must notify your TDA consultant immediately of any changes in your family status, assignment duration or residence status. Failure to do so may result in a change of your benefits taxation, which could result in IRS tax penalties to you and Chevron. Any IRS penalties assessed to you will not be reimbursed by Chevron. Additionally, Chevron may seek to recoup from you any penalties assessed to the company based on your failure to properly disclose or update your status while on TDA.

Note: It is important that you understand the full TDA program options prior to the start of your TDA. You will be required to make certain benefit selections at the beginning that will carry through to the end of your assignment, regardless if your circumstances change.

Eligibility

Your repatriation to a TDA - Not to Point of Origin is an assignment of planned limited duration. During your assignment you will be in one of the following status categories:

Status	Description
Single	Unmarried, no dependents.
Unaccompanied	Married or in a domestic partnership, and your dependents will not join you at your new TDA location (with appropriate approval).
Accompanied (Family) Status	Married, in a domestic partnership or unmarried, and your dependents will accompany you to the TDA location.

The TDA program and associated benefits do not apply to temporary expatriate assignments, permanent domestic or international relocation, or assignments of 90 days or less. This policy does apply to U.S. payroll employees who transition from a Resident Expatriate or Temporary Expatriate Assignment to a TDA within the United States. Employees who transition from a Rotational Expatriate Assignment to a TDA within the United States are not covered by this policy.

Critical Note: If you currently reside in a *company-recognized personal choice location* (PCL) resulting from a prior international rotational assignment, please seek further guidance from your Brookfield TDA consultant.

TDAs should never be used as a bridge to a permanent relocation. If you or your job might be permanently relocating to your TDA location in the future, you must inform your TDA counselor immediately; before using any TDA benefits. Failure to do so may have severe income tax consequences for you and the company.

Dependent Eligibility

Program benefits will be provided for your spouse/domestic partner, children and other household members who permanently reside in your home as of the date you are offered the temporary domestic assignment, if they

- Will be going on the assignment with you.
- Are financially dependent upon you.
- Were claimed as dependents based on your previous year's IRS tax filing.
- Will be claimed as dependents in your current year's IRS tax filing.

Residency / Duplicate Housing Obligation

If you elected to maintain a primary residence at your last previous U.S. permanent work location (as owner or leaseholder), you are considered to have a duplicate housing obligation, as certified at the beginning of your TDA. You or your spouse/domestic partner must be the lease or mortgage holder on your primary residence. If your primary residence is sold, rented, subleased or otherwise occupied by anyone other than your spouse or legal dependent(s), as identified on your most recent tax return and who resided with you in the home at the time you were repatriated to TDA, you are not considered to have a duplicate housing obligation.

If your duplicate housing status changes at any time during your TDA, you are required to notify your Brookfield TDA consultant in writing. If you relinquish your home at your last previous U.S. work location during your assignment, your TDA benefits will change. Note also that certain benefits must be used within specific time frames and may not apply if you change your duplicate housing status during your assignment.

Duration of Temporary Assignment

In general, you should not be repatriated back to the United States on TDA unless the duration of your assignment in the United States will be less than 12 months and your new primary or long-term assignment location is already identified. In certain circumstances a TDA may be provided to allow for immigration processing in either your current or future host location, or if the purpose of the TDA is for training, knowledge transfer or to fill a temporary employment need. In such situations, it is not expected that your TDA should last for longer than six months. If your assignment is expected to last less than 91 days, please contact your HR business partner for further guidance on extended business travel.

Vacation

Because of the critical nature and duration of the TDA, you are required to discuss any planned vacation time with your TDA supervisor to ensure that you can use your vacation entitlement. You should schedule your vacation for a time that will not adversely affect the scope of your work or the purpose and duration of your TDA.

Health Care

While on TDA, you may be subject to changes in health care coverage under the company health plan. Some coverage may no longer exist or more options may be available. To be assured that you have suitable coverage for yourself and your family, contact an HR customer service representative at 1-888-TALK2HR (1-888-825-5247).

Expense Administration

All TDA expenses are processed by Brookfield GRS, who may pay suppliers directly, or you may pay for expenses and be reimbursed by Chevron through payroll. Within 30 days of incurring an eligible expense, you must fill out a *TDA Employee Expense Report Relocation (GO-1391)* form and submit it, along with original receipts (if required), to your Brookfield TDA consultant or send it to ChevronExpense@BrookfieldGRS.com. It is your responsibility to gather and provide all original expense receipts and documentation to support TDA expenditures.

Your TDA consultant will advise you on the appropriate reimbursement forms and procedures. All questions about reimbursement of expenses should be directed to your TDA consultant. Business expenses, which are defined as expenses that are incurred as a result of normal work responsibilities, must be separated from TDA expenses and submitted as business expenses through the usual business expense reporting process (TEA).

Critical Note: You should *not* use your company credit card (travel card or P-card) for *any* TDA-related expenses, and under no circumstances should you use TEA for reimbursement. Failure to follow this practice may result in unreported earnings and possible tax penalties to you. Chevron will not assist with any such penalties if incurred.

If you are informed that an expense related to your TDA is not reimbursable, you cannot re-submit it via TEA, even if your supervisor or manager approves. This will result in a misclassification of an expense as business-related and may result in tax penalties or disciplinary action for you or your supervisor.

Incidental Relocation Allowance (IRA)

Assignments of 12 Months or Less or Greater Than 12 Months (Unaccompanied Status)

When you repatriate from a resident expatriate assignment directly to a TDA you will receive an incidental relocation allowance (IRA). This unaccountable allowance is equal to 1% of your annual U.S. salary (tax protected) and is intended to cover incidental expenses that you incur at your departure and TDA locations. This payment will be included in your Chevron income and will be tax assisted. Your repatriation MEA payment is deferred until you have moved to your next permanent work assignment. You will receive only one MEA payment even if your new assignment is not at your point of origin.

Miscellaneous Expense Allowance (MEA)

Assignments of Greater Than 12 Months (Single or Accompanied Status)

When you repatriate from a resident expatriate assignment to a TDA not at your point of origin for a period greater than 12 months (366 days or longer), and have no duplicate housing expenses at your point of origin, you will receive a miscellaneous expense allowance. This unaccountable allowance is equivalent to one and a half months' salary, uncapped. It is intended to cover any miscellaneous relocation expenses at your departure and TDA locations. All applicable taxes will be withheld. Your MEA is in lieu of an IRA, IEA, transportation allowance and certain other TDA benefits.

Incidental Expense Allowance (IEA)

To assist with incidental expenses while on your TDA, Chevron provides an incidental expense allowance (IEA) equal to \$1,000 per month. This allowance is intended for expenses not specifically covered by or that exceed the limits of this program. You do not need to provide documentation or receipts detailing the use of your IEA.

Your IEA is paid via Chevron payroll, and generally starts with your first pay period after the start of your TDA. This payment will be included in your Chevron income and will be tax assisted.

Note: If your TDA start date falls outside the start of a normal pay period, your IEA will be paid for the full payroll cycle. Should your IEA not be stopped at the conclusion of your TDA, overpaid funds will be deducted automatically from subsequent paychecks.

Examples of expenses typically covered by your IEA:

- Additional tax withholdings on your company-sourced income.
- Additional taxes you may incur due to your personal situation including non-company-sourced income, investments, and so forth.
- Pre-departure and post-arrival incidental living expenses (such as laundry, cleaning, telephone, tips and room service).
- Child care.
- New auto registration or driver's license fees.
- Increased health care premiums.
- Personal telephone calls.
- Airline change fees.
- Normal commuting expenses.
- All expenses associated with care and shipment of pets (per repatriation policy).
- All additional types of insurance or increased cost of insurance (such as medical, dental, renter's insurance, vacant home insurance, California Disability and homeowner dues).
- Appliance and utility connections or drapery cleaning.
- Storage of furnishings and personal effects.

Housing

At Your Permanent Domestic Point of Origin

Prior to your assignment, you will be required to complete a TDA questionnaire outlining your current housing situation. In addition,

- You must provide documentation to certify your primary residence at your permanent work location at the beginning of your TDA and again each year while on your TDA.
- You must notify your TDA consultant any time your housing circumstances change.
- Chevron relies on you to submit accurate information to mitigate IRS compliance risk. Failure to provide accurate information may lead to an overstatement or understatement of benefits and income tax.
- You or your spouse/domestic partner must be the lease or mortgage holder on your primary residence.
- If, at any time, your primary residence is sold, rented, subleased or otherwise occupied by anyone other than your spouse/domestic partner or legal dependent(s), as identified on your most recent tax return, and who resided with you in the home at the time you were offered a TDA, you are not considered to have a duplicate housing obligation.

Home Maintenance Allowance (HMA)

If you retained your home at your prior domestic work location, you qualify for a Home Maintenance Allowance. *No home sale assistance is provided while on temporary assignment.* Chevron provides \$370 per month to help with home expenses on your primary residence while you are on your TDA. You must prove home ownership to be eligible for the HMA. Once approved, you will not need to provide any further documentation detailing how the HMA is being used. The HMA is intended to cover items such as, but not limited to the following:

- Property management fees.
- Security systems, lawn care, snow removal, and similar home needs.
- Homeowner's insurance premiums or rental management expenses.
- Any unapproved travel by you or family to and from your primary residence.

Should your home ownership status change during your assignment, you must notify your Brookfield TDA consultant. HMA payments will be taxed as normal income.

At Your TDA Location

Temporary Housing

Under the Repatriation program, you are eligible for reimbursement of up to 30 days of interim housing, as needed upon arrival at your point of origin. Your TDA consultant can assist you with finding a suitable short-term rental while your home is being readied for occupancy, if needed. Your reimbursement includes the cost of lodging and a meal per diem if your temporary housing does not have a kitchen. Meal per diems are paid only if your temporary housing does not have a kitchen.

Apartment Set-Up

Chevron will provide a one-time apartment set-up allowance of \$500 to help you buy common household products needed to establish residence in your new TDA location.

Housing Options for Assignments 12 Months or Less:

Based on the criteria described below, there are two options available to select housing at your TDA location. Please remember that once you have selected a housing option, no changes will be made during your TDA, unless the duration is extended by three or more months and into another policy tier.

Option 1:

If you have a duplicate housing obligation at your point of origin, your Brookfield GRS TDA consultant will arrange furnished housing through a temporary accommodations provider. All approved monthly costs will be billed directly to Brookfield GRS.

Furnished corporate housing is provided based on the following occupancy guideline:

Single/couple	One bedroom apartment
With one dependent	Two bedroom apartment
With two or three dependents	Three bedroom apartment
With 4 or more dependents	Four bedroom home – by exception approval

The following services and utilities are typically included with furnished housing:

- Utilities such as electric, gas, water and waste disposal.
- Basic cable television.
- High-speed internet connection.
- Local phone service.

Option 2:

If you prefer to secure TDA housing on your own, you will receive a reimbursement of your actual monthly furnished housing expense up to a designated amount as advised by your TDA Consultant at the beginning of your assignment. Your housing rental budget is established by Runzheimer International based on their metropolitan rental index in your TDA location. Unless restricted by management, you may rent anywhere within a reasonable commute of your new TDA work location. You will be responsible for any excess rental costs if you choose to rent a property at a rate above the established rental index.

- If you have a duplicate housing obligation at your point of origin, your reimbursement will be tax assisted.

- If you do not have a duplicate housing obligation at your point of origin, your reimbursement will be taxed and all applicable taxes will be withheld.

Note: Your lease should reasonably match the duration of your TDA and should include a diplomatic clause allowing you to break the lease should your TDA be cut short. You are responsible for any expenses which you agree to in the lease that are deemed to not be standard and customary, or any lease break expenses in excess of the company-paid maximum of two months.

Reasonable costs associated with securing rental accommodations will be reimbursed. These may include application fees and credit checks. In areas where there is a shortage of rental housing, actual rental assistance fees up to \$750, to be arranged by your TDA consultant.

In either housing option, you are responsible for housekeeping, carpet cleaning, lawn maintenance, gardening, pet deposit/fees, rental housing damage and other costs not specifically listed as reimbursable.

Housing Options for Assignments Longer Than 12 Months:

If you have a duplicate housing obligation at your point of origin, there are two options available to select housing at your TDA location. Please remember that once you have selected a housing option, no changes will be made during your TDA, unless the duration is extended by three or more months and into another policy tier.

Option 1:

If you have a duplicate housing obligation at your point of origin, your Brookfield GRS TDA consultant will arrange furnished housing through a temporary accommodations provider. All approved monthly costs will be billed directly to Brookfield GRS.

Furnished corporate housing is provided based on the following occupancy guideline:

Single/couple	One bedroom apartment
With one dependent	Two bedroom apartment
With two or three dependents	Three bedroom apartment
With 4 or more dependents	Four bedroom home – by exception approval

The following services and utilities are typically included with furnished housing:

- Utilities such as electric, gas, water and waste disposal.
- Basic cable television.
- High-speed internet connection.
- Local phone service.

Option 2:

If you prefer to secure TDA housing on your own, you will receive a reimbursement of your actual monthly furnished housing expense up to a designated amount as advised by your TDA Consultant at the beginning of your assignment. Your housing rental budget is established by Runzheimer International based on their metropolitan rental index in your TDA location. Unless restricted by management, you may rent anywhere within a reasonable commute of your new TDA work location. You will be responsible for any excess rental costs if you choose to rent a property at a rate above the established rental index.

Note: Your lease should reasonably match the duration of your TDA and should include a diplomatic clause allowing you to break the lease should your TDA be cut short. You are responsible for any

expenses which you agree to in the lease that are deemed to not be standard and customary, or any lease break expenses in excess of the company-paid maximum of two months.

Reasonable costs associated with securing rental accommodations will be reimbursed. These may include application fees and credit checks. In areas where there is a shortage of rental housing, actual rental assistance fees up to \$750, to be arranged by your TDA consultant.

In either housing option, you are responsible for housekeeping, carpet cleaning, lawn maintenance, gardening, pet deposit/fees, rental housing damage and other costs not specifically listed as reimbursable.

If you do not have a duplicate housing obligation at your point of origin, TDA housing is not provided. You will, instead, receive a cost-of-living allowance (COLA). Your COLA is calculated by Runzheimer International using a city to city comparison between your former point of origin and your new TDA location. The baseline COLA payment is \$1,000. COLA payments are subject to a temporary assignment multiplier of 25%.

Your TDA consultant will provide you with the amount of your COLA. The following chart is for illustrative purposes only (actual calculations will vary):

	Standard Cost to High Cost	High Cost to Standard Cost	Standard Cost to Standard Cost
Cost-of-Living Allowance (COLA)	\$2,000	\$1,000	\$1,000
Temporary Assignment Multiplier (.25)	\$500	\$250	\$250
Monthly Total	\$2,500	\$1,250	\$1,250
Annual Amount	\$30,000	\$15,000	\$15,000
Tax Assistance	Yes	Yes	Yes

Note: If you purchase a home while on TDA, that home will be ineligible for home sale or home maintenance benefits when you transfer to another assignment, either domestic or international.

Travel to and From Your Assignment

Travel from your expatriate assignment location should be arranged by Chevron Global Travel and all expenses directly billed to your respective business unit. If you personally incur final move expenses, they must be in accordance with Policy 585 – Travel Policy and Principles. You will be reimbursed for actual and reasonable expenses for your final trip directly from your non-U.S. host location to your new TDA location.

At the end of your TDA, you will be provided one-way travel to either your U.S. point of origin or your new permanent assignment, whichever is applicable. If your new permanent work assignment is a domestic U.S. location, and the distance between locations is less than 400 miles, you are expected to drive to your new work location. If the distance between locations is 400 miles or greater, you have the option to drive or fly.

If you drive, you will be reimbursed for mileage, reasonable lodging and meal costs en route for you and your family, traveling a minimum of 400 miles per day. If you fly, Chevron will arrange for the shipment of your personal vehicle, and you will be reimbursed for economy airfare to your new assignment. Airfare should be purchased through Chevron’s designated travel provider and expenses must be in accordance with Policy 585 – Travel Policy and Principles. Rather than using the online booking tool, you must call Chevron’s travel provider, identify your travel as relocation, and pay for it with your personal credit card.

Transportation

Assignments of 12 Months or Less

You are entitled to reimbursement of rental car costs up to \$650 per car, per month, for up to two cars.

Assignments of Greater than 12 Months

- You are not entitled to a reimbursement of rental car.
- If you choose to purchase or lease a car, and your next position with Chevron is a resident expatriate assignment or a temporary expatriate assignment (greater than 12 months), you will qualify for another auto loss reimbursement.

Chevron will not ship a vehicle or provide a mileage reimbursement for driving to your TDA if you retained a vehicle during your international assignment.

Shipment of Household Goods

Under the provisions of the Expatriate Household Goods benefit plan, your international shipment can be delivered to your new TDA housing location or delivered into permanent storage. Your permanent storage lot will remain with Chevron's provider during the duration of your TDA. There will be no company paid access provided, nor will Chevron pay to ship select items from your storage lot to your TDA location.

Return Home Visit to Primary Residence

Return home visits apply only if you have a duplicate housing obligation and are on unaccompanied status.

If you are on unaccompanied status, Chevron will provide periodic home visits not more than once every two weeks. It is important to note that if you are on accompanied/family status, you or your dependents are not eligible for reimbursable return home visits, even if you have a duplicate housing obligation.

The frequency of your home visits may be altered by your business unit management depending on factors such as work requirements, length of assignment, work time lost due to travel and cost of travel. Return visits are defined as trips from your TDA location to your primary residence. Whenever possible, your return visits should be combined with business travel. Business trips back to your permanent work location are included in the frequency guideline for return home visits.

Reimbursable expenses include:

- Mileage, if driving, from your temporary living location to your primary resident address.
- Airfare (round trip, economy class, non-refundable, seven-day advance purchase only) if the distance between locations is 400 miles or greater.

No other return home visit travel expenses are reimbursable. This includes, but is not limited to, parking, taxis, car rental, tolls, mileage to and from airport, or meals.

Airfare must be purchased through the designated Chevron travel provider and expenses are to be incurred in accordance with the Chevron travel policy. Rather than using the online booking tool, it is recommended that you call Chevron's travel provider, identify your travel as relocation and pay for it with your personal credit card.

End of Assignment

Notification Requirement

It is your responsibility to immediately notify (by email) your Brookfield TDA consultant and your current Human Resources business partner of the effective end date of your TDA. Failure to notify the

appropriate individuals may result in IRS tax penalties to you and Chevron, including possible disciplinary action, and will result in repayment of any excess TDA benefits paid past the end date of your assignment.

MEA Proration

No employee is intended to receive two full Miscellaneous Expense Allowance (MEA) payments within a 12 month period as a result of a MEA being paid for repatriating to a TDA. If applicable, you are being provided a TDA MEA because you will be on (or remain on) a TDA for at least 12 months. If, after receiving your TDA MEA payment, you are transferred to a new work location or assignment that includes a second MEA payment, then your second relocation/expatriate MEA payment will be prorated using the following method:

- $TDA\ MEA/12 = \text{Monthly TDA Proration}$
- Monthly proration amount multiplied by the number of full months left in the duration of your current TDA less than 12 = **Amount by which your new assignment MEA will be reduced.**
- If you are paid an MEA due to an extension of your TDA, your proration will be based on the date of payment of your TDA MEA.

Examples:

TDA is authorized for 18 Months but your TDA ends in 8 Months.

- $MEA/12 \times 4$ months remaining to satisfy the 12 month requirement = Amount to be adjusted from your new assignment MEA.

TDA is authorized for 12 Months but extended in month 12 for another 6 months for a total of an 18 month assignment.

- You received an IRA and the monthly IEA from month 1 to 12.
- In Month 13 of your TDA you receive the MEA payment.
- Your proration would be:
 - $MEA/12 \times 6$ months remaining to satisfy the 12 month requirement = Amount to be adjusted from your new assignment MEA.

Lease Termination

Lease termination expenses will be reimbursed up to the equivalent of two months' rent at the end of your assignment. You should notify the landlord of the pending move as soon as possible to avoid or minimize any lease cancellation penalties. You must submit a *TDA Employee Expense Report Relocation (GO-1391)* form along with documentation of any penalty charges paid to the landlord to receive reimbursement. The reimbursement will not cover items such as:

- Refundable security deposits.
- Forfeited security deposits due to damage or unpaid rent.
- Property damage and cleaning fees.
- Pet deposits.

To limit lease break penalties you should match the duration of your lease to the duration of your TDA; and it is critical that you insert a transfer (Diplomatic) clause in your lease agreement at the time of your initial lease signing. Chevron recommends that you use the following (or similar) language:

Tenant may terminate this lease agreement upon 60-day written notice in the event Tenant(s) are transferred by Chevron to another work location. Tenant agrees to provide Landlord documentation of such transfer and pay Landlord a maximum of 60 days lease penalty, with no further obligation for future rental payments in such situation.

Voluntary Resignation or Termination for Cause

If you resign or are discharged for cause while on a temporary assignment, Chevron will not provide any relocation or travel assistance. This includes paying to return you or your possessions to your primary residence.

Extension

TDA extensions of up to three months within a policy tier will be allowed, provided that there is a business justification. Benefits during extensions of up to three months will remain the same. Extensions of more than three months, either singularly or cumulatively, will modify benefits of the applicable assignment duration if the extension crosses into a different TDA benefit tier.

Extensions to your TDA require the concurrence of Global Relocation and either business unit management or business unit Human Resources.

Tax Assistance

The IRS tax code has established guidelines for determining the taxability of the benefits and reimbursements provided during your TDA period. It is Chevron's intent to minimize your tax liability by providing tax gross-up assistance, where noted, on certain provisions categorized as taxable and reported on your *W-2* form.

TDA benefits for repatriates are always taxable unless the TDA is less than one year and

- The (previous) host non-U.S. entity continues to pay your salary and benefits.
- You have a duplicate housing cost in the previous domestic point of origin.

At the time at which it is known, either at the beginning or a later date, that your assignment will last more than 12 months, all TDA reimbursements are taxable.

Year-End Expense Cut-off

The following rules outline the provisions and timing requirements for tax assistance:

All TDA expenses must be submitted via the *TDA Employee Expense Report Relocation (GO-1391)* form, and must be received in the ChevronExpense@BrookfieldGRS.com expense mailbox by mid-November for expenses to be reimbursed and factored into the current year's tax assistance calculation. You will be notified via email the second week of October of the actual cut-off date.

Chevron will withhold or pay the necessary tax amounts to the appropriate federal, state and local authorities in the tax year your benefits were reported or paid. Depending upon your individual circumstances, these withholdings may not be sufficient to cover your actual tax liability. Any additional tax liability is your responsibility.

Tax Gross-Up

Although you will receive tax equalization assistance in the first year of your repatriation, equalization of income ends upon your effective payroll transfer date to domestic U.S. payroll.

Unless otherwise indicated in this program guide, Chevron will pay the estimated federal, state, and Medicare tax liability (gross up) resulting from the taxable portion of your company-reimbursed TDA expenses.

Tax True-Up

Any tax true-up of TDA benefits in your first year of repatriation will be determined by Chevron's international tax partner. In a subsequent year, Chevron provides a tax true-up at the end of the tax year (December) to ensure that you receive the appropriate tax assistance for your taxable TDA reimbursements. Depending on your TDA benefits, Chevron works with Brookfield GRS to calculate and

make any necessary tax adjustments to your TDA benefits. The true-up is based on statistical itemized deductions and takes into consideration family size, marital status, number of dependents, and company sourced income, which includes:

- Regular earnings.
- Supplemental earnings.
- Applicable TDA expense reimbursements.

401K and other pre-tax contributions are deducted from your Chevron sourced income calculation, as they lower your annual taxable salary.

Chevron sourced income is limited to your Chevron *W-2* income and includes the income of your spouse if he or she is employed by Chevron. The income of a domestic partner employed by Chevron is not considered, because only federally recognized married individuals can file a joint Federal Tax Return. Chevron sourced income does not include any other income you may have received during the tax year, including, but not limited to, income from a rental property, investments, trusts, inheritance or the income of your spouse if he or she does not work for Chevron.

All tax assistance and any additional tax true-up payments will be remitted by Chevron directly to the appropriate taxing agency and reported as withheld taxes on your *W-2* form.

State and Local Income Taxes

If you have a duplicate housing obligation, and you are assigned to work in a different work state during your TDA, Chevron will review your tax situation and assist with any excess state taxes over the amount you would have paid had you remained in your primary work location. If your TDA is located in a non-tax state, Chevron will continue to report TDA wages and relocation expenses in your prior work/resident state for appropriate tax handling and reporting. If you do not have a duplicate housing obligation, applicable state and local income taxes will be withheld from payments made to you, except as noted.

State and local income tax, if applicable, will be withheld from your paycheck at the host work location rates while you are on your TDA. Host location state income tax will generally offset your home state income tax liability. If you are on assignment in non-income tax states such as Florida, Tennessee or Texas, withholding of any home state or local income taxes will continue while you are on your TDA.

Note: In some situations the state laws may cause two withholdings for state income tax, one for the host location income tax and the second for the home location. This could result in a reduction in net (after tax) pay. You should consult with a professional tax advisor for specific guidance.

Excess state tax liability reimbursement, if applicable, is made by Chevron in the first quarter of the following tax year, after the year in which TDA-related compensation was earned. Your incidental expense allowance (IEA) will assist you in offsetting excess withholding liability until your excess state tax reimbursement is made. Your Chevron sourced income (including all TDA benefits received) will be considered in your excess state tax liability.

Tax Assistance Chart (With Duplicate Housing Obligation)

This chart applies only to employees with a duplicate housing expense during the entirety of their TDA.

Program Component:	Taxable	Tax Assisted
Incidental Relocation Allowance (12 months or less)	Yes	Yes

Miscellaneous Expense Allowance (greater than 12 months, single or accompanied status only)	Yes	No
Incidental Expense Allowance	Yes	Yes
Home Maintenance Allowance	Yes	No
Interim Living	Yes	Yes
Apartment Set-Up Allowance	Yes	Yes
Housing	Yes	Yes
Travel to Assignment Location	No	Excludable
Transportation <ul style="list-style-type: none"> • Transportation Allowance (12 months or less) 	Yes	Yes
Shipment of Personal Effects: <ul style="list-style-type: none"> • Shipment of personal effects 	No	No
Return Home Visits to Primary Residence (unaccompanied only)	Yes	Yes
Lease Break (at assignment end)	Yes	Yes

Tax Assistance Chart (With no Duplicate Housing Obligation)

This chart applies when an employee fails to maintain a duplicate housing expense during their TDA.

Program Component:	Taxable	Tax Assisted
Incidental Relocation Allowance (12 months or less)	Yes	Yes
Miscellaneous Expense Allowance (greater than 12 months)	Yes	No
Interim Living	Yes	Yes
Apartment Set Up Allowance (unaccompanied status only)	Yes	Yes
Housing <ul style="list-style-type: none"> • With duplicate housing obligation • Without duplicate housing obligation 	Yes Yes	Yes No
COLA (longer than 12 months)	Yes	No
Travel from Assignment Location	No	Excludable

Program Component:	Taxable	Tax Assisted
Transportation <ul style="list-style-type: none"> Transportation Allowance (12 Month or Less) 	Yes	Yes
Shipment of Household Goods	Excludable	Excludable
Lease Break (at assignment end)	Yes	Yes

Updating Your Personal Information

You are responsible for making all changes in your HR record to reflect your current resident address.

If you retain a duplicate housing obligation at your current work location:

- Update only your *mailing address* in SAP with your new temporary address at your TDA location.
- Do not change your pre-assignment Permanent Resident Address.

If you do not retain a duplicate housing obligation at your current work location:

- Update your permanent resident address in SAP with your new address in your TDA location.
- Remember that when you make a change to your permanent residence address, it may affect the choices you have for medical and dental benefits providers.

To make changes, contact the Human Resources Service Center at 1-888-TALK2HR (1-888-825-5247).