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Human Energy®

U.S. Temporary Domestic Assignment Program

Repatriation (to TDA) to Point of Origin

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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 90 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 (366 days) requires business unit Human Resources manager and Human Resources Shared Services pre-approval.

Definitions

We have provided the following definitions of frequently used terms within this program:

Primary Residence	The home in which you and your eligible family reside in full time prior to your expatriate assignment and which you retained during your expatriate assignment.
Duplicate Housing Obligation	You will be required to provide documentation of your current primary residence and work location information at the beginning of your TDA. You will be required to recertify your primary residence annually, or any time circumstances change. You must submit accurate information in order 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 considered not 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 you a TDA consultant to assist you with all aspects of your TDA.
Family Status	Your family status will determine eligibility for certain benefits and is defined as one of the following: <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 remains at your original work location. • 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	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 repatriation 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 non-specific expenses 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, 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	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.
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Summary of U.S. Temporary Domestic Assignment (TDA) – Repatriation 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"> • 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, it is expected that you will occupy it again when you return to your point of origin. • If you have sold or are unable to reoccupy your primary residence (you must provide appropriate documentation), you will receive a reimbursement of actual monthly furnished housing rental costs up to a designated amount as advised by your TDA Consultant at the beginning of your assignment. This payment is taxable income and all applicable taxes will be withheld. • Rental finding assistance or a realtor referral can be provided at your request • If you are unable to reoccupy your home at you point of origin (due to renting it, for example), and the home is your primary residence, you will receive a monthly home maintenance allowance (HMA) payment of \$370 to assist in the maintenance of your home at your primary work location • 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 an 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"> • Chevron will provide a one-time allowance of \$500 at the start of your TDA to assist you with miscellaneous expenses. • Tax assisted.
Travel to TDA - Point of Origin	<ul style="list-style-type: none"> • Travel back to your point of origin should 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/car, per month (maximum two cars). • Tax assisted.
Shipment of Personal Effects	<ul style="list-style-type: none"> • You have the option of delivering your international shipment directly to your residence or placing goods in permanent storage.

Provision	Summary of Provision
Tax Assistance	<ul style="list-style-type: none"><li data-bbox="516 142 1409 172">• Provided on most taxable benefits unless specified otherwise in program.

Summary of U.S. Temporary Domestic Assignment (TDA) – Repatriation to Point of Origin (Greater than 12 Months)*

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

Provision	Summary of Provision
Miscellaneous Expense Allowance (MEA)	<ul style="list-style-type: none"> • Payment is in lieu of all TDA housing benefits and intended to also cover unreceipted incidental expenses that you may incur because of your temporary assignment to your point of origin. • An unaccountable allowance equal to 1.5 months salary – uncapped. • Not tax assisted.
Housing at Point of Origin	<ul style="list-style-type: none"> • If you retained your home, it is expected that you will occupy it again when you return to your point of origin. • If unable to reoccupy your primary residence, then you will need to secure and pay for alternate housing for the duration of your TDA past your allotted 30-day temporary housing benefit. • If you sold your home prior to your expatriate departure, then you will have no housing costs upon your return. Housing expense reimbursement is not provided. • Rental finding assistance or a realtor referral can be provided at your request.
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 an 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"> • Chevron will provide a one-time allowance of \$500 at the start of your TDA to assist you with miscellaneous expenses. • Tax assisted.
Travel to TDA-Point of Origin	<ul style="list-style-type: none"> • Travel to your point of origin should be processed under the provisions of the Chevron Expatriate benefit program.
Transportation	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • You will be required to take possession of your international shipment a maximum of 30 days after customs clearance. You are required to take possession of any permanent storage within 30 days of the start of your TDA.
Tax Assistance	<ul style="list-style-type: none"> • 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

The repatriation to a TDA - to Point of Origin is an assignment of planned limited duration. Your TDA is at your point of origin, therefore it is expected that you will be either single or on accompanied status.

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.

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.

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 12 months or less and your new primary/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 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 12 months (365 days). If your assignment is expected to last less than 90 days, please contact your HR business partner for further guidance on extended business travel.

Vacation

The critical nature and duration of your TDA will require you to discuss any planned vacation time with your TDA Supervisor to ensure your ability to 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. In some cases some coverage will no longer exist and in other cases more options may be available. To be assured that you have suitable coverage for your personal and family situation, you should contact a customer service representative in HR. Please call the Human Resources Service Center at 1-888-TALK2HR (1-888-825-5247) or your health plan administrator.

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 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 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

When you repatriate from a resident expatriate assignment directly to a TDA, you will receive an incidental relocation allowance (IRA). This unaccountable allowance is equivalent to 1% of your annual U.S. Base Salary (tax protected) and is intended to cover incidental expenses that you might incur at your departure and TDA locations. This payment will be included in your Chevron income and will be tax assisted. Your MEA allowance payment is deferred until you have moved to your next permanent work assignment.

Miscellaneous Expense Allowance (MEA)

Assignments of Greater than 12 Months

When you repatriate from a resident expatriate assignment directly to a TDA at your point of origin, you will receive a miscellaneous expense allowance. This unaccountable allowance is equivalent to 1.5 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)

Assignments of 12 Months or Less

If you are unable to reoccupy your previous primary residence or another home that you own at your point of origin, you will receive an incidental expense allowance (IEA) equal to \$1,000 per month while you are on your TDA. Because your TDA is at your point of origin, your IEA is primarily intended to assist with the incremental cost of shorter-term housing or other 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 payroll 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 back 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.

Housing

At Your Point of Origin

Assignments 12 Months or Less

If you retained your home, it is expected that you will occupy it when you return to your point of origin. If you sold your home, or you cannot occupy it upon your repatriation (with documented reason), you will receive a reimbursement of actual monthly furnished housing rental costs up to a designated amount as advised by your TDA Consultant at the beginning of your assignment. This payment is taxable income and all applicable taxes will be withheld. The housing rental index is established by Runzheimer International based on their metropolitan rental index in your TDA location for the furnished housing criteria noted above. 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.

Rental finding assistance or a realtor referral can be provided at your request.

Assignments Greater than 12 Months

A repatriation miscellaneous expense allowance is being paid to assist you with any housing costs you may incur.

Home Maintenance Allowance (HMA)

If you are a homeowner at your point of origin, and you are unable to reoccupy your home, you qualify for the home maintenance allowance. *No home sale assistance is provided while you are on a temporary assignment.* Chevron provides financial assistance in the amount of \$370 per month to help with home management expenses on your primary residence while you are on your TDA. You will be required to prove homeownership to be eligible to receive a HMA. Once approved, you will not be required to provide

any further documentation or receipts. 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.

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

Apartment Set-Up

Chevron will provide a one-time apartment set-up allowance of \$500 to assist you in purchasing common household products needed to establish residence in your new 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 actual cost of lodging as well as a meal per-diem, if your temporary housing does not have a kitchen.

Travel to and From Your Assignment

Travel from your expatriate assignment location should generally be handled through Chevron Global Travel and all expenses direct billed to your respective business unit. If you directly incur final move expenses, they must be in accordance with the Chevron travel policy. You will be reimbursed for actual and reasonable expenses for your final trip directly from your non-U.S. host location directly to your point of origin.

Transportation

Assignments of 12 Months or Less

You will receive reimbursement of rental car expenses up to \$650/car, per month. If you are accompanied at your TDA you will receive reimbursement of car rental expenses for up to 2 rental cars..

Assignments of Greater than 12 Months

Reimbursement of transportation expenses is not provided. 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

Assignments of 12 Months or Less

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 carrier 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.

Assignments of Greater than 12 Months

You will be required to take possession of your international shipment upon customs clearance, or after your 30 days interim storage, upon arrival. You are also required to take possession of any permanent storage within 30 days of the start of your TDA.

End of Assignment

Notification Requirement

You must notify (by email) your Brookfield TDA consultant and your current Human Resources business partner of the end date of your TDA. Failure to do so will result in overpayment of benefits. You will be required to repay any overpayments made to you.

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. <ul style="list-style-type: none">- $MEA/12 \times 4$ months remaining to satisfy the 12 month requirement = Amount to be adjusted from your new assignment MEA.
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TDA is authorized for 12 Months but extended in month 12 for another 6 months for a total of an 18 month assignment. <ul style="list-style-type: none">- 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:<ul style="list-style-type: none">o $MEA/12 \times 6$ months remaining to satisfy the 12 month requirement = Amount to be adjusted from your new assignment MEA.

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.

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 over three months, either singularly or cumulatively, will modify benefits to those 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.

Taxability of TDA Expenses

Based upon the individual circumstances of your TDA, certain benefits may be included in your taxable income, and your state/local tax withholding may change. It is Chevron's intent to minimize your tax liability by providing tax gross-up assistance, where noted, on certain TDA program benefits that will be categorized as taxable income and reported on your *W-2* form.

Under IRS guidelines, if an assignment is realistically expected to last more than 12 months (365 days) at its inception, most expenses are considered to be taxable income and must be added to your income. If your TDA is expected to last for less than 12 months (365 days) at its inception, but, in fact, exceeds 12 months (365 days), expenses up to the point at which the expected duration changes are non-taxable. Expenses thereafter are not.

All TDA expenses must be submitted via the *TDA Employee Expense Report Relocation (GO-1391)*, and must be received in the ChevronExpense@BrookfieldGRS.com expense mailbox by mid-November for expenses to be both 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 assistance is provided in two methods:

- **Tax Gross-Up:** defined as company-paid tax assistance on TDA expenses, which are processed by Chevron Payroll, as it is reimbursed to you via your normal pay period or to the service provider on your behalf.
- **Tax True-Up:** defined as the one-time annual re-adjustment of the tax assistance provided throughout the year to reflect total TDA expenses with Chevron sourced income.

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 Wage and Tax Statement.

Tax Assistance Chart – Repatriation TDA to Point of Origin

Program Component	Taxable	Tax Assisted
Incidental Relocation Allowance	Yes	Yes
Incidental Expense Allowance (12 Months or Less)	Yes	Yes
Miscellaneous Expense Allowance (TDA Greater than 12 Months)	Yes	No
Temporary Housing <ul style="list-style-type: none"> • Upon initial repatriation • Ongoing housing 	Yes Yes	Yes No
Apartment Set-Up Allowance	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 	Excludable	Excludable

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).