

Human Energy. Yours.™



Human Energy®

# U.S. Intern Relocation Make Your Move Easier

Relocation Resources.

Effective January 2014  
(Updated March 31, 2015)

## Table of Contents

<b>Introduction</b> .....	<b>3</b>
Disclaimer .....	3
Welcome .....	3
Program Intent .....	3
Eligibility .....	3
Relocation Service Provider .....	3
Getting Started .....	3
Initiating Your Relocation .....	3
Updating Your Personal Information .....	3
<b>Intern Relocation Program Benefits</b> .....	<b>4</b>
Miscellaneous Expense Allowance .....	4
Travel/Mileage .....	4
Housing .....	4
Payment of Relocation Allowance .....	4
<b>Rental Finding Assistance</b> .....	<b>5</b>
Introduction .....	5
Eligibility .....	5
Provision .....	5
<b>Taxes</b> .....	<b>5</b>

## Introduction

<b>Disclaimer</b>	Nothing in this material constitutes a contractual agreement between you and Chevron, either formally or implied. All interpretations as to eligibility and policy application rest with Chevron. Chevron may eliminate, add or modify any relocation feature at any time without reissuing this guide or notifying employees who have been given this guide.
<b>Welcome</b>	<p>Congratulations on accepting an internship at Chevron. It is Chevron's goal to make your relocation to your internship as smooth as possible.</p> <p>To facilitate your relocation to your internship location, we have developed this Intern Relocation program guide. Please take the time to read through this information so that you understand the benefits for which you are eligible. An understanding of the program, along with careful planning on your part, will contribute to making your relocation a successful one.</p>
<b>Program Intent</b>	The U.S. Intern Relocation program is designed to assist you with some of the major expenses related to your internship.
<b>Eligibility</b>	The provisions of the U.S. Intern Relocation program apply to an employee who is offered an internship at Chevron within the United States.
<b>Relocation Service Provider</b>	<p>Chevron has contracted with Brookfield Global Relocation Services (Brookfield GRS) to administer the Intern Relocation program. Brookfield GRS is referred to throughout this guide as the relocation service provider. Their contact information is as follows:</p> <p>Brookfield Global Relocation Services          1250 W. Sam Houston Parkway South, Suite 500          Houston, TX 77042          Telephone: 1-800-267-7573          Fax: 713-266-3896          Email: <a href="mailto:Chevron@brookfieldgrs.com">Chevron@brookfieldgrs.com</a></p>
<b>Getting Started</b>	<p>This Intern Relocation program guide provides an overview of the U.S. Intern Relocation program.</p> <p>Read through the material in this guide carefully, so you are familiar with the relocation assistance available to you. Even if you have moved with the company before, benefits or processes may have changed. Many benefits of the U.S. Intern Relocation program are time sensitive. If you act before reading, you may jeopardize your eligibility for those benefits.</p>
<b>Initiating Your Relocation</b>	Your relocation can only be initiated after you have cleared the pre-employment contingencies outlined in your offer letter and your start date has been established. Once you have cleared, you will receive an email with instructions on how to initiate your relocation request. Your request will be sent to Human Resources for approval. Within 24 hours of receiving Human Resources approval, your Brookfield GRS relocation consultant will contact you. Your relocation consultant is your point of contact during your relocation.
<b>Updating Your Personal Information</b>	You should update your resident address as soon as possible after establishing a residence in your internship location. To make these changes, contact the Human Resources Service Center at 1-888-825-5247 or 610-669-8595 (outside the U.S.).

## Intern Relocation Program Benefits

As a Chevron intern, you will receive a lump-sum payment to assist you with travel to and from your internship location, miscellaneous expenses and to assist with the cost of housing during your internship. The payment is a lump-sum allowance and it is not necessary to submit receipts for any expenses incurred. This payment is referred to as your Relocation Allowance and comprises the following benefits:

### Miscellaneous Expense Allowance

- You will receive a one-time payment of \$300.
- Your Miscellaneous Expense Allowance is intended to assist with internship-related expenses not covered elsewhere in this policy.
- Your MEA is tax assisted for federal and, if applicable, state income taxes.

### Travel/Mileage

- Mileage to and from your Chevron internship location will be reimbursed based on the most direct driving distance from your college or home location, whichever is farther, at the current IRS mileage reimbursement rate.
- If neither your home nor your school location is greater than 50 miles from your internship work location, then you will not be reimbursed for your mileage at the beginning and end of your internship.
- You are expected to drive your personal vehicle to your Chevron internship location. If you do not have a vehicle, you will still be provided mileage-based reimbursement and can travel via an alternative mode of transportation. However, Chevron will not provide transportation for you during your internship.
- If you are an intern hired from a location outside of the United States, in lieu of mileage reimbursement, you will be reimbursed for a 21-day advance economy airfare roundtrip ticket. Please contact your Brookfield GRS relocation consultant prior to booking your travel arrangements.

### Housing

- Chevron uses an independent source of housing cost data, Runzheimer International, to provide a cost of housing index. The housing index is used as the basis to identify the Standard, High and Very High cost housing locations.
- Your internship housing assistance allowance is based on the housing index for your internship location. It is intended to assist with the cost of obtaining short-term housing, based on the following schedule:
  - **Standard Cost** location      \$1,000 per month
  - **High Cost** location            \$1,500 per month
  - **Very High Cost** location      \$2,000 per month
- The housing allowance will be prorated to a weekly amount based on the initial approved length of your internship and paid as a lump sum at the beginning of your internship. Once paid, no changes to the allowance will be made should the length of your internship change.

### Payment of Relocation Allowance

You will receive a lump-sum payment based on the benefits as outlined below. This payment can be processed in one of two ways:

- In your first payroll after your effective start date, **or**
- You may request that Brookfield GRS issue funds directly into your bank account up to 30 days prior to your effective start date.

After receiving your lump sum, if your internship is postponed, cancelled, you fail to report for your assignment as agreed or you terminate your internship prior to the expected completion, you must repay

Chevron the full amount of your intern relocation payment, including any interest charges that have been incurred by Chevron.

## Rental Finding Assistance

### Introduction

To assist you with finding short-term housing during your internship, Chevron has contracted with a preferred corporate housing provider. Their site is a resource for you as you search for short-term housing prior to or during the course of your intern assignment. Note that in some locations, further rental finding assistance is provided. If you are interning in one of those locations, you will be provided with additional information about local housing provisions.

### Eligibility

You are eligible to use this site as long as you change your residence for your internship.

### Provision

Access to the preferred corporate housing provider's website is provided as a resource for locating appropriate short-term housing during the course of your internship. All expenses associated with housing are your responsibility. All negotiation of terms and rent are also your responsibility.

### Taxes

Your Intern Relocation Allowance is taxable income. Chevron will tax assist the Intern Relocation Allowance for federal and state taxes where applicable.

**Note:** Tax assistance is provided based on federal and state supplemental tax rates. Chevron does not tax assist for Social Security, Medicare and local taxes. This means that withholdings for these taxes will be taken from your payroll which will result in reduced take home pay once the allowance is applied to income.

If you elect to receive an advance of your Intern Relocation Allowance up to 30 days prior to your payroll-transfer date, an estimate of your tax withholding will be made. Final adjustments will occur when the data is transmitted to payroll.