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| flat black 1 | **Expatriate Expense Report GO-1390-EX** |
| **Employee: Complete Sections I – V** Attach all required receipts  |

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| Section I: Employee Information |
| Employee Name      |  | Payroll Transfer Date      |  | Personnel Number      |  | New Location SAP/ JDE Charge Code      |
| Current Telephone Numbers(include area/int’l dialing codes) |
| Home      |  | Work      |  | Company Email Address      |
| Prior Work Location      |  | Home Country Payroll       |
| (Company/Business Unit/City/State/Country) | (If Offshore Payroll enter GOP)  |
| New Work Location      |  |
| (Company/Business Unit/City/State/Country) |  |

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| **Section II: Relocation Type (check applicable boxes)** |
| [ ]  Home Country to International | [ ]  International to International  | [ ]  International to Home Country  | [ ]  Temporary Expatriate Assignment |

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| **Section III: Statement of Expenses Incurred – Relocation****U.K. and Canadian payroll employees do NOT use this form for relocation expenses.** |
| Getting to Your New Work Location | Currency | Amount |
| 1. Interim Living in Old Location (Up to 7 days if applicable)
 |  |  |
| * Lodging
 |       |       |
| * Meals (per home country policy on daily per diem rates)

NOTE: Eligibility limited to employees not receiving a Goods and Services Supplement at the time Interim Living is incurred. |       |       |
| 1. Travel Expenses to New Location
 |  |  |
| * Airfare (attach original airline receipts)
 |       |       |
| * Ground Transportation (attach receipts per home country policy)
 |       |       |
| * Meals (based on actual, receipts required)
 |       |       |
| * Lodging (attach original hotel folio)
 |       |       |
| 1. Interim Living in New Location

NOTE: Repatriating employees on US payroll receive a lump sum all-inclusive of lodging and meal allowances – Leave Blank.  |  |  |
| * Lodging (up to 45 days for expatriating employees at Destination location); (attach original hotel folio)
 |       |       |
| * Meals (per Home Country policy on daily per diem rates)

NOTE: Eligibility limited to employees not receiving a Goods and Services Supplement at the time Interim Living is incurred. |       |       |
| Total |  |       |
| Household Goods Movement (the costs of shipping your household goods are usually billed to the Company) | Currency | Amount |
| 1. Pet Shipment (attach applicable receipts; reimbursement limited to shipping & kenneling charges during quarantine period only)
 |       |       |
|  2. Other (attach a description of the expenses and the applicable receipts, i.e. appraisals, visa, passport expenses) |       |  |
| **To Total** |  |  |

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| **Section IV: Statement of Expenses Incurred on Assignment Expatriate Expenses** |
| Allowances/Miscellaneous | **Currency** | **Amount** |
| 1. Rest and Recreation (R&R) Trip (full fare unrestricted economy airfare & daily per diem rates per expatriate policy)
 |       |       |
| 1. Education Expenses - attach documentation
 |       |       |
| 1. Host Country Auto Loss Allowance - attach computation of auto loss allowance form, if applicable
 |       |       |
| 1. Per Diem – (unaccompanied assignments only)
* Dates in country      through       **●** Days in country      x per diem rate
 |       |       |
| 1. Other – attach a description of the expense & the applicable receipts
 |       |       |
| **Total** |  |       |
| Duplicate Housing Assistance | Currency |  Amount |
| 1. Mortgage interest and property taxes:
 |       |       |
| 1. Property Insurance:
 |       |       |
| 1. Utilities (gas water electric)
 |       |       |
| 1. Lease break penalty
 |       |       |
| **Total** |  |       |

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| Section V: Statement of Expenses Incurred - Home Sale (if applicable under your home country policy) |
| US & GOP Payrolls: Contact your BGRS Relocation Consultant for processing (only applicable for homes sold within the U.S.)**Non-US Payrolls:** Refer to Home Country relocation policy – attach documentation as appropriate |
| Selling Your Home | Currency | Amount |
| Direct Home Sale Incentive – Participants in the Home Selling Services Feature of the Relocation Program only. |       |       |
| Direct Home Sale Closing Costs |       |       |
| * Broker Commission (attach closing statement)
 |       |       |
| * Other eligible Seller’s Closing Costs (attach closing statement)
 |       |       |
| 1. Home Sale Loss Assistance (attach closing statement for original purchase and current sale and capital improvement receipts).
* Home Selling Services Feature participants only.
 |       |       |
| Total |  |       |
| Purchasing Your Home | Currency | Amount |
| 1. Loan/Lender Fees
 |       |       |
| 2. Other eligible buyer closing costs (attach closing statement) |       |       |
| **Total** |  |       |

|  |  |
| --- | --- |
| GRAND TOTAL |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Signature | Date |  | For Non US Payrolls - Expatriate HR Counselor Name | Date |
|       |       |  |       |       |
| Supervisor/Manager Approval | Date |  | For US & GOP - BGRS Consultant Name | Date |
|       |       |  |       |       |

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| **Instructions** |
| **Purpose:**This form is to be completed when relocating to or from an expatriate assignment. |
| **Employee Responsibility**Become familiar with your home country relocation policy and file your tax returns accordingly. |
| **Reporting Moving Expenses for Income Tax Purposes**Applicable laws may require that payments made to you or on your behalf for moving expenses as a result of a transfer (domestic or international) be reported as income. However, you may be able to deduct certain expenses when filing your tax return.Your home country tax authority may require that you properly claim moving expense deductions when filing your returns. Familiarize yourself with the law. It is important that you keep records that accurately reflect your costs and distinguish between deductible and non-deductible expenses for tax purposes. |
| **Preparation of Reports**1. If hand printing, use ink and retain one copy of this form for your personal records and for income tax requirements.
2. Attach all applicable and relevant receipts.
3. Those reviewing your expense report are not as familiar as you are with all the details of your move, even if previously discussed. Notes explaining sequence of events (e.g., when family departed old location, if they visited relatives en route or in the new location after arrival) are extremely helpful to those who must review and approve this report. Risk excessive explanation in favor of too little.
 |
| **Submission**Fill out applicable sections and forward to the appropriate contact as indicated below.* **US & GOP Payrolls:** Submit to BGRS at chevronexpense@bgrs.com.
* **All other payrolls:** Submit to your expatriate counselor.
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| **Payment**All payments will be processed via your payroll check. |