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Human Energy®

U.S. Temporary Domestic Assignment Program

Greater than 12 Months (366 days or more)

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Table of Contents

Definitions	3
Summary of U.S. Temporary Domestic Assignment (TDA) Program Provisions Greater than 12 Months	5
Program Administration	6
Eligibility	7
Residency / Duplicate Housing Obligation	8
Break in Duplicate Housing Obligation	8
Duration of temporary assignment	8
Vacation	8
Health Care	8
Expense Administration	8
Incidental Expense Allowance (IEA)	9
Rental Selection Trip and Temporary Housing	10
Rental Selection Trip	10
Temporary Housing (if needed)	10
Housing	10
At Your Permanent Work Location	10
Home Maintenance Allowance (HMA)	10
At Your TDA Location	11
Apartment Set-Up	11
Housing Options	11
Travel to and from Your Assignment	12
Transportation	12
Shipment of Personal Effects / Shipment of Household Goods	13
If you have a Duplicate Housing Obligation	13
If you do not have a Duplicate Housing Obligation	13
Return Home Visits to Primary Residence	17
Spouse/Domestic Partner Travel	17
Emergency Home Visits	17
End of Assignment	18
Notification Requirement	18
Lease Termination	18
Voluntary Resignation or Termination for Cause	18
Cost of Living Allowance (No duplicate housing obligation)	18
Spouse/Domestic Partner Employment Search and Family Assistance	19
Family Assistance	20
Additional Resources	21
Employee Assistance & WorkLife Services	21
Taxability of TDA Expenses	21
Tax Gross-Up	22
Tax True-Up	22
State and Local Income Taxes	22
Tax Consulting Assistance	22
TDA Tax Report	23
Tax Assistance Chart (with Duplicate Housing Obligation)	23
Tax Assistance Chart (With no Duplicate Housing Obligation)	23
Updating Your Personal Information	24

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 guide.

This program has been developed to help minimize the disruptions that may occur when living away from home for an extended period of time. The program also covers assignments of different duration. Whenever there is a difference in benefits, this will be noted in the appropriate benefit section.

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.

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.

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 members reside in full time on the date of your TDA offer, identified as your homestead for real property tax and principal residence for IRS tax reporting purposes. If you currently reside in a company recognized personal choice location (PCL) resulting from an international rotational assignment, please seek further guidance from your 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. In addition, you will need to recertify your primary residence annually or any time circumstances change. You must submit accurate information to mitigate tax 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 from which it is anticipated that you will return to your same primary work location.
Brookfield Global Relocation Services (Brookfield GRS)	Brookfield GRS is a relocation management company that administers Chevron's mobility programs, including the TDA program. Brookfield GRS will assign you a TDA consultant to assist you with all aspects of your TDA.
Family 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 in which your spouse/domestic partner remains at your original work location. • Accompanied: You are married or in company-recognized domestic partnership, with eligible dependents, in which any member of your family (one or all) is joining you at the TDA location.
Spouse/Domestic Partner	If you have a domestic partner, he or she must be registered with Chevron Human Resources before any benefits are payable for him or her.
Permanent Work Location	Your current permanent U.S. domestic work location.
Temporary Residence Address	Your primary residence address at your TDA location.
400-Mile Differential Calculation	For purposes of this TDA program, whenever a benefit is based on a mileage differential of 400 miles, the term <i>difference between locations</i> will be used. It is the distance between your permanent primary residence address and your temporary TDA residence address using the most direct ground travel route.
Incidental Expense Allowance (IEA)	A monthly payment intended to assist with all non-reimbursable expenses that you may 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 (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) Program Provisions Greater than 12 Months

Provision	Summary of Provision
Incidental Expense Allowance (IEA)	<ul style="list-style-type: none"> • A monthly payment intended to address all non-specific expenses that you will incur while on your TDA. • \$1,000 per month. • Tax assisted.
Housing at Permanent Work Location	<ul style="list-style-type: none"> • You are not required to maintain your primary residence in your permanent work location while on TDA. • If you are a homeowner in your permanent work location, and the home is your primary residence, you will receive a monthly payment of \$370 to assist in the maintenance of your home at your permanent work location. • Not tax assisted.
Housing at TDA Location	<p>If you maintain duplicate housing obligation at your permanent work location, one of the following applies:</p> <ul style="list-style-type: none"> • Company coordinated and paid housing at TDA location billed directly to TDA consultant. • Chevron will provide a housing budget based on a housing norm as established by Runzheimer International for either: <ol style="list-style-type: none"> 1. Furnished housing at your TDA location. 2. Unfurnished housing at your TDA location and shipment of your household goods. <p>If you do not have a duplicate housing obligation at your permanent work location, see the Cost of Living Allowance (COLA) section.</p>
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.
Rental Selection Trip and Temporary Housing	<ul style="list-style-type: none"> • Rental selection trip reimbursement of transportation, three nights lodging, meal per diem, airport parking, rental car and dependent care. If your TDA will be on accompanied status, then your spouse/domestic partner is included. • If needed: 30 days of temporary lodging (including a meal per diem calculation if kitchen facilities are unavailable).
Travel To and From Temporary Assignment	<ul style="list-style-type: none"> • Reimbursement of mileage or airfare, reasonable lodging and meal per diem. • Airfare provided if distance between locations is 400 miles or greater.
Transportation	<p>Chevron will provide one of the following:</p> <ul style="list-style-type: none"> • Vehicle shipment, if distance between locations is 400 miles or greater. • \$200 transportation allowance per month (for unaccompanied and single status only), with duplicate housing obligation only.

Shipment of Personal Effects / Shipment of Household Goods	<ul style="list-style-type: none"> • If you have a duplicate housing obligation, shipment of up to 1,000 pounds is provided for you and up to 250 pounds per accompanying dependent. • If you do not have a duplicate housing obligation, you are eligible for company-provided shipment of household goods. • No household goods storage is provided.
Return Travel to Primary Residence	<ul style="list-style-type: none"> • If you have a duplicate housing obligation, you are entitled to: <ul style="list-style-type: none"> ○ Single: one trip every four weeks ○ Unaccompanied: one trip every two weeks ○ Accompanied: None • This is a guideline used to set maximum frequency of return travel. • Return travel is approved based upon business need and requires approval of your supervisor or manager.
Lease Break at End of Assignment	<ul style="list-style-type: none"> • Up to the amount of two months' rent, if needed, for lease cancellation penalties.
Cost of Living Allowance (COLA)	<ul style="list-style-type: none"> • If you do not have a duplicate housing obligation at your permanent work location, Chevron will provide a cost of living allowance (COLA). The COLA is calculated based on individual circumstances using an outside data provider, Runzheimer International. The base COLA payment is \$1,000 plus a 25% TDA multiplier. • Tax assisted.
Family Assistance	<ul style="list-style-type: none"> • Chevron provides spouse/domestic partner career counseling assistance through preferred providers, or up to \$1,500 for professional job search services, relicensing or recertification fees.
Tax Assistance	<ul style="list-style-type: none"> • Provided on most taxable benefits unless specified otherwise in the tax assistance section of the program detail.
State Income Tax True-Up	<ul style="list-style-type: none"> • Provided, as needed, for Chevron-sourced income

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

A U.S. temporary domestic assignment is an assignment of planned limited duration, and it is anticipated you will return to the same work location. TDA benefits are calculated from your primary residence at your permanent work location to your TDA work location.

During your assignment you will be on one of the following status categories:

Single	Unmarried, no dependents.
Unaccompanied	Married/ domestic partner or unmarried where your spouse/domestic partner remains at your designated primary residence at your permanent work location.
Accompanied status	Married/domestic partner or unmarried where one or more dependents will accompany you to the TDA location.

The U.S. TDA Program and associated benefits do not apply to temporary expatriate assignments, permanent domestic or international relocation, temporary domestic assignments in any country other than the United States, or assignments of 90 days or less. This policy does apply to U.S. payroll employees who transition from an international rotational assignment to a TDA within the United States.

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

The benefits in this TDA policy apply to employees repatriating to a TDA from an international rotational assignment. TDA benefits are not provided for employees on a domestic rotational work schedule. In general, the U.S. TDA policy should only be used for current employees. Any application of the policy for a new hire employee, except those in a defined development program, requires prior business unit, Human Resources and Human Resources Shared Services concurrence.

TDA's 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.

If it is determined that your TDA will transition to a full-time permanent position in your TDA location, you must inform your TDA consultant immediately. This applies to both the role that you are currently filling in your TDA and any new job role in your TDA location. Generally, TDA benefits will end 30 days from the date it becomes known that you will remain in the TDA location. You will transition to benefits provided under the U.S. domestic relocation program. Human Resources Shared Services is responsible for determining benefits for changes in assignments.

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

When you are on a TDA of greater than 12 months (366 days) or longer, you are not required to retain your primary residence in your current permanent work location.

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.

Break in Duplicate Housing Obligation

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 were living with you at the time of your TDA offer, you are not considered to have a duplicate housing obligation. You must notify your Brookfield TDA consultant, in writing, of any changes in your permanent resident address. Failure to do so may result in overpayment of benefit and tax assistance to you and to the IRS by Chevron. Failure to notify you TDA consultant of any changes may result in repayment of any excess TDA benefits paid, as well as possible disciplinary action.

Duration of temporary assignment

This Chevron U.S. TDA program applies to assignments generally expected to last more than one year but no greater than two years. Assignments expected to last greater than two years require prior review and concurrence from Chevron's Global Relocation manager (or delegate) and business unit Human Resources. Shorter temporary domestic assignments are administered under the U.S. Temporary Domestic Assignment Program – Less Than 12 Months (for 91 to 365 days), or Policy 585 – Travel Policy and Principles (for 90 days or less).

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. To be assured that you have suitable coverage for your personal and family situation, you should call the Human Resources Service Center at 1-888-825-5247 (610-669-8595) when calling from outside the United States).

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 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.
- 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.

Rental Selection Trip and Temporary Housing

To assist in the selection of your rental housing, you are eligible for a rental selection trip benefit as follows:

Rental Selection Trip

Chevron will reimburse the following costs for you and your spouse/domestic partner only:

- Actual driving mileage or airfare, if distance between locations is 400 miles or greater.
- Three nights of lodging based on reasonable lodging rates.
- Meal per diem.
- Rental car.
- Transportation to and from airport or for economy airport parking.
- Dependent care, if required, up to \$50 per day at your home or TDA location.

Temporary Housing (if needed)

- Up to a maximum of 30 days lodging reimbursement at your TDA location prior to moving into your long term accommodations.
- Meal per diem if your temporary lodging does not have kitchen facilities.

Your rental selection trip expenses and temporary lodging expenses are taxable income and will be tax assisted.

Housing

At Your Permanent Work Location

You will be required to complete a TDA questionnaire prior to your assignment outlining your current housing situation, and intention to retain or relinquish permanent housing during your TDA.

- You are required to provide documentation to certify your primary residence and work location information at the beginning of your TDA.
- Annual recertification is required.
- 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

Apartment Set-Up

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

Housing Options

If you do not maintain a duplicate housing obligation in your permanent work location, refer to the [Cost of Living Allowance](#) section of this policy.

If you maintain a duplicate housing obligation, you will have two options to select your temporary accommodations. Please remember once you have selected a housing option, no changes will be made during your TDA.

Option 1:

Your Brookfield GRS TDA consultant will arrange your furnished housing through a temporary accommodations provider. All approved monthly costs will be billed directly to Brookfield GRS; therefore, no rental selection trip or temporary housing is warranted.

Furnished corporate housing rates 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 four or more dependents	Four bedroom home – by exception approval

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

- Utilities such as electricity, 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 and, 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 option, you are responsible for housekeeping, carpet cleaning, lawn maintenance, gardening, pet deposits/fees, rental housing damage and other costs not specifically listed as reimbursable.

Housing benefits for assignments greater than 12 months are tax assisted.

Travel to and from Your Assignment

You will be reimbursed for actual and reasonable expenses for your first trip to your TDA location, and back to your primary residence at the conclusion of your assignment. You are expected to drive if the distance between the two locations is less than 400 miles. If the distance between locations is 400 miles or greater, you have the option to drive or fly to and from your TDA location.

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. If you are using the online booking tool (GTL), you must identify your travel as relocation, and pay for it with your personal credit card. The use of your company-provided credit card is not permissible for TDA expenses.

Chevron does not reimburse for the cost of vehicle storage or maintenance while you are on a TDA.

Note: Should you elect to reregister your vehicle at your TDA location, Chevron will reimburse your initial vehicle registration and vehicle sales taxes, if applicable. Expenses should be reported on the *TDA Employee Expense Report Relocation (GO-1391)* form and submitted within 30 days of occurrence. Driver's license and future vehicle registration fees are covered by your IEA. Chevron will not reimburse any vehicle registration expenses upon the end of your TDA.

Transportation

You are expected to drive your personal automobile from your temporary residence to your temporary work location while on TDA.

If the distance between your permanent and TDA work locations is less than 400 miles, you will be reimbursed to drive your personal automobile to your new assignment. If the distance is over 400 miles you may drive or ship your automobile. Up to \$500 maximum expense reimbursement will be provided while awaiting the delivery of your personal automobile at your TDA location.

If you have a duplicate housing obligation, and are single or unaccompanied, you will receive a \$200 transportation allowance per month to assist you with the cost of car rental at your permanent residence location or to assist with alternative transportation options at your TDA location.

If you are on accompanied (family) status, no transportation allowance is provided. You should bring your automobiles to your TDA location for you and your spouse/domestic partner or dependent family members.

Note: Expenses for personal transportation, such as gasoline, insurance, or repairs, at your TDA location are normal costs of ownership or commutation expenses and are not reimbursed.

No automobile storage is provided while you are on your TDA.

Chevron provides shipment of vehicles based on the following provisions below. You will need to complete a *Request for Movement of Household Goods (GO-1405)* form and submit it to your TDA consultant.

- If the distance between locations is 400 miles or greater, you may ship a car based on your TDA status, as follows:

Single or unaccompanied status	Ship up to one vehicle
Accompanied status	Ship up to two vehicles

- Shipped vehicles must be operable, and you must have valid vehicle insurance at the time of shipment.
- Chevron will not ship or arrange to ship classic cars, vehicles with significant after market modifications (such as monster trucks) or motor homes.
- Vehicles are shipped on an open car carrier and must fit the standard dimensions of an open car carrier.
- Chevron will not reimburse mileage for self-towed vehicles (including trailers).
- Personal effects cannot be packed inside vehicles that are shipped. Neither Chevron nor the carrier will assume responsibility for any items left inside your vehicle.

Any transportation costs considered as taxable income (such as the monthly allowance) will be tax assisted.

Shipment of Personal Effects / Shipment of Household Goods

Please remember once you have selected a shipment option, no changes will be made during your TDA.

If you have a Duplicate Housing Obligation

It is anticipated that you will secure fully furnished rental accommodations at your TDA location. If needed, Chevron will provide a limited shipment of personal effects and clothing from your primary residence to your TDA residence. Shipment of your personal effects will be provided by one of the company's contracted household goods carriers based upon the following guidelines:

- 1,000 pounds maximum personal shipment.
- 250 pounds additional shipment for each accompanying dependent.
- Storage is not provided.

If you do not have a Duplicate Housing Obligation

It is anticipated that you will require unfurnished rental accommodations at your TDA location. In such case, Chevron will assist you with the movement of your household goods and personal effects, to your TDA residence. Your shipment must be initiated within the first 30 days of your assignment or with at least one year remaining in your assignment. Shipments will not be approved for TDAs with fewer than 12 months remaining in the expected TDA duration.

Chevron provides a full-service, professional move including packing, transportation and unpacking of your household goods. Only one shipment of household goods is provided per assignment. If your eligible dependents temporarily remain at your primary work location, only one Chevron paid household goods shipment will be made. Neither moving services nor reimbursement will be provided if you move between residences at your TDA location.

To initiate your shipment you should:

1. At a minimum of three weeks before your move, complete a *Request for Movement of Household Goods (GO-1405)* form and fax it to (888) 894-7931, or email it to chevronhhgs@brookfieldgrs.com.
2. Include the name of your Human Resources business partner and your CAI on the form.

Note: Chevron does not endorse the practice of moving goods yourself in a self-haul trailer or van (such as U-Haul). In addition, Chevron does not reimburse the rental fees or mileage costs of a self-haul provider.

Weekend pickup and delivery is not allowed without prior approval from Global Relocation and either business unit management or business unit Human Resources.

<p>What Can Be Shipped</p>	<p>Most normal household furnishings and personal possessions can be shipped; however, Chevron Global Relocation has sole discretion in determining shipment of prohibited items. Prohibited items include, but are not limited to:</p> <ul style="list-style-type: none"> • Ammunition, flammables, aerosols and paint. • Food and alcoholic beverages. • Plants, shrubbery, lumber and firewood. • Satellite dishes and dog kennels. • Outdoor structures such as gazebos, fences, playscapes, swing sets or forts. Trailers or campers (including pop-ups). Please refer to the Other Items section below for self-towed trailers and watercraft. <p>Note: Neither Chevron, nor your assigned carrier, will assume responsibility for the shipment of furs; jewelry or currency; articles of sentimental value; collections, such as stamp, coin or baseball cards; or important papers or documents. It is recommended that you carry such possessions with you during your final travel or make other appropriate arrangements for shipment. If you choose to ship these items, you will be doing so at your own risk.</p>
<p>Shipment of Small Loads</p>	<p>If the total of your personal goods weigh 300 pounds or less, you should make arrangements to ship them via a parcel service (such as UPS, U.S. Postal Service or Greyhound). Chevron will reimburse you for ground shipping costs, including insurance to cover any loss or damage. Air or expedited shipment costs will not be reimbursed.</p>
<p>Inventory of Goods</p>	<p>All items valued at \$100 or more must be individually listed on a Valued Inventory form and submitted to your TDA consultant <i>before</i> shipment to receive full replacement value insurance.</p> <p>The shipment of firearms may be restricted by the carrier at their discretion. Typically, handguns and pistols will not be shipped. If you are allowed to ship firearms, you must include the make, model, serial number and dollar value on the Valued Inventory form.</p> <p>For high-value items such as antiques, rare books; rugs, tapestries or artwork, you must be able to verify the claimed value with receipts or professional appraisals. These documents must be submitted to the carrier before your move. Any appraisal cost will be at your own expense.</p>
<p>Storage of Your Household Items</p>	<p>Long-term storage of household goods is not provided while you are on a TDA. Goods in transit may be stored for a maximum of 10 days at company expense, if your temporary residence is not yet available. You are responsible for the cost of storage for any days over the 10 provided by Chevron.</p>
<p>Insurance of Goods</p>	<p>The carrier provides full replacement insurance coverage on your household goods, up to \$100,000. If additional coverage is needed, you may purchase this through the</p>

	carrier at your own expense.
Other Items	<p>The following provisions apply:</p> <ul style="list-style-type: none"> • Mileage for self-towed trailers will be reimbursed at \$.08 per mile. • Unless towed, shipping costs for watercraft will not be covered by the company. This includes canoes and kayaks, 14 feet and longer. • Moving costs for aircraft of any type are not covered. • Personal items cannot be packed inside shipped vehicles. Neither Chevron nor the carrier will assume responsibility for items left inside your vehicle.
Secondary Pickup	A secondary pickup of personal items that you own and wish to consolidate with your shipment is permitted if the items are stored within 50 miles of your residence. This is a one-time benefit provided only when your primary shipment is being loaded. Provide the complete address of the second pickup location on the <i>Request for Movement of Household Goods (GO-1405)</i> form.
Packing, Delivery and Unpacking	<p>You or a designated representative must be present during the packing, loading and delivery. The carrier will prepare an inventory of all items being shipped. Discuss the condition of items and any special handling needs with the driver. Only the carrier's representative (surveyor or driver) will decide which items require custom crating. Make comments on the inventory, as necessary. Keep your copies of the carrier's inventory and bill of lading with you during your move, and have them with you at your TDA location. Use your copy of the carrier's inventory to check off each item as it is unloaded. Note any damaged or missing items on the carrier's inventory.</p> <p>You may unpack some articles yourself; however, you must immediately document any damaged items. Take pictures, if possible. Leave the damaged item in its shipping carton. Do not discard any items for which you will claim damage. If you have safety concerns (such as broken glass), please contact your carrier's move coordinator for assistance. Chevron and your assigned carrier are not responsible for items that you pack, ship, or place in storage on your own.</p> <p>Note: Failure to follow these rules may jeopardize your ability to establish a claim with the carrier. If you have any concerns, call your assigned carrier's move coordinator immediately. Don't wait until after the move to report problems.</p> <p>After delivery, your assigned carrier will make one more trip to your home to pick up packing materials such as paper and boxes. Additional trips to pick up materials will be at your expense.</p> <p>Maid service is not provided. If desired, your assigned carrier can arrange for this service at your expense.</p> <p>After the move, the carrier will give you a survey to fill out and return. Please complete and return the survey as soon as possible. The amount the carrier bills Chevron for your move is based on the rating you provide on the survey.</p> <p>Normal appliance disconnection and reconnection is provided at your old and new locations. The carrier will not install new appliances or materials such as vents or wiring. Only the appliances serviced at your old location will be serviced at your new location. Any items disassembled by the carriers at your old location will be reassembled in your new location.</p>
Loss and Damage Claims	You must file claims for lost or damaged goods within 30 days of the date of delivery. Please follow the directions given by your designated move coordinator when filing a claim. In special cases, claims can be extended for an additional three months. You should carefully examine all your household items when unpacking because you can only file one claim per move for lost or damaged household items.

	<p>Notify your assigned carrier immediately if damage occurs to your home or residence. Claims for property damage must be filed directly with your household goods carrier within 24 hours of delivery. The carrier will repair or replace lost or damaged goods totalling \$100 or more. Damages or losses less than \$100 in value are deemed nominal and are included in your Incidental Expense Allowance (IEA).</p> <p>Once notified of property loss or damage, your assigned household goods carrier will give you a loss and damage claim form. A carrier's representative will contact you to schedule an appointment to view the broken or damaged items.</p> <p>Note: <i>Do not discard damaged items and do not purchase replacement items until the carrier's representative has inspected the damaged items. The carrier will not pay claims for discarded or replaced items.</i></p> <p>Whenever possible, damaged items will be repaired. For items that cannot be repaired, the carrier will reimburse you for the full replacement value of a comparable item. Please note that the carrier is entitled to salvage rights for any item for which you have been reimbursed.</p> <p>The carrier will not assume responsibility for internal functioning of appliances, such as washing machines, because their condition before shipment cannot be verified. This includes electronic equipment such as stereos, televisions and computers. Unless there is visible external damage directly attributable to the shipment of the item, no claims will be paid for non-working electronics and machinery.</p> <p>Vehicles: A separate claim must be filed with the household goods carrier for any damage to vehicles.</p> <p>If you have any problems resolving a claim, contact your TDA consultant.</p>
<p>Related Moving Charges Paid by Chevron</p>	<p>In addition to packing your household items, your household goods carrier will perform the following:</p> <ul style="list-style-type: none"> • Normal labor and service call charges for disconnection or reconnection of appliances and grandfather clocks. This does not include new vents, wiring or utilities that may be necessary to reconnect these items. • Disassembly and reassembly of pool tables. • Piano moving.
<p>Your Responsibilities</p>	<p>It is your responsibility to:</p> <ul style="list-style-type: none"> • Move items from crawl spaces, attics, garage rafters and similar areas to an accessible area in your home. • Take down any items affixed to a wall or ceiling that you wish to have moved, such as draperies and drapery rods, mounted TV or stereo systems. • Disconnect/Reconnect chandeliers and ceiling fans. • Disconnect/Reconnect and drain hot tubs and water beds. Note: It is your responsibility to pay related costs for plumbers, electricians and carpenters. • Disassemble/Reassemble gas grills, portable basketball goals and trampolines. • Disassemble/Reassemble items such as bookcases, shelving or other units. • Assemble any items that were not disassembled by the carrier prior to the move. • Prepare computer items for shipping (such as disconnecting desktop from peripherals). Note: Insurance does not cover computer content, only hardware. • Dispose of propane or butane tanks, as shipment of these tanks is not permitted. • Alter the placement of furniture after initial placement by the carrier. • Pay for any structural alterations required to access household goods items, such as removing doors or windows.

	<ul style="list-style-type: none"> • Pay the cost to reconfigure the way refrigerator doors open. • Pay to crate or uncrate any items other than those recommended by the carrier. • Ensure your goods fit into your new house. <p>This list is meant to be used as a guide and is not all-inclusive. If a specific service or situation is not listed as covered, then assume it is not covered. If you encounter situations that are not addressed, contact your TDA consultant.</p>
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Return Home Visits to Primary Residence

Return home visits apply only if you have a duplicate housing obligation.

Chevron provides a guideline for return home visits to your primary residence at reasonable intervals based on the status of your assignment as follows:

Single	Return trip not more than once every four weeks
Unaccompanied	Return trip not more than once every two weeks
Accompanied (Family status)	None

It is important to note that if you are either accompanied or family status, you or your dependents are not eligible for reimbursable return home visits. The frequency of your home visits may be altered by your business unit management depending upon 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.

Reimbursed expenses covered include:

- Mileage, if driving, from your temporary living location to your primary residence address.
- Airfare (round trip/economy class/non-refundable/14-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 designated travel provider and expenses are to be incurred in accordance with Chevron Policy 585 – Travel Policy and Principles.

Rather than using the online booking tool, you must call Chevron’s designated travel provider, identify your travel as relocation and pay for it with your personal credit card. The use of your company-provided credit card is not permissible for TDA expenses.

Spouse/Domestic Partner Travel

If you are on unaccompanied status, you may have your spouse/domestic partner visit you at the TDA location instead of a periodic home visit. Transportation costs to and from your TDA location will be reimbursed. During these visits to your TDA location, your spouse/domestic partner is expected to stay with you.

Emergency Home Visits

Return home visits in emergency situations require management approval. Reimbursable expenses for an emergency home visit are limited to those required for the most practical and economical mode of transportation. Reimbursement is limited to round trip economy airfare and ground transportation to and from airports. Increased travel cost (above what would have been incurred from your primary residence)

for emergency travel to any location other than your primary residence is reimbursable. Chevron will not pay for the full cost of travel to any location other than your identified primary residence.

End of Assignment

Notification Requirement

You must email your Brookfield TDA consultant and your Human Resources business partner of the effective 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.

Lease Termination

Lease termination expenses are not reimbursed for your primary work location residence at the start of a TDA because Chevron is providing housing or a cost of living allowance at your TDA location. If you vacate your apartment or rental home at your primary work location, you should manage your departure to minimize out-of-pocket expenses.

Lease cancellation fees will be reimbursed up to the equivalent of two month's rent at the end of your assignment. You should notify your landlord of your pending departure as soon as possible to avoid or minimize 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. You will not be reimbursed for:

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

To limit your penalty obligation to the landlord, if you need to cancel your lease early, it is critical that you insert a transfer (diplomatic) clause in your lease agreement. 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.

Cost of Living Allowance (No duplicate housing obligation)

When you have no duplicate housing obligation, Chevron will provide you with a cost of living allowance (COLA) in addition to the following benefits:

- Incidental expense allowance (IEA).
- Rental selection trip and temporary housing.
- Apartment set-up allowance.
- Travel to new location.
- Shipment of household goods.

- Tax assistance.

Your COLA is calculated by Runzheimer International using a city to city comparison between your current permanent work location and your new TDA location. If the index differential exceeds \$1,000, the overage will be added to your overall COLA payment. A 25 percent temporary assignment multiplier is applied to both the incidental expense allowance and the cost of living allowance, if applicable.

Your TDA consultant will explain to you if a COLA is applicable to your TDA. The following chart is an example only (actual calculations will vary):

	Standard Cost to High Cost	High Cost to Standard Cost	Standard Cost to Standard Cost
Incidental Expense Allowance	\$1,000	\$1,000	\$1,000
Cost of Living Allowance (COLA)	\$1,000	\$0	\$0
Temporary Assignment Multiplier (.25)	\$500	\$250	\$250
Monthly Total	\$2,500	\$1,250	\$1,250
Annual Amount	\$30,000	\$15,000	\$15,000
Tax Assisted	Yes	Yes	Yes

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

Spouse/Domestic Partner Employment Search and Family Assistance

Chevron provides up to \$2,500 in assistance for Spouse/Partner Employment and Family Assistance.

Chevron has selected The Impact Group as its preferred provider to offers a wide range of employment search and/or family assistance services that can be used up to one year from your start date. Their services will be directly billed to Brookfield.

In addition, should you forgo the formal assistance provided, you are also eligible for reimbursement of certain employment search expenses that are further explained below, up to the benefit allowance amount. You can use these services in any combination.

Employment Search

Job Search assistance offered through Chevron's preferred career/family assistance service provider offers job market information, local contacts, job search strategies, resume development and other support services. You should discuss your particular career search and family assistance needs and the service provider will tailor their program to meet your needs.

Should your spouse/partner opt to forgo the services of the preferred career search service provider, you will be reimbursed up to \$2,500 for certain job search expenses including but not limited to:

- Fees for research on potential employers.
- Job Placement agency costs.
- Reimbursement for recertification or relicensing expenses, such as tests and classes, all of the following criteria must be met:
 - Your spouse/registered domestic partner must be actively employed in the certified or licensed profession on the date you are offered employment with Chevron.

- The certification or license must not be transferable from your old location to your new location.
- Recertification or relicensing in your new location is completed.
- The following items will not be reimbursed:
 - Transportation costs, including interview trips, meals or babysitting expenses while job hunting.
 - Business set-up expenses such as stationery and business cards.
 - Lease cancellation penalties for office space at your old location.
 - Loss of consumable items such as stationery and business cards.
 - Costs for recertification or relicensing in your new work state if completed prior to your TDA notification.
 - Fees or expenses for day care facilities or private schools for your children.
 - Continuing education classes.
 - Seminars and workshops.

It is not the intent of this provision to reimburse your spouse/domestic partner for the costs of starting a new private business or gaining new skills. It is intended to offset some of the costs incurred by your spouse/registered domestic partner in obtaining the needed credentials to transfer his or her existing business or career skills to your new location in licensed professions including but not limited to: teaching, law, medicine or accounting.

If you are requesting reimbursement of expenses associated with recertification or relicensing, you must also attach a copy of the certificate or license from your old location, as well as a copy of the certificate or license from your new location.

Family Assistance

A variety of family assistance services are available through Chevron's preferred provider. Your family assistance counselor will work with you to help develop an assistance plan that best meets your family needs. Services may include:

- Needs assessment or pre-departure telephone consultation
- Accompanied assistance with customized settling-in tasks
- Face-to-face provision and review of customized area information, which may include:
 - Applying for driver's license.
 - Public transportation orientation.
 - Adult education and volunteer opportunities.
 - Furniture lease or purchase assistance.
 - Utility services and connection.
 - Health care and emergency facilities.
 - Area points of interview.
 - Recreation, leisure and shopping.
 - Transportation, commuting options and area roadways.
- School finding (if you have school aged children), to include:
 - General overview of local public and private schools.
 - School performance statistics and other information compiled by local education authorities.
 - Explanation of enrollment procedures.
 - School contact details so that you can make appointments at the schools.

- Arrange for school visits when requested and as time allows.

The reimbursement or payment of all employment search and family assistance services are considered taxable income and will be tax assisted for Federal and State taxes (where applicable).

Additional Resources

Employee Assistance & WorkLife Services

Chevron's Employee Assistance & WorkLife Services is a confidential counseling service that can help you address a broad range of personal, family, and work-related concerns or problems. More information is available on the Chevron Human Resources home page.

Telephone: 1-800-860-8205

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.

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

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

Chevron provides a tax true-up at the end of the calendar year (December) to ensure that you receive the appropriate tax assistance for your taxable TDA reimbursements made throughout the year. 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.
- Less 401K and other pre-tax contributions.

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.

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/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 will be considered in your excess state tax liability.

Tax Consulting Assistance

Chevron provides you with one hour of professional tax consulting. Tax preparation services are not provided. You will be notified how to schedule a consultation in January. You may elect, at your own

cost, to purchase additional consulting services or professional tax preparation services from Chevron's designated tax consultant.

TDA Tax Report

Brookfield GRS will provide you with a TDA tax report, in January of the year following any TDA payments, which details all reimbursements, including any tax assistance paid by Chevron.

You should consult a licensed tax advisor or accountant for actual tax advice. Please note that fees paid to a tax advisor/accountant expenses are not reimbursed by Chevron. Additional information regarding the tax treatment of TDA expenses may be obtained directly from IRS Publication 521 at:

<http://www.irs.gov/publications/p521/index.html>

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 Expense Allowance	Yes	Yes
Home Maintenance Allowance	Yes	No
Housing	Yes	Yes
Apartment Set-Up Allowance	Yes	Yes
Rental Search Trip Temporary Housing	Yes	Yes
Travel to or From Assignment Location	Yes	Yes
Transportation - Shipment of Personal Vehicles - Transportation Allowance	Excludable Yes	Excludable Yes
Shipment of Personal Effects	No	Excludable
Return Travel to Primary Residence	Yes	Yes
Lease Break (at assignment end)	Yes	Yes
Spouse/Partner Employment and Family Assistance	Yes	Yes
Tax Consulting – One Hour	Yes	Yes

Tax Assistance Chart (With no Duplicate Housing Obligation)

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

Program Component	Taxable	Tax Assisted
Incidental Expense Allowance	Yes	Yes
Rental Search Trip	Yes	Yes
Temporary Housing	Yes	Yes
Apartment Set Up Allowance	Yes	Yes
Cost of Living Allowance (COLA)	Yes	Yes
Travel to or From Assignment Location	Yes	Yes

Program Component	Taxable	Tax Assisted
Transportation - Shipment of vehicle(s)	Excludable	Excludable
Shipment of Household Goods	Excludable	Excludable
Spouse/Partner Employment and Family Assistance	Yes	Yes
Tax Consulting – One Hour	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).