



your life

O&M employee U.S. domestic relocation program

operations and maintenance

human energy. yours.™

table of contents

• Introduction	Page 1
• Administration	Page 1
• Tax Definitions	Page 1
• Eligibility	Page 2
• Repayment Agreement	Page 3
• Exceptions	Page 3
• Expense Administration	Page 3
• Tax Assistance	Page 4
• Other Provisions	Page 4
• Benefits Common to All Employees	Page 4
• Miscellaneous Expense Allowance (MEA)	Page 5
• Relocation Allowance for Home Finding, Temporary Housing and Final Move Travel	Page 5
• Household Goods Shipment	Page 8
• Spouse/Domestic Partner Employment Search and Family Assistance	Page 12
• Additional Resources	Page 13
• Renter Assistance	Page 14
• Homeowner Assistance	Page 14
• Departure Real Estate Benefits	Page 14
• Destination Real Estate Assistance	Page 15
• Tax Assistance	Page 15
• Tax Assistance Chart	Page 17

introduction

Chevron has designed the U.S. Domestic Operations and Maintenance (O&M) Relocation Program to provide financial assistance, professional services and administrative support for you and your family during your relocation.

Please familiarize yourself with the provisions outlined in this Relocation Program guide. As personal circumstances vary, these benefits may not cover all your relocation expenses or needs. It is not the intent of the Program to provide for all costs that you may incur because of your relocation. The relocation benefits provided by Chevron are limited to those outlined in this Relocation Program guide.

This guide does not constitute a contractual agreement, either formal or implied, between you and the company. Interpretation of eligibility and policy application remain with the company. The company may eliminate, add provisions, or modify the Relocation Program at any time without notice to employees who have been given this information.

Chevron's U.S. relocation programs are administered by HR Shared Services. HR Shared Services is solely responsible for the administration of the Program; including but not limited to, eligibility criteria, benefit determinations, exception management and supplier selection.

administration

Chevron has partnered with BGRS to administer this program and coordinate your relocation benefits. Although BGRS is the program administrator, final benefit determination remains with Chevron Global Relocation.

You'll initiate services with BGRS after you accept your job offer. Your HR business partner must approve your relocation. Your BGRS relocation consultant will contact you within 24 hours after your relocation is approved to schedule a program introduction. The consultant will work closely with you and your family to coordinate all aspects of your relocation. You're encouraged to read this document thoroughly and address questions with your relocation consultant.

Don't contact any real estate agents, in either your current or your new location, until you've been contacted by your relocation consultant. Certain relocation benefits may be forfeited if this guidance isn't followed.

You're responsible for any expenses that are outside the parameters of the Relocation Program, or those that have not been approved in advance of being incurred.

tax definitions

Following are tax terms that are used in the Chevron Relocation Program and their corresponding definition:

Tax assistance	Required payment to taxing authorities resulting from taxable relocation benefits provided by the company; and, made on your behalf by the company. Also known as gross-up.
Tax withholding	Required payment to taxing authorities resulting from taxable relocation benefits provided by the company, and for which taxes are withheld from your wages.

eligibility

You must be a full-time O&M U.S. payroll employee, relocating at company request, to a position offering relocation assistance.

Relocation benefits are provided by Chevron to ensure that you reside within a reasonable daily commuting distance of your primary work location and your relocation must result in a change of your primary residence. You must relocate to the metropolitan area of your primary work location, or within 50 miles; whichever is less.

Eligibility for the Chevron Relocation Program is subject to the following requirements:

- The distance over the shortest, most commonly traveled route from your old home to your new principal work location must be at least 50 miles farther than from your old home to your old principal place of work.
- You must complete your relocation within one year of your payroll transfer date.
- Please note that in certain circumstances Chevron may require you to complete the use of your relocation benefits in less than 12 months.

You're expected to locate centrally within metropolitan areas where Chevron has more than one facility. In these areas, should your office location change, you're ineligible for the Relocation Program in the future, even if the 50-mile distance test is met.

Dependent eligibility

The Relocation Program applies to your spouse or registered domestic partner. For purposes of this Relocation Program, your eligible family is defined as your children and close relatives who meet all of the following requirements:

- Live with you when you are notified of your transfer
- Will live with you at your new primary residence
- Qualify as a dependent as defined by Internal Revenue Service (IRS) guidelines
- Is financially dependent upon you and are claimed by you on your federal tax return for the year prior to your approved relocation

If your spouse or domestic partner is a Chevron employee, and you are both being transferred, only one relocation benefit package is provided.

repayment agreement

You are required to sign a Repayment Agreement prior to receiving any relocation benefits. Your relocation consultant will provide you the Repayment Agreement to sign and return.

If you voluntarily terminate your employment with Chevron, or if you are terminated for cause by Chevron, within one year of your payroll transfer date, your relocation benefits will cease, and you're required to repay any relocation benefits paid to you or to others on your behalf.

Additionally, if you receive any relocation benefits and subsequently do not move, you must repay the full amount, including any reimbursements made by the company.

exceptions

Many aspects of your relocation are personal and specific to you, and if applicable, your family. Chevron's Relocation Program cannot anticipate every personal circumstance and does not provide specific assistance for all situations. Your Miscellaneous Expense Allowance (MEA) is provided to assist with costs not specifically provided for elsewhere in the Relocation Program. In general, exceptions to policy are only approved in limited and extraordinary circumstances.

Any requests for exception to the Relocation Program require a written business case, sent to your relocation consultant who will administer your exception request. Final approval authority for all exceptions belongs to Chevron's Total Rewards Mobility COE. Failure to follow this process may result in personal expense or inconvenience to you.

Chevron does not provide substitution or cash-equivalent payments for unused benefits, or portions thereof.

expense administration

To receive reimbursement, you should engage your BGRS representative, who will also advise of any required documentation. Expense claims should be submitted within 30 days of the expense having been incurred. It's your responsibility to provide a paid-in-full receipt and proof of payment, as well as any other requested documentation to validate your relocation expenses.

You must not use your Chevron corporate credit card to pay for any relocation expenses, nor process any relocation related expenses (such as airfare, lodging or meals) in Chevron Travel and Expense

(CTREX). Failure to follow this practice may result in unreported earnings and possible tax penalties to you and the company. Chevron will not assist with any penalties you may incur. Relocation payments cannot be deferred once your payroll transfer date has passed.

tax assistance

Your relocation benefits, whether reimbursed directly to you or paid on your behalf, are taxable income and are added to your W-2 wages. Unless otherwise noted, Chevron provides tax assistance to offset some of the additional taxes you'll incur on your relocation benefits.

Tax Assistance/Gross-up, where applicable, is provided at the time of your reimbursement or when the payment is added to Chevron's payroll system. Each section of this program guide identifies if tax assistance is provided.

A year-end tax true-up analysis, based on your Chevron earnings, is completed in late November to determine if you qualify for any additional tax assistance, or if previously paid assistance should be reduced.

The tax section at the end of this program guide provides further details on the tax assistance process.

Neither Chevron nor BGRS will advise you on your personal income taxes. If necessary, you should consult a professional tax advisor who is familiar with relocation tax rules.

other provisions

Direct or Indirect Family Benefit

You, or members of your immediate family, cannot directly or indirectly benefit financially by providing services paid for by Chevron. Chevron will not reimburse you, an immediate family member, or other relative for any services performed.

Leave of Absence

If you're granted an unpaid leave of absence, your relocation benefits will change. Benefits you haven't yet received are suspended until you return from your leave of absence. Your relocation eligibility is paused while you're on an unpaid leave of absence. Upon return to work, your benefits resume, and you have the remaining duration of your eligibility to complete your relocation. If you resign from a leave of absence, you're required to repay Chevron for relocation benefits you received under the terms of the Repayment Agreement and based on the duration of your active employment.

benefits common to all employees

miscellaneous expense allowance

Your Miscellaneous Expense Allowance (MEA) is a one-time payment of two-weeks salary provided to assist you with relocation expenses not specifically provided for elsewhere in this program.

Your MEA is paid in the first or second pay period after your payroll transfer date. You can request that BGRS advance 60 percent of your MEA no sooner than 30 days prior to your payroll transfer date. If you request an

advance payment, it is made as a direct deposit into your bank account. Payment cannot be made to banks outside the United States.

Examples of expenses that you can use your MEA for include, but are not limited to:

- Driver's license and vehicle registration fees
- Rental vehicles, parking and tolls
- Hotel and meal expenses for extra days in your current location after your household goods have been packed
- Additional temporary housing or duplicate housing costs
- Additional household goods services, weekend/holiday service, tips to movers or storage over 60 days
- Additional pet transportation and kennel costs
- Disassembly/Reassembly, shipment or storage of playground equipment, swimming pools, trampolines and other leisure equipment
- Appraisal of antiques or other valuables
- Non-refundable annual club or membership dues or cancellation of maintenance contracts
- Installation or connection fees, including cancellation penalties for utilities and communication services (such as cable, mobile phone, internet and satellite television)
- Structural modifications to your residence to accommodate furnishings and appliances
- Tax liability exceeding the tax assistance provided through the Relocation Program

Your MEA is taxable income, and all applicable Federal taxes are withheld. If you're moving to a state and with an income tax, Chevron will provide tax assistance for your state income taxes.

relocation allowance for home finding, temporary housing and final move travel

You'll be provided with a relocation allowance to provide for a home finding trip, temporary housing, and final move travel. This provides you with the flexibility to manage these benefits at your discretion. Submission of receipts or pre-approval of expenses is not required.

- Your relocation allowance is based on your destination and departure locations, as well as your family size.
- Your relocation allowance is paid in your first or second pay period after your payroll transfer date. You can request that BGRS advance 90 percent of your relocation allowance no sooner than 30 days prior to your payroll transfer date. If you request an advance payment, it is made as a direct deposit into your bank account. Payment cannot be made to banks outside the United States.

Your relocation allowance is taxable income and the payment is tax assisted.

Home finding

You are provided with assistance in finding a home in your new work location. Your relocation consultant will work with you in selecting an agent to help you find a home to purchase or rent in your new location.

Do not contact a real estate agent or submit a purchase agreement on a house before you speak to your relocation consultant.

The calculation of your allowance for a home-finding trip is based on the following:

Duration	3 nights/4 days
Lodging	3 nights
Meals	4 days
Transportation	Mileage - if new location is less than 400 miles from your current location; Airfare - if your new work location is 400 miles or more.
Rental car	Based on an intermediate car (if new location is further than 400 miles from your current location).

Before you take your home finding trip it is recommended that you:

- Gather financial data needed for real estate applications
- If planning to purchase a home, speak with at least one of Chevron's preferred mortgage lenders to discuss your mortgage options, learn how much you can borrow, obtain rates and pre-qualify or be pre-approved for a mortgage

Temporary housing

Your temporary housing benefit begins the day after you arrive in your new location and your allowance is based on 30 days of furnished corporate accommodations, plus a \$500 set-up allowance. Your set-up allowance is provided to assist you with purchasing miscellaneous household items.

You should discuss your anticipated temporary housing needs with your relocation consultant.

BGRS can assist you with securing temporary housing.

Final move travel

You will be provided with a final travel lump-sum to assist with most of your final travel expenses. Some final travel expenses require documentation and will be reimbursed to you if incurred.

The following provisions apply:

Distance	If the distance between your old home and new work location is 400 miles or less, your lump-sum is based upon mileage by car. If the distance between your old home and new work location exceeds 400 miles, your lump-sum is based on travel by air. You're not required to fly or drive, however your travel distance will determine the basis for your final travel lump-sum.
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Mileage (if applicable)	<p>Mileage is provided in your final travel lump-sum, at the current Chevron business mileage reimbursement rate.</p> <ul style="list-style-type: none"> • A single employee-one car • An employee with an accompanying spouse or registered domestic partner-two cars. <p>Additional cars driven to your new work location may be eligible for mileage reimbursement. Proof of ownership in your current location, and vehicle registration in your new location is required.</p> <ul style="list-style-type: none"> • A single employee or employee with spouse or registered domestic partner-one additional car. • Additional eligible accompanying licensed drivers- one car per driver.
Airfare (if applicable)	<p>The estimated cost of an airplane ticket for you, and each eligible accompanying family member, is provided in your lump-sum. A 14-day advance purchase fare basis is used. Please note that the airfare in this calculation may not be sufficient to pay for a ticket at peak times or on peak days. You're responsible for managing your lump-sum to purchase tickets that best suit your needs. If you chose to drive, you'll still receive the airfare lump-sum.</p>
Lodging	<p>One night at your current work location, and one night at your new work location; maximum two rooms in each location. One room is included if:</p> <ul style="list-style-type: none"> • You are single • You are relocating with a spouse or registered domestic partner • You are relocating with a spouse or registered domestic partner, and one eligible accompanying family member. • You are relocating with one additional eligible accompanying family member. • You are relocating with up to two eligible accompanying dependents; up to age 12. • You are relocating with a spouse or registered domestic partner, and up to two eligible accompanying dependents; up to age 12. <p>Two rooms are included if:</p> <ul style="list-style-type: none"> • Your eligible relocating family size exceeds four persons. • You are relocating with two eligible accompanying dependents; ages 12 and over.
Meals	<p>A three-meal per diem for each day of travel is included:</p> <ul style="list-style-type: none"> • \$30 each, for you and your spouse/registered domestic partner, and eligible dependent, age 12 and up. • \$15 each, eligible dependent, up to age 12.

Pets	Maximum reimbursement of \$350 (total) for the cost of transporting up to two household pets. This includes any transportation costs and/or hotel pet fees. Veterinary and/or kenneling costs are excluded. Pet shipment expenses require receipts and will be reimbursed.
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household goods shipment

Chevron provides you with a full-service move from your departure residence to your destination residence; including packing, shipping, and unpacking your household goods and personal effects. You're assigned a Chevron mover by BGRS.

The following provisions apply:

- Even if your eligible dependents temporarily remain at your old home location, only one Chevron-paid household goods shipment is provided
- Weekend pickup and delivery is not included
- It is recommended that you give at least three weeks' notice to your mover for the best availability of packing and delivery dates
- Chevron will not reimburse any costs incurred if you do not use your assigned mover or if you move yourself.

Most normal household furnishings can be shipped. Chevron Global Relocation has sole discretion for making shipment eligibility decisions.

Excluded items include, but are not limited to, the following:

- Ammunition, flammables, explosives, combustibles, aerosols, or paint
- Plants and shrubbery, lumber and firewood, bricks, cement, sand, and building materials of any kind
- Disassembled or non-operational vehicles (or parts of vehicles)
- Aircraft of any size and watercraft over 14 feet or that will not fit into the moving trailer
- Perishable items, including food and alcohol and items which may cause contamination or damage to your goods; such as home or garden chemicals
- Gazebos, playscapes, swings, storage sheds, greenhouses, forts, playground equipment and satellite dishes
- Personal or commercial machinery and equipment of any type; such as farm or hobby equipment that cannot be easily lifted and loaded by hand or transported with your household goods
- Trailers; campers; motor homes; motorized vehicles of excess size or value; unregistered, classic, or antique vehicles
- Dog kennels or fencing
- Swimming pools, hot tubs, saunas

Storage

Chevron provides for storage of your household items for up to 30 days. The location of provided storage is at the sole discretion of your designated mover or Chevron Global Relocation. Once placed in storage, you will be unable to access your goods without personally paying for any associated warehouse access fees. When you're ready to take delivery of your goods, please notify your assigned mover at least 10 days prior to the date you wish to have them delivered. If you need to store your items for longer than 30 days, you will be responsible for the additional cost and you'll make payment arrangements directly with your assigned mover.

Valuation coverage

Up to \$120,000 of replacement value coverage is provided for your household goods during shipment and storage. If you need additional valuation coverage, you may purchase it directly through your mover at your expense.

Antiques, fine arts, jewelry, valuable collections or any unique items will require specific itemization and a pre-move appraisal at your expense to determine if they're included in your provided valuation coverage.

Additional restrictions

- **Small Shipments:** If your household goods weigh 300 pounds or less, you should ship them by a parcel service such as FedEx, UPS or USPS. Chevron will reimburse you for reasonable shipping costs, including insurance for loss or damage.
- **Valued Inventory:** All items valued at \$100 or more must be listed individually on your valued inventory form; submitted to your relocation consultant *before* your shipment.
- **Firearms:** The shipment of any firearms may be restricted by your mover at their discretion. Handguns and pistols will not be shipped. If you ship eligible firearms, you must include the make, model, serial number and dollar value on your valued inventory form.
- **High Valued Items:** The value of high cost items you ship must be verifiable through either your original purchase documents or professional appraisals (at your own expense) and submitted to your assigned mover prior to shipment.

Your household goods shipment process

You, or your representative, must be present during packing, loading and delivery of your household goods. Chevron and your assigned mover are not responsible for items that you pack, ship, or store on your own.

Pre-Move Survey	<ul style="list-style-type: none">• Your assigned mover will coordinate a time for a representative to visit your home, assess the size of your move, determine items requiring crating, and identify any potentially excludable items. Small shipments may be done by telephone interview.
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Packing and Loading	<ul style="list-style-type: none"> • Ensure that valuable items such as jewelry and cash are removed from your home or placed in a secure area. • If applicable, segregate items by destination. • Your packing crew will prepare an inventory as items are being packed. • Discuss any special handling needs with your driver and make additional comments as necessary on your inventory sheet. • Retain your copy of the inventory and bill of lading and have them at your new location. • If possible, for their safety and the safety of the crew, young children should not be present during the packing and loading of your goods. • Your assigned mover's representative will make a final decision on items requiring crating and if your vehicle(s) is loaded on the same truck as your household goods or shipped by a separate car carrier.
Pick-up and Delivery	<ul style="list-style-type: none"> • Secondary pickup: If needed, your assigned mover will make an additional pick-up of your personal items provided they're stored within 50 miles of your primary residence and are included with the remainder of your shipment. • Delivery spread: Once you finalize the date of the pickup of your goods you'll be advised of the estimated date range for your delivery. Your assigned mover is obligated to deliver your goods within the delivery spread. • Partial Delivery to Temporary Housing: You can have a partial delivery of goods to your temporary housing. Your goods must be separated at your origin residence. Once delivered you're responsible for moving these goods to your permanent residence.
Unloading and Unpacking	<ul style="list-style-type: none"> • Use your copy of the inventory to check off each item as it's unloaded. Make note of any damaged or missing items. • Your assigned mover will unpack, unwrap and place items on the nearest flat surface. You may unpack some articles yourself, however immediately document (with photographs if possible) any damage and leave the damaged item in the packing paper and carton in which it was delivered. • If requested, your assigned mover will return once to your home to pick up packing materials such as paper and boxes. Any additional debris pick-up or disposal is at your expense.
Appliance and Third-Party Services	<ul style="list-style-type: none"> • Chevron provides basic disconnection and reconnection of your normal household appliances. This does not include installing new vents, wiring or tubing that may be necessary to reconnect these items. • Your assigned mover will arrange third party services for: <ul style="list-style-type: none"> ○ Preparation and reassembly of grandfather clocks ○ Disassembly and reassembly of pool tables ○ Piano movement

<p>Loss and Damage Claims</p>	<ul style="list-style-type: none"> • Property Damage: If damage to your residence occurs, notify your assigned mover immediately. Claims for damage to your residence must be filed directly with your mover within 24 hours of occurrence. • Vehicle Damage: A separate claim must be filed with your assigned mover if there is any damage to your vehicles. • Filing a claim: File any damage claims as soon as possible after delivery of your household goods, not to exceed six months. Your household goods move coordinator will provide guidance on filing a claim. • You can only file one claim for lost or damaged household goods. Don't discard damaged goods or purchase replacement items until your mover's representative has inspected the damage. • Minimal Loss: Total claims of less than \$100 won't be paid. • Repair/Replacement: Whenever possible, damaged items are repaired. If an item cannot be repaired, your assigned mover will reimburse you for the full replacement value for a comparable item. Please note that your mover is entitled to salvage rights for any item on which you're provided full replacement value. Your mover is responsible for deciding if an item can be repaired or replaced. • Climatic Damage and Derangement: Your household goods, shipped by the company or stored at company expense, aren't insured against damage deemed to be caused by climatic factors such as heat and humidity, mechanical derangement, electrical/electronic derangement or other forms of inherent vice. This includes items which don't appear to have been mishandled in transit; but for some unidentified reason don't function properly upon delivery. Your assigned mover won't confirm that goods such as televisions and other electronics are working at your original residence. The company isn't responsible for mechanical issues upon delivery where there is no evidence of transit-related damage found on the exterior of the item. This is a standard exclusion in third-party valuation protection/insurance provisions. No exceptions to these conditions will be considered.
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<p>Employee Responsibility</p>	<p>The following is a general list of your household goods shipment responsibilities. It isn't all inclusive. If you encounter situations which aren't addressed, contact your relocation consultant for direction.</p> <ul style="list-style-type: none"> • All items to be moved should be easily accessible. Items in crawl spaces, attics, garage rafters and similar areas should be brought to an accessible ground floor area in your home. • Remove fencing as necessary to have access to items which need to be moved. • Disconnect/reconnect, drain and fill hot tubs and water beds. • Disassemble/reassemble gas stoves, portable basketball goals and trampolines. • Disassemble/reassemble items such as bookcases, shelving or other portable storage units. • Reassemble any items that weren't disassembled by your assigned mover. • Prepare computer items for shipping (disassemble desktop from peripherals). Note: shipping insurance only covers hardware, not content. • Dispose of propane or butane tanks and any fuel storage containers. • Complete any structural alterations required to access or deliver any household goods items. • Ensure your goods will fit into your new house. Chevron won't pay for furniture hoisting for items that won't fit through a door casement or stairwell. • Remove any affixed items (such as window rods and treatments, lighting or ceiling fan fixtures or stereo system equipment), that aren't included in the sale of your home. You'll need to replace affixed items that you remove with others of similar quality.
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spouse/registered domestic partner employment search and family assistance

Chevron provides up to \$2,500 of spouse/registered domestic partner employment search and family assistance.

Chevron has selected IMPACT Group as its preferred service provider to offer a wide range of employment search and family assistance services. Their services are initiated by your relocation counselor and billed directly to Chevron.

If your spouse/registered domestic partner chooses to forgo or use only a portion of the formal assistance offered, you're eligible for reimbursement of approved employment search expenses, up to \$2,500.

You can use these services in any combination.

The reimbursement or payment of all employment search and family assistance services are taxable income and are tax assisted.

Employment search

IMPACT Group offers a variety of job search services including job market information, local contacts, job search strategies, resume development and other support services. Alternately, your spouse or domestic partner can use the benefits to be reimbursed for recertification or relicensing expenses, such as tests and classes when:

Your spouse/domestic partner is actively employed in the certified or licensed profession on the date you are offered relocation with Chevron.

The certification or license is not transferable from your current location to your new location.

Recertification or relicensing in your new location is obtained.

It is not the intent of this provision to reimburse your spouse/domestic partner for the costs of starting a new business or gaining new skills. Reimbursement is provided to assist with costs incurred by your spouse/domestic partner in obtaining needed credentials to gain employment in your new location in licensed professions including, but not limited to, teaching, law, medicine, real estate or accounting. A copy of the certificate or license from your current location, as well as a copy of the certificate or license from your new location, is required for reimbursement. The following are not reimbursed:

- Transportation costs
- Business setup expenses such as stationery and business cards
- Lease cancellation penalties for office space at your current location
- Fees or expenses for child care
- Continuing education classes, seminars or workshops

Family assistance

A variety of family assistance services are also available through IMPACT Group. Your counselor will work with you to help develop an assistance plan that best meets your family needs. Services include:

- Needs assessment or pre-departure telephone consultation
- Where available, accompanied assistance with customized settling-in tasks
- Customized area information and assistance with settling in
- Education assistance services including a general overview of local public and private schools, performance statistics, enrollment procedures, contact information and other information compiled by local education authorities

additional resources

Employee Assistance Program & Work Life 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.

renter assistance

Lease cancellation (departure)

If you're a renter and incur lease cancellation penalties on your rental house or apartment, you'll be reimbursed for the equivalent of up to three months' rent. Required deposits or charges such as those for cleaning, pets, damage and security aren't reimbursed. You won't be reimbursed for lost rental incentives such as free rent or rate reductions that were offered when you signed your lease and must now be repaid. In certain circumstances, Chevron may reimburse rent paid in-lieu of lease break penalties, but only when your apartment is vacant and after your transfer date has occurred.

Your lease agreement indicating the amount of the lease cancellation penalty, and verification that a lease cancellation penalty was paid are required for reimbursement.

Rental finding assistance (destination)

Chevron reimburses up to \$750 for rental finding assistance in your new location. Your relocation consultant will provide you with a local resource for this service. A receipt is required for reimbursement.

Rental finding assistance reimbursement is taxable income and tax assistance is provided.

homeowner assistance

If you own a home in your current location that you wish to sell, Chevron provides comprehensive home marketing benefit to assist you with the sale of your home in your departure work location and assistance with securing a residence in your new work location. Chevron does not pay for your home-sale closing costs.

departure real estate benefits

Home marketing assistance

The Home Marketing Assistance program provides you with professional assistance in finding a buyer for your home at the highest price and within a reasonable timeframe. Your relocation consultant is your advocate and will guide you through the listing and sale process. You must contact your relocation consultant prior to contacting any real estate brokers or agents to remain eligible for marketing assistance.

Broker market analysis (BMA) and real estate agent selection

A BMA is a written housing market analysis that compares your home to similar properties in your area that have recently sold, as well as to those currently for sale. You can select up to two Brokerage firms from BGRS's approved list to prepare your initial BMA's. An agent selected from each Brokerage will tour your home and note its features along with any repairs or improvements that may be needed to enhance marketability. The selected real estate agents will complete BMAs, meet with you to discuss their experience, the services of their real estate firm, and the marketing plans they propose if selected to list your home for sale.

Each BMA will provide a Suggested List Price and a Most Likely Sales Price. The completed BMAs are provided to you after review by your relocation consultant. Your relocation consultant will help you with the final evaluation and selection of a real estate agent to list your home for sale.

Marketing plan and property listing

Your relocation consultant will assist you with developing a marketing plan. He or she offers recommendations including any suggested repairs or enhancements that may be needed to generate a sale.

It is important that your home is priced competitively when first listed for sale, since the greatest buyer and agent interest typically occurs within the first 30 days.

destination real estate assistance

Chevron provides you with assistance if you choose to purchase a home in your new work location. This assistance includes preferred mortgage program offering discounted rates and closing costs.

Chevron does not reimburse home purchase closing costs.

Preferred lenders

Chevron has contracted with preferred lenders to provide you with choice in securing a loan for purchasing a new home. You can speak with one or more of these lenders to understand how much you are qualified to borrow and what documentation you will need for your new mortgage.

When using a Chevron preferred lender, benefits include:

- Pre-approval documentation to assist you in the purchase of a new home
- Competitive interest rates

tax assistance

All domestic Relocation Program participants receive tax assistance as described in this program guide.

Tax assistance (gross-up)

Chevron provides tax assistance, except when noted in this program guide, for the estimated Federal and destination State income taxes on your relocation benefits. Supplemental income tax withholding rates are used to calculate your tax assistance. Payments are remitted directly to the appropriate taxing authority and reported as withheld taxes on your W-2 Wage and Tax Statement.

Tax true-up and year-end expense freeze and tax adjustment

Your tax true-up is completed in November to ensure that you've received the appropriate tax assistance on your taxable relocation expenses. Necessary adjustments are usually made on your second paycheck in December.

Starting with the second payroll in November Chevron suspends relocation expense payments to facilitate the tax true-up process.

The tax assistance you receive from Chevron may not equal the taxes you incur. Your MEA can be used

to assist with any tax assistance shortfall.

The year-end tax true-up process includes:

1. Your Federal and State tax liability, excluding relocation expenses, is estimated using:
 - a. Your Chevron sourced income
 - b. Statistical itemized deductions, or your standard deduction if you're unable to itemize
 - c. Your expected tax return filing status
2. Your Federal and State tax liability is re-estimated including your taxable relocation expenses during the year.
3. The tax assistance you received throughout the year is compared to your anticipated actual tax liability.
 - a. If additional tax-assistance is necessary, Chevron will make necessary payments directly to the appropriate tax agencies.
 - b. If tax-assistance was overpaid, Chevron will reverse the tax overpayment from the applicable tax category and make the appropriate adjustments to amounts deposited on your behalf.
 - c. Your final December pay-check will reflect any adjustments made.
4. In January, you'll receive a relocation payment and tax statement from BGRS to assist you in preparing your taxes.

Chevron sourced income

Chevron sourced income includes:

- Regular earnings
- Supplemental earnings
- Applicable relocation expense reimbursements

Chevron sourced income is reported on your Chevron *W-2*, and includes the income of your spouse, only if he or she is employed by Chevron. Chevron sourced income is the basis for your Federal and, where applicable, state tax true-up assistance. Chevron sourced income doesn't include income from any other sources that you may have received during the year.

Statistical itemized deductions

Your tax assistance is determined using a combination of a statistical itemized deduction amount based upon your Chevron sourced income the deductible portion of your relocation expenses, and your estimated state taxes. If itemized deductions cannot be used, then your tax assistance is based upon the applicable standard IRS deduction.

Social Security tax

Unless you've already reached the Social Security tax withholding maximum, Chevron is required to

withhold Social Security Tax on taxable relocation payments (<http://www.ssa.gov/OACT/COLA/cbb.html>). If you haven't met the Social Security maximum withholding cap for employee contributions at the time a payment is made to you, or on your behalf, Chevron will provide tax assistance to minimize your out of pocket tax withholding. Chevron-paid Social Security tax assistance for employee contributions will be recaptured from your Federal income tax withholding during the year-end tax true-up.

Tax consultation assistance

To assist you with understanding the implications of your relocation on your income taxes, Chevron provides one hour of professional tax consulting assistance. Tax consulting assistance is authorized in January following the year of your relocation, or a year in which you had relocation expenses; excluding ongoing high cost housing benefits.

Updating your personal information

To avoid possible withholding of multiple or incorrect state income taxes from your pay check it is important that you update your home address information as soon as possible after relocating. Your new state's withholding, if applicable, will begin as soon as you report to work in your new location, even if you continue to be a resident of your departure state.

tax assistance chart

Relocation Program Component	Taxable	Tax Assisted
Benefits Common to All Employees		
Miscellaneous Expense Allowance	Yes	No Federal Yes State
Relocation Allowance Lump Sum: Includes:	Yes	Yes
- Home Finding		
- Temporary Housing		
- Final Travel		
Shipment of Household Goods:	Yes	Yes
- Shipment of household goods	Yes	Yes
- In-transit storage of household goods to 30 days		
Spouse/Partner Employment Search & Family Assistance:	Yes	Yes
- Employment and outplacement agency fees	Yes	Yes
- Resume preparation and mailing	Yes	Yes
- Other assistance	Yes	Yes
Renter Benefits		
Lease Cancellation Assistance	Yes	Yes
Home Finding/Rental Assistance	Yes	Yes
Homeowner Benefits		
Home Marketing Assistance	N/A	N/A