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Human Energy®

U.S. Intern Relocation Make Your Move Easier

Relocation Resources.

Effective March 1, 2020

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Introduction

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

Intern Relocation Program Benefits

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

Miscellaneous Expense Allowance

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

Travel/Mileage

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

Payment of Relocation Allowance

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

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

After receiving your lump sum, if your internship is postponed, cancelled, you fail to report for your assignment as agreed or you terminate your internship prior to the expected completion, you must repay Chevron the full amount of your intern relocation payment, including any interest charges that have been incurred by Chevron.

Intern Housing

Chevron's preferred intern program corporate housing partner will assign you a fully furnished corporate apartment. Applicable costs will be direct billed to Chevron, including deposit, rent, furniture, parking fees (where required), and utilities (internet, cable, electricity, water). Premium cable channels, pay-per-view movies, and any property damage caused by the intern will be the responsibility of the intern. Prior to move-in, you will be required to provide a credit card to cover these costs.

Our corporate housing provider will place undergraduate interns in a two-bedroom, two-bathroom apartment with a roommate of the same gender. Roommate preference requests will be accommodated when possible, but the roommate must also be a Chevron intern. Graduate and doctoral candidate interns, and interns that are married (and accompanied by their spouse), will be placed in a one-bedroom, one-bath apartment.

Taxes

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

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

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