



dependent care reimbursement for business travel

summary plan description
effective january 1, 2017

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This document describes the Dependent Care Reimbursement for Business Travel program as of January 1, 2017. The information presented here is a description of the Dependent Care Reimbursement for Business Travel program, which is not covered by ERISA. While the term summary plan description (SPD) is used throughout this document for convenience, it does not mean that the description is an SPD as defined in ERISA where the particular plan, policy or program is not subject to ERISA.

This description doesn't cover every provision of this program. Many complex concepts have been simplified or omitted to present a more understandable program description. If these descriptions are incomplete, or if there's any inconsistency between the information provided here and the official policy and program text, the provisions of the official policy and program text will prevail to the extent permitted by law.

To find general benefit summaries and information about other plans that Chevron offers, visit the U.S. Benefits website at **hr2.chevron.com**.

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benefit contact information

Chevron Travel and Global Health and Medical

If you have questions regarding eligibility or other aspects of this program, please send an email to:

- travel@chevron.com
- medical@chevron.com

Chevron Benefits HR2 Website

Why access this website

- Access summary plan descriptions (SPDs).
- Access benefit information and documents.
- Get benefit phone numbers and access websites referenced in this summary plan description.

Website information

- You don't need a password to access the information posted on this website.
- hr2.chevron.com as an employee.
- hr2.chevron.com/retiree after you leave Chevron.

overview

- If you travel on company business, you may be reimbursed by Chevron for dependent care-related expenses above those you normally pay for care when you're not traveling.
- Your expenses may be covered if you need to hire someone to stay with your child or another eligible dependent, such as a spouse, domestic partner or older adult living with you, who requires care while you're on a business trip.
- If applicable, the employee's spouse or domestic partner must be unavailable or unable to provide care for the dependent to qualify for reimbursement.
- You need to get advance approval from your supervisor to qualify for Dependent Care Expense Reimbursement for Business Travel benefits.

eligibility

Eligible Employee

Except as described below, you're generally eligible to participate in this program if you're considered by Chevron to be a common-law employee of Chevron Corporation or one of its subsidiaries that it has designated to participate in the Omnibus Health Care Plan, you travel on company business and you meet all of the following qualifications:

- You're paid on the U.S. payroll of Chevron Corporation or a participating company.
- You're assigned to a regular work schedule (unless you're on a family leave, disability leave, short union business leave, furlough leave, military service leave or leave with pay) of at least 40 hours a week, or at least 20 hours a week if such schedule is an approved part-time work schedule under the Corporation's part-time employment guidelines.
- If you're a casual employee, you've worked (or are expected to work) a regular work schedule for more than four consecutive months.
- If you're designated by Chevron as a seasonal employee, you're not on a leave of absence.
- You're in a class of employees designated by Chevron as eligible for participation in the program.

However, you're still not eligible if any of the following applies to you:

- You're not on the Chevron U.S. payroll, or you're compensated for services to Chevron by an entity other than Chevron — even if, at any time and for any reason, you're deemed to be a Chevron employee.
- You're a leased employee or would be a leased employee if you had provided services to Chevron for a longer period of time.
- You enter into a written agreement with Chevron that provides that you won't be eligible.
- You're not regarded by Chevron as its common-law employee and for that reason it doesn't withhold employment taxes with respect to you — even if you are later determined to have been Chevron's common-law employee.
- You're a member of a collective bargaining unit (unless eligibility to participate has been negotiated with Chevron).
- You're a professional intern.

You may become eligible for different benefits at different times. Participation and coverage do not always begin when eligibility begins. Chevron Corporation, in its sole discretion, determines your status as an eligible employee and whether you're eligible for the program. Subject to the program's administrative review procedures, Chevron Corporation's determination is conclusive and binding.

If you have questions about your eligibility for this program, please contact travel@chevron.com or medical@chevron.com.

Eligible Dependents

You may be reimbursed by Chevron for eligible dependent care-related expenses when you travel if the dependent meets either of the following requirements:

- Children 17 years old or younger who live with you and are financially dependent on you.
- Other family members, including older adults, who live with you and are financially dependent on you.

participation

When You Can Participate

You can participate in the company's Dependent Care Expense Reimbursement for Business Travel program as soon as you start working for the company as an eligible employee.

When Participation Ends

Your participation in Dependent Care Expense Reimbursement for Business Travel program ends when you stop working for the company or otherwise cease to qualify as an eligible employee.

what the program provides

To take advantage of the benefits provided under this program, you'll need your supervisor's approval prior to travel.

You can be reimbursed for *reasonable expenses* associated with care of an eligible dependent if you need to arrange for the care so you can travel on Chevron business. Reasonable expenses means the extra amount your regular dependent care provider charges for incremental care, or the fees charged for overnight or weekend care by a professional provider or facility in your home location.

Consistent with Corporate Policy 585 — Travel Policy and Principles, travel expenses for an out-of-town relative to come stay with the dependent are reimbursable in lieu of a payment to a provider.

You can include your request for reimbursement of dependent care-related expenses as part of your travel expense accounting when you return from your business trip.

You can be reimbursed for expenses of up to \$2,500 per calendar year beyond what you normally pay for dependent care. Supervisors have discretion to reimburse employees for dependent care expenses over \$2,500 per calendar year (subject to program parameters), particularly in the case of international travel. Supervisors can contact travel@chevron.com or medical@chevron.com to discuss appropriate use of the program.

how to file a claim for reimbursement

To receive reimbursement of dependent care expenses, you simply need to request reimbursement using TEA along with your other travel expenses.

If your expenses are more than \$75 per day, be sure to attach copies of receipts that show the expenses you've paid.

administrative power and responsibilities

Chevron Corporation has the discretionary authority to control and manage the administration and operation of the program. Chevron Corporation has the full, exclusive and discretionary authority to prescribe such forms; make such rules, regulations, interpretations and computations; construe the terms of the program; determine all issues relating to coverage and eligibility for benefits; and take such other action to administer the program as it may deem appropriate in its sole discretion. Chevron Corporation's rules, computations, interpretations and actions shall be final and binding on all persons. Such discretionary authority can also be exercised by a delegate.

future of the program

Chevron Corporation has the right to change or terminate a plan or program, including this program, at any time and for any reason.

participating companies

A complete list of the participating companies (designated by Chevron Corporation) whose employees are covered by each of Chevron's benefit plans can be obtained by writing to the plan administrator.

collective bargaining agreements

If a union represents you, you're eligible for the health care plans, provided both of the following apply:

- Your collective bargaining agreement allows for your participation.
- You meet the plans' eligibility requirements.

Generally, Chevron's collective bargaining agreements don't mention specific plans or benefits. They merely provide that Chevron will extend to its employees who are members of the collective bargaining unit, the employee benefit programs that it generally makes available.

In some cases, however, a collective bargaining agreement contains more restrictive rules regarding participation or benefits than the rules described here. In such cases, the provisions of the collective bargaining agreement will prevail. For example, represented employees in a particular location might be able to enroll only in particular HMOs sponsored by the union.

A copy of any relevant collective bargaining agreement can be obtained by participants upon written request to their union representative.

incorrect computation of benefits

If you believe the amount of the benefit you receive from this program is incorrect, notify your supervisor. If it is found that you were not paid the correct benefits, Chevron will reimburse you for the unpaid benefits.

Similarly, if the calculation of your benefits results in an overpayment to you, you are required to repay the amount of overpayment to Chevron.

no right to employment

Nothing in your benefit plans gives you a right to remain in employment or affects Chevron's right to terminate your employment at any time and for any reason (which right is hereby reserved).

glossary

Approved Part-Time Work Schedules

Chevron offers several approved part-time weekly work schedules:

- Four 5-hour days (20 hours) per week.
- Five 4-hour days (20 hours) per week.
- Three 8-hour days (24 hours) per week.
- Four 6-hour days (24 hours) per week.
- Three 9-hour days (27 hours) per week.
- Four 7.5-hour days (30 hours) per week.
- Five 6-hour days (30 hours) per week.

You must get management approval to work a part-time schedule.

Casual Employee

An employee who's hired for a job that's expected to last no more than four months and who isn't designated by Chevron as a seasonal employee.

Common-Law Employee

A worker who meets the requirements for employment status with Chevron under applicable laws.

Company

Chevron Corporation and those of its subsidiaries that it has designated to participate in the Omnibus Health Care Plan and that have accepted such designation by appropriate corporate action. Such designation may include a limitation as to the classes or groups of employees of such subsidiary that may participate in the Omnibus Health Care Plan.

Corporation

Refers to Chevron Corporation.

Domestic Partner

To qualify for benefits available to domestic partners of Chevron employees, you must register your partner with Chevron. To do so, you and your partner must obtain and sign the *Chevron Affidavit of Domestic Partnership (F-6)* form.

This form is available through the HR Service Center by calling 1-888-825-5247. The original of the affidavit form must be notarized and sent to the HR Service Center. By signing the affidavit, you certify that you and your partner meet one of the following qualifications:

1. You and your partner are all of the following:
 - At least age 18 and of legal age.
 - Mentally competent to enter into contracts.
 - Jointly responsible for each other's welfare and financial obligations and have lived together for at least six months prior to signing the affidavit.
 - In an intimate, committed relationship of mutual caring that has existed for at least six months prior to the signing of the affidavit and it is expected to continue indefinitely.
 - Not related by blood.
 - Not married to anyone other than each other.
2. You live in California and meet all of the requirements of the California Family Code section 297 definition of a domestic partner, including the requirement to have registered your domestic partner with the Secretary of State's office. For more information, visit the California Domestic Partnership website at www.sos.ca.gov/registries/domestic-partners-registry/.
3. You live in another state (such as Colorado, District of Columbia, Hawaii, Illinois, Maine, Nevada, New Jersey, Oregon, Washington, Wisconsin and others) that recognizes civil unions or state-recognized domestic partnerships and have entered into a civil union or state-recognized domestic partnership and reside in that state.
4. You and your partner have entered into a civil union in a state that recognizes civil unions, but reside in a state where that civil union is not recognized.
5. You meet other criteria set forth in the *Chevron Affidavit of Domestic Partnership*.

Note that you must enroll your domestic partner and his or her eligible children within 31 days of the date you first meet one of the qualifications listed above. Also, the *Chevron Affidavit of Domestic Partnership (F-6)* form must be completed and notarized within the 31 days. Otherwise, you must wait until the next open enrollment.

Leased Employee

Someone who provides services to Chevron in a capacity other than that of a common-law employee and who meets the requirements of section 414(n) of the Internal Revenue Code. This law requires Chevron to treat leased employees as if they're common-law employees for some purposes, but doesn't require that they be eligible for benefits.

Payroll

The system used by Chevron to withhold employment taxes and pay its common-law employees. The term doesn't include any system to pay workers whom Chevron doesn't consider to be common-law employees and for whom employment taxes aren't withheld — for example, workers Chevron regards as independent contractors or common-law employees of independent contractors.

Professional Intern

An individual who works either a full-time or part-time work schedule and whose work periods with Chevron alternate with school periods.

Regular Work Schedule

A continually recurring pattern of scheduled work that's established and changed by Chevron as necessary to meet operating needs.

Seasonal Employee

An individual who's hired to work a regular work schedule for a portion of each year on a repetitive basis in a job designated to cover a seasonal operating need.

Spouse

A person to whom you are legally married under the laws of a state or other jurisdiction where the marriage took place.