



Moving with General Motors U.S. Domestic Relocation Guide

For Entry Level New Hires

July 2018

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1.0 INTRODUCTION

Congratulations on accepting a new position with General Motors Company (Company). Starting a new position is challenging enough without having to think about the logistics of moving. The GM Relocation Guide (Policy) is designed to assist the employee, spouse/same sex domestic partner, as defined by the Company, and dependent family members with a Company requested relocation from one location to another within the United States.

The benefits described in this Policy are intended to provide support during the move process and reduce the cost impact to the employee and family. The Company has designed a comprehensive Relocation Program (Program) to cover most of the reasonable and normal costs of the move; however, as personal circumstances will vary, these benefits may not cover all expenses or needs associated with the relocation. It is not the intent to provide employees 100% coverage for all costs associated with relocation.

The Company has the discretion to determine which benefits will be applied and may change those benefits at any time. In addition, the Company has the right to revise or terminate this Policy at any time. This Policy is not to be considered or construed as an employment contract and does not confer upon the employee any right to continued employment nor does it supersede any other employment administration practices.

The policies, practices, and procedures included in this Relocation Guide are under periodic review and refinement by the Company. They may be changed, amended, modified, or terminated by the Company at any time without prior notice and do not form a contract or an agreement with an employee. The Company's interpretation of policies, practices, and procedures is final. Additionally, all questions must be answered truthfully and full cooperation given in the processing of the relocation.

There will be no discrimination because of age, race, color, sex, religion, national origin, disability, sexual orientation or gender identity/expression in the application of the Company's Relocation Program.

Additionally, for each of the policies, procedures, Plans and/or Programs described herein, the term "employees" shall not include contract workers, bundled service workers, consultants, other similarly situated individuals, or individuals who have represented themselves to be independent contractors.

2.0 RELOCATION RESOURCES

The Company provides resources to help the employee with the move to the new location.

BGRS	(800) 331-8875 or (313) 202-1300 Main (313) 202-1513 Main Fax 400 Renaissance Center, Suite 2701 Mail Code : 482-D27-D52 Detroit, MI 48243 https://bgrs.com/
GM Benefits and Service Center	For information concerning health benefits that may be affected by the relocation: (800) 489-4646

3.0 SUMMARY OF RELOCATION POLICY

Provision	Summary of Benefit
Eligibility	<ul style="list-style-type: none"> • Full time and part-time, entry level new hire whose relocation is company-initiated • Distance and time tests are met
Duration of Relocation Benefits	Relocation process must be completed, all relocation eligible expenses incurred and all reimbursement requests submitted, no later than 1 year after the Effective Date of Hire
Lump Sum Relocation Allowance	One-time Lump Sum Relocation Allowance for relocation expenses such as Home Finding Trips, Temporary Living, Final Move costs and miscellaneous moving expenses
Lease Cancellation	Reimbursement for up to the equivalent of two month's rent inclusive of any loss of security deposit.
Home Finding Trip	Assistance in finding a permanent residence in the new location is provided; expenses covered through Lump Sum Relocation Allowance
Rental Assistance	In certain renters' markets, such as New York City, finder's fee paid to a real estate broker to help locate an apartment may be reimbursed
Temporary Living	Temporary Living will be provided if employee continues to be responsible for a housing payment in the old location; expenses covered through Lump Sum Relocation Allowance
Movement of Household Goods	Professional moving company provided to move the employee's household goods and personal effects from the old location to the new location
Storage of Household Goods	Storage costs provided in an approved storage facility for up to a maximum of 30 days in destination location
Spouse/Same Sex Domestic Partner Career Assistance	Reimbursement of approved expenses up to \$2000.
Final Move Trip	Assistance for en route expenses provided through Lump Sum Relocation Allowance

4.0 POLICY ADMINISTRATION AND ASSISTANCE

The employee will have a contact in the Company Unit (Unit) to which employee is relocating. The Unit will be responsible for initiating paperwork that authorizes the relocation and sets the process in motion.

The Company has partnered with BGRS to provide administration of this Policy and coordination of relocation services. The Company will initiate services with BGRS upon the employee's acceptance of the relocation. BGRS will assign a Relocation Consultant (Consultant) to work closely with the employee and family throughout the relocation process. The Consultant will contact the employee to review eligible relocation benefits and procedures. The employee is encouraged to work closely with the Consultant who will be managing the relocation, including reimbursement of relocation expenses.



The employee must participate in a discussion with the Consultant prior to beginning any aspect of the relocation (e.g. contacting rental agents, moving companies, etc.) to maximize the assistance available and to understand requirements of the Policy. The employee risks forfeiting certain benefits if correct procedures are not followed.

All relocation benefits will be governed by, and limited to, the procedures outlined in this Policy; therefore, the employee is encouraged to read this document thoroughly and address questions to the Consultant.

5.0 ELIGIBILITY

5.1 Eligibility of Employee

A regular full-time and part-time employee is eligible for relocation benefits if all of the following conditions are met:

- the relocation is company-initiated
- distance and time tests (discussed in the next section)
- the Company has not already paid for the employee to relocate to the same general area from another part of the state or country
- the relocation benefits as outlined in this document have been approved by the Hiring Manager and the Human Resources Department

Eligibility for relocation benefits is applicable to full time, new hire college graduates that have been requested by the Company to relocate.

Should the employee or any other household member receive relocation assistance from a former or prospective employer or upon discharge from the military, relocation assistance will be provided by the Company; however, benefits will be reduced by the amount provided by other sources.

The Company's obligation to provide relocation assistance ceases as of the date the employee decides not to relocate or the Unit cancels the relocation.

5.2 Distance and Time Tests

Eligibility for this Policy is subject to current federal statutes regarding distance and time requirements.

The distance test is defined as follows: the distance over the shortest, most commonly traveled route from the former home to the new work location must be 50 miles greater than the distance from the former home to the former work location.



Distance from former home to new work location:

_____miles

Distance from former home to former work location:

_____miles

Subtract to find the difference (must be 50 miles or greater):

_____miles

If the employee does not have a work location at the time of hire, the employee's drive to the new work location must be at least 50 miles from the employee's established primary residence (based on where the employee is living within approximately 30 days of the start of work).

The time test is defined as follows: the employee must meet the distance requirement, and must also be a full-time employee in the new location for at least 39 weeks in the 12-month period immediately following the start of work in the new location, unless requested to relocate again and this request was unexpected at the original time of relocation.

5.3 Dependent Eligibility

Assistance under the provisions of the Policy is limited to the employee, spouse/same sex domestic partner, dependent children and other dependent household members who permanently reside in the employee's household as of the Effective Date of Hire, who will be relocating with the employee and who are considered to be a dependent of the employee and/or spouse/same sex domestic partner for Internal Revenue Service (IRS) tax purposes.

Children are considered to be a dependent if they are:

- unmarried and under 19 years of age who are residing as a part of the employee's immediate family as of the date of the formal request to relocate
- unmarried and at least 19, but under 25 years of age who are residing as a part of the employee's immediate family, who will be relocating with the employee, and who are attending school full-time
- physically or mentally incapable of self-support and reliant upon the employee for support regardless of age

Only one relocation package is provided per family. If the employee's spouse/same sex domestic partner or a dependent is employed by the Company and moves with the employee to a position within the Company in the same location, the spouse/same sex

domestic partner will be treated as a dependent of the employee for purposes of this Policy.

5.4 Sarbanes-Oxley

According to the Sarbanes-Oxley Act, Officers of the Company may be subject to restrictions on some relocation benefits. The employee must notify the Consultant if employee falls within this category.

6.0 DURATION OF RELOCATION BENEFITS

The relocation process must be completed, all relocation eligible expenses incurred and all reimbursement requests submitted within 30 days of occurrence, no later than 1 year after the effective start date in the new location.

7.0 EXPENSE ADMINISTRATION



Expenses associated with the relocation may be paid to the employee by BGRS, paid to a supplier by BGRS or paid by the Company directly. The Consultant will advise the employee on the appropriate expense reimbursement form and procedures related to each expense.

It is the employee's responsibility to retain all receipts for expenses and documentation to support relocation expenditures.

Business expenses, which are defined as expenses that are incurred as a result of normal work responsibilities, must be separated from relocation expenses and submitted as a business expense through the Company's normal business expense reporting processes.



8.0 LUMP SUM RELOCATION ALLOWANCE

The Company provides a one-time Lump Sum Relocation Allowance (Allowance) to help pay for relocation expenses such as Home Finding Trips, Temporary Living, transition costs and miscellaneous moving expenses. The Company provides the Allowance through payroll at the end of the employee's first month on the job.

8.1 Repayment Agreement

To receive payment, the employee must sign the Lump Sum Relocation Allowance Statement and Promissory Note agreeing to repay the full amount of the Allowance paid, including tax assistance, if the employee voluntarily terminates employment or the Company terminates employment for cause within 24 months of the Effective Date of Hire. Also, the Allowance must be repaid if the employee does not relocate within 12 months of the Effective Date of Hire. If the employee's personal relocation situation changes, the Allowance will be recalculated and the employee must repay any overpayments immediately.



The employee will be responsible for any legal fees (e.g. attorney fees,

court costs, etc.) incurred by the Company related to the collection of the repayment amount due.

8.2 Payment Calculation

The Allowance calculation will be based on a variety of factors related to the employee's needs, corporate guidelines, and relocation situation such as family size, renter status in the former location, etc. The employee does not need to provide receipts for the use of this Allowance and can retain any unused funds.

Travel:

- Round-trip travel for employee between current and new location
- Round-trip travel for spouse/same sex domestic partner Home Finding Trip
- One-way travel for physical move for employee, spouse/same sex domestic partner and dependents

Travel amounts for Lump Sum Relocation Allowance are based on the following:

<i>One-way distance from current work location to new work location is... (based on standard Runzheimer mileage guide)</i>	<i>Travel is based on...</i>
400 miles or less	Mileage rates; includes mileage for one-way trip for up to two personal vehicles.
More than 400 miles	Airfare; however, the employee's Unit may use mileage in lieu of airfare if the new location is easily accessible by car.

Lodging and meals:

- Employee's lodging, breakfast and dinner for temporary living (number of days will vary if renter in former location)
- Spouse/same sex domestic partner's lodging, breakfast, lunch and dinner while on home finding and the final trip to the new location
- Dependents' breakfast, lunch and dinner for the final trip to the new location, and lodging for children 12 years and older (if needed)



Miscellaneous moving expenses:

- Flat dollar amount to be used for miscellaneous expenses not specifically covered under the program (e.g., cost of new driver's license, items not covered under the household goods move).
- \$1,000 flat amount, which is considered taxable income

Tuition loss:

- Reimbursement of education tuition that employee, spouse/same sex domestic partner, and/or other dependents making the move lost due to relocation, limited to classes the employee did not yet take or complete.
- Documentation of loss has to be submitted to the Consultant

Homeowner and Renter:			
Home Finding	Travel	1 round trip	Employee & spouse
	Meals & Lodging	6 days	Employee & spouse
Temp Living	Meals & Lodging	14 days	Employee
Final Move	Travel	1 one way trip	Employee, spouse & family members
	Meals & Lodging	10 days	Employee, spouse & family members
Other Allowances	\$1000 (taxable income)		

Note: All flights are based on 14-day advance, coach fare.

Homeowner and Renter – Short distance (75 miles or under)			
Home Finding	Travel	9 round trips	Employee
	Meals & Lodging	7 days	Employee, spouse
Final Move	Travel	1 one way trip	Employee, spouse
	Meals & Lodging	3 days	Employee, spouse & family members
Other Allowances	\$1000 (taxable income)		

Note: Trips are based on mileage.

8.3 Special Situations

The following special situations may affect the calculation of the Lump Sum Relocation Allowance:

- *If the employee's spouse/same sex domestic partner is also a transferee of the Company.* If spouse/same sex domestic partner is a new hire or salaried employee relocating to the same area and at the convenience of the Company, one Lump Sum Relocation Allowance will be paid with appropriate adjustments for meals, lodging and travel.
- *If the employee's spouse/same sex domestic partner is an hourly employee eligible for a relocation allowance under the GM-UAW contract,* employee is eligible for the Lump Sum Relocation Allowance if spouse/same sex domestic partner declines their UAW allowance. However, if eligible, spouse/same sex domestic partner may accept the Signing Bonus under the UAW Enhanced Relocation Program.
- *If the employee has a short commute.* If the distance between the former work and new work is 75 miles or less, the meal, lodging, and mileage allowances will be adjusted.
- *If the employee has additional expenses.* If the employee incurred additional expenses due to unusual or extreme circumstances, contact the Consultant.
- *If the employee's relocation situation changes.* The employee will be required to repay any overpayment of the Lump Sum Relocation Allowance if situations such as the following arise:

- Employee received monies for a spouse/same sex domestic partner and/or other family member(s) who planned to relocate but did not.
- Employee did not complete the relocation.

8.4 Travel on Business

If the employee travels on business during the time period covered by the Lump Sum Relocation Allowance, an expense report should not be submitted for meals and lodging since they were covered under the Lump Sum Relocation Allowance (the employee will need to check on any transportation expenses with their Unit). If the employee has questions, the employee should consult the Unit's expense report guidelines.

9.0 LEASE CANCELLATION ASSISTANCE

The employee should immediately notify their landlord of the move to avoid or minimize lease cancellation penalty charges. Should the employee be required to pay a penalty, the Company will provide reimbursement for up to the equivalent of two month's rent inclusive of any lost security deposit.



The reimbursement will not cover items such as, but not limited to:

- refundable security deposits
- forfeited security deposits due to damage or unpaid rent
- property damage and cleaning fees
- pet deposits

10.0 HOME FINDING TRIP

The employee will be provided travel expenses for a Home Finding Trip for the employee and spouse/same sex domestic partner for the purpose of finding a permanent residence in the new location. Travel expenses are provided in the Lump Sum Relocation Allowance. See Section 8.0 for specifics.

If the employee will be purchasing a home in the new location, assistance in finding a real estate broker can be provided by BGRS. The employee can contact the Consultant prior to taking a Home Finding Trip for assistance.

11.0 RENTAL ASSISTANCE

11.1 Renting in the New Location

Assistance in finding a leased apartment or home in the new location will be provided by the Consultant. A new lease should be examined carefully before it is signed. The employee should negotiate a cancellation clause that gives him/her the right to cancel the lease without penalty after giving 30 days' notice in the event of a company-initiated transfer.

Following is sample wording that can be inserted in a lease agreement:

If tenant's employer relocates tenant to a location more than 50 miles from the premises that are the subject of this lease, this lease will be automatically terminated without further liability at any time. Tenant agrees to give landlord at least thirty days' notice of intention to terminate this lease along with proof of such transfer of employment.

11.2 Finder's Fee

In certain renters' markets, such as New York City, the employee may be reimbursed for a finder's fee with prior approval from BGRS. This is a fee paid to a real estate broker to help the employee locate an apartment.

12.0 TEMPORARY LIVING

The Company will provide Temporary Living assistance through the Lump Sum Relocation Allowance. See Section 8.0 for specifics.

12.1 Lodging

The employee should consult with the Consultant regarding the best option for Temporary Living. For longer stays, BGRS may arrange reasonable corporate housing. Expenses associated with additional accommodations for family members or for an extended time period will be the employee's responsibility. Expenses associated with pets, including pet deposits or boarding expenses, are provided on the Lump Sum Relocation Allowance.

12.2 Meal Reimbursement

Expenses for meals while in Temporary Living are provided on the Lump Sum Relocation Allowance. See Section 8.0 for specifics.

13.0 MOVEMENT OF HOUSEHOLD GOODS

The Company will pay for the cost of moving employee's household goods from the current residence to the new location. This includes articles, such as furniture, appliances, clothing, and other reasonable items, that belong to employee and dependent family members who are moving with employee.

Options available for use:

- An approved van line, or
- The Self-Drive Program, which offers a cash incentive

If pre-approved by BGRS, the employee can also receive up to 30 days of storage, if necessary. Self-storage will be reimbursed with a receipt for up to 30 days of charges.

13.1 Using an Approved Van Line

When the employee selects and uses a BGRS-approved van line, the Company will pay the mover to have the household goods:

- Packed and loaded at the current residence
- Delivered and unloaded at the new residence which must be within a commutable distance to the new work location. A limited amount of unpacking will also be performed.

13.2 Using the Self-Drive Program

If employee elects this Program, the employee will move household goods and receive a cash award for doing so.

The Program is best suited for an employee with a residence of two bedrooms or less, or moving weight of less than 6,000 pounds. Pack, load and unload services are not available under the Self-Drive Program.



Employees are only eligible for the Program if they have a valid driver's license and current personal automobile liability insurance coverage. Generally, only the employee or a fellow employee can drive the vehicle; any other driver(s) will need to be approved by the self-drive company prior to the vehicle rental.

Insurance. Under the Self-Drive Program, the Company cannot insure the employee's vehicle and/or the household goods. Household goods are only covered if the employee has a loss due to fire or a rollover—but goods are not covered for any damage due to handling. However, for the employee's protection, the rental company may offer optional insurance coverage. The cost for the optional insurance is the employee's responsibility and is not reimbursable.

Equipment. The Company will pay for the following equipment provided by the BGRS-approved Self-Drive Company:

- Rental of one truck
- Packing material (cartons/tape)
 - Hand truck and furniture pads



In addition, the employee will be reimbursed for the cost of gas and tolls incurred during the drive. To request reimbursement submit a "Reimbursement/Payment of Self-Drive Award and Expenses" Form (GM 1058-A) along with receipts. Any additional cost for extra days of truck rental, mileage, and/or gas and tolls will be at employee's expense. The employee should also purchase a padlock for the truck doors (not a covered expense).

If the employee has items that cannot be disassembled or removed (e.g. hot tub, shelving, etc.) the employee will need to have an outside company at the employee's expense take care of this. If the employee needs help in finding a company in the area, contact the Consultant.

13.3 Small Shipments

If the employee has a small amount of goods to move, talk with the Consultant. The Consultant will help the employee find the best way to ship items while qualifying for a Self-Drive Award.

The employee has the option of moving the goods in a vehicle. The employee will not be covered by the Company's insurance, but the employee will be eligible for a Self-Drive Award. The employee will be reimbursed for tolls; gasoline expenses are covered under the Lump Sum Relocation Allowance one-way trip allowance.

13.4 Insurance Coverage Using an Approved Van Line

While in a BGRS approved carrier's care or control, the employee's goods are covered by the Company against most physical loss or damage during the move. In the event of loss or damage, a claim must be filed within 90 days from the date of delivery. Coverage begins when the van line packs and loads the household goods and continues until the shipment is unloaded.

The Company coverage does not apply to:

- Items the employee chooses to pack, load or unload
- Items moved in the employee's own vehicle
- Damage to the employee's residence caused by the movers (in this instance, a claim must be filed with the mover immediately)

13.5 Miscellaneous Moving Expenses

The following is a list of expenses that are not covered as part of the household goods move, regardless of the moving option the employee chooses. This list is not all inclusive so the employee should discuss any questionable items with the moving agent and Consultant. The miscellaneous amount in the Lump Sum Relocation Allowance has been provided to pay for these costs:

- Weekend or holiday moving services
- Shipping of a vehicle if the move is less than 400 miles; or, shipping more than two vehicles if the move is more than 400 miles
- The difference between a covered car hauler and a non-covered car hauler
- Boats, trailers, or other recreational items 14 feet or longer
- Pets, animals, farm, or marine equipment
- Lumber, firewood, or construction materials
- Items associated with a business in the home or elsewhere
- Pick-up/drop-off of items at another location
- Delivery of goods out of temporary quarters

- Services (by third party) for disassembly/assembly such as hot tub, shelving, swing set, entertainment center, satellite dish, gym equipment, etc.
- Plants, food, alcohol or perishables

Additionally, there may be items, such as propane tanks, ammunition or chemicals that the movers will be unable to transport.

13.6 Short-term Storage

With prior approval from the Consultant, the Company will:

- Pay for storage of the household goods (no vehicles) for up to 30 days in destination location
- Insure and pay for delivery out of storage of goods from mover's warehouse, only during the 12 months following the Effective Date of Hire

If storage is approved, the employee must use mover's warehouse only. If the employee needs access to goods in the mover's warehouse there will be a charge to the employee. If the employee requests delivery to a self-storage unit (mini-storage), then this completes the move.

13.7 Additional Services Provided

The Company will pay the cost of the following third party services:

- The cost to disconnect and reconnect a washer, dryer, range, freezer, refrigerator, and icemaker
- The cost of a licensed service person to cap gas and water lines for the above mentioned appliances
- The cost to disassemble and reassemble a pool table, waterbed (does not include draining or filling), and grandfather clock.

The employee will need to advise the mover they have these items when setting up the move, as these services must be arranged through the mover and in advance of the actual move.

The miscellaneous allowance has been provided in order for the employee to pay for all other third party services such as installation of gas or water lines, installation and/or removal of built in appliances, installation of a 220-volt line, etc.

14.0 FINAL MOVE TRIP

The costs of a Final Move Trip are provided on the Lump Sum Relocation Allowance. See Section 8.0 for specifics.

15.0 SPOUSE/SAME SEX DOMESTIC PARTNER CAREER ASSISTANCE

The Company offers help for the employee's spouse/same sex domestic partner to prepare for finding a job in the new location or services to acclimate to the new location.

The employee's spouse/same sex domestic partner may be reimbursed for approved expenses for up to \$2000.

These apply if the spouse/same sex domestic partner does not qualify for similar benefits or receive payments from other sources. The spouse/same sex domestic partner does not need to have been employed in the former location in order to obtain this assistance.

To be reimbursed for approved expenses, the employee must submit an expense report with supporting documentation to their BGRS relocation consultant within one year following the effective date of hire. Check with the consultant first to verify what expenses may be reimbursed.

16.0 TAX ASSISTANCE

Many of the relocation benefits described in this Policy are taxable to the employee and will be added to the employee's income. As a result, the employee is provided tax assistance (gross up) on many of the taxable relocation benefits. The gross-up compensates you for additional federal, state, local and FICA tax liability you may incur as a result of your move. The tax assistance is paid by the Company directly to the taxing authorities (Federal, State, Social Security, Medicare, and local) and will ultimately be reported on the employee's W-2 form.

For moving expenses that are reported as taxable income and eligible for gross up, the Company calculates the gross-up at the time the relocation benefit is paid to the employee. Although designed to minimize the employee's tax burden, the Company's gross-up formula may not cover all of the employee's additional taxes. This is due to individual circumstances, including spousal income, rental income, change in dependents, etc. In these cases, the employee can use part of the Lump Sum Relocation Allowance to help offset any tax disadvantage.

BGRS will provide a Relocation Tax Report to the employee in January of the year following the relocation which will detail all reimbursements, including tax assistance paid by GM.

If an employee voluntarily or involuntarily terminates employment before the 39-week period is concluded, any advances to and expenses paid on behalf of the employee or reimbursed to the employee are considered income and will be reported as such to the IRS. Under this circumstance, there will be no offsetting income tax gross ups for any relocation benefits provided under this Policy.

The employee should consult their personal tax adviser or accountant for actual tax advice. Please note that these tax adviser/accountant expenses will not be covered by GM. Additional information regarding the tax treatment of relocation expenses may be obtained directly from IRS Publication 521 at:

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

Tax Assistance Chart

Benefit	Added to W-2 / Taxable Income	Grossed Up
Lump Sum Relocation Allowance (based on calculation and portion of Allowance which covers Home Finding Trips, Temporary Living, transition costs and is reported)		
- One-way trip (except meals)	Yes	Yes
- Remaining expenses	Yes	Yes
- Miscellaneous Allowance	Yes	No
Lease Cancellation	Yes	Yes
Household Goods Shipment (van line or self-drive)	Yes	Yes
Household Goods Storage (first 30 days)	Yes	Yes
Self-drive Award	Yes	No
Spouse/Same Sex Domestic Partner Career Assistance	Yes	Yes

Agreement to Relocation Terms and Conditions
General Motors LLC

The Moving with GM Guide Book is the GM relocation policy. The Moving with GM Guide Book explains the details of your relocation benefits provided by BGRS.

No additional benefits, other than those identified relocation benefits, will be provided to you under the terms of this policy.

To manage your relocation effectively, BGRS may need to process personal data relating to you for the purpose of relocation. **Examples include, but are not limited to, the following: real estate professionals, moving companies, inspectors, appraisers and mortgage lenders.**

Personal data will be released to authorized individuals for administrative purposes. By signing this document, you consent to the processing of personal data and to keep the terms of your relocation confidential.

Your signature on this agreement is acknowledgement of your understanding of the General Motors relocation program and the terms and conditions of the policy. You agree to follow the processes and procedures and agree that in the event any modification to your relocation outside of what has been agreed upon and documented will require approval by General Motors Leadership and will need to be documented in writing by an authorized representative of General Motors.

I acknowledge that I have read and understand the details of the General Motors relocation program.

Employee Full Name Printed

Date

Signature

Date