

# Marathon Petroleum Company LP Co-op/Intern Relocation Assistance Plan



## Terms and Conditions

Marathon Petroleum Company LP (“MPC”) is pleased to offer relocation expense assistance in the amount of \$3,500.00 (\$4,500.00 if moving to AK, CA, or CO) taxable lump-sum to qualifying co-ops/interns. MPC reserves the right to determine eligibility for the relocation expense reimbursement based on the guidelines set forth below.

- 1) Co-ops/interns who do not relocate or who remain under their pre-existing housing/lease agreements are not eligible for the relocation expense reimbursement.
- 2) Back-to-back co-op/interns who remain in the same MPC location are not eligible for the relocation expense reimbursement. Back-to-back co-op/interns who move from one MPC location to another are eligible.
- 3) Co-op/interns who move home or to their permanent residences are not eligible for relocation expense reimbursement.
- 4) Co-op/interns who secure new housing in the town/city where they attend school are eligible for the relocation expense reimbursement only if 1) they stay in that location for purposes of the internship/co-op and 2) their new lease begins within 30 days of their start date.

Eligible co-op/interns must complete and submit the Co-op/Intern Relocation Assistance Plan Verification Form set forth below, no more than 30 days before their start date and no later than 60 days after their start date, in order to receive the relocation expense reimbursement.

Questions regarding eligibility for the Co-op/Intern Relocation Assistance Plan should be directed to your MPC Recruiter.

# Marathon Petroleum Company LP Co-op/Intern Relocation Assistance Plan



## Verification Form

Please submit to [TalentAcquisition@MarathonPetroleum.com](mailto:TalentAcquisition@MarathonPetroleum.com) by using the Submit button below.

**Employee Name:** \_\_\_\_\_

**Employee Number:** \_\_\_\_\_

**Employment Date:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_

**Recruiter:** \_\_\_\_\_

### Last Address Prior to Relocation for Marathon Co-op/Internship:

\_\_\_\_\_

Street

\_\_\_\_\_

City

State

Zip

Dates of residence: \_\_\_\_\_

### Current Address During Marathon Co-op/Internship:

\_\_\_\_\_

Street

\_\_\_\_\_

City

State

Zip

Dates of residence: \_\_\_\_\_

I have read and understand the above stated terms and conditions of Marathon's Co-op/Intern Relocation Assistance Plan. I further certify that this verification form was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge. I recognize that any falsification, misrepresentation, or omission made by me on this form or otherwise in connection with my acceptance of the relocation expense reimbursement may subject me to (1) discharge any time after discovery, (2) removal from consideration for full-time employment and (3) forfeiture of any relocation reimbursement provided to me. I fully understand and agree to comply with all conditions and provisions outlined above.

Nothing herein shall be construed to alter the at-will nature of employment or otherwise create a contract of employment. Payment of the taxable lump-sum will be included in a subsequent paycheck.

\_\_\_\_\_

Employee Signature

Date

\_\_\_\_\_

Approver Signature

Date

## TALENT ACQUISITION