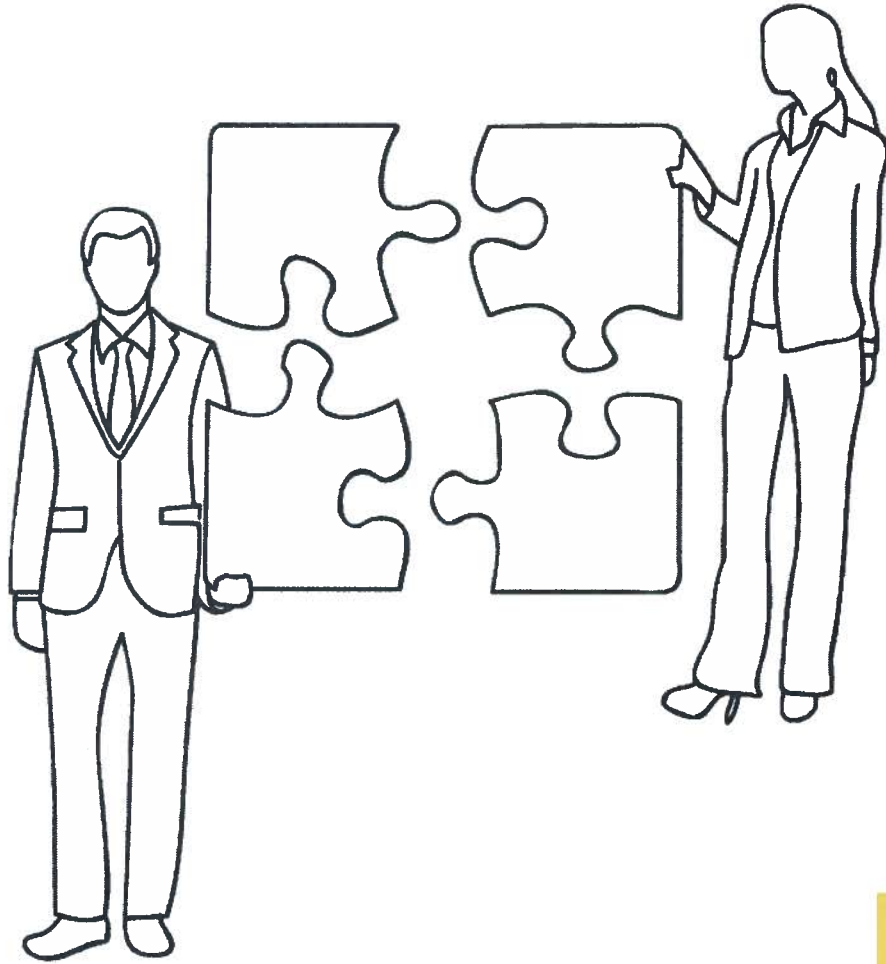


Procedure

International Assignment Guidelines & Procedure Manual



REFERENCE MSG:

Human Resources



INTERNATIONAL ASSIGNMENT GUIDELINES & PROCEDURE MANUAL

International Assignment Guidelines & Procedure Manual

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1. Conditions of Assignment

1.1 Scope of the Expatriate Policy & Procedure Manual

The terms and conditions set forth in this document shall apply exclusively to long term international assignments, during which the expatriate is assigned a Contract duration between one (1) and two (2) years. The expatriate shall live and perform work in the U.S. on a continuous and ongoing basis.

For international assignments outside of the U.S., the Home Company Human Resources Department (HHRD) will coordinate with the Local Human Resources Department (LHRD) to determine the applicable policies and procedures. The terms and conditions set forth in this document may or may not apply to the assignee's international assignment, which shall be at the discretion of the HHRD and LHRD to determine.

This manual supersedes all previous communications and memos issued regarding the subjects covered within this document. However, the Company reserves the right to interpret, change, suspend, or cancel, with or without notice, all or any part of this manual. The Company will notify all employees of these amendments.

For the duration of the international assignment, the employment terms and conditions shall be defined in the Contract agreement between the international assignee and the relevant Eni entity.

Should any discrepancies exist between the provisions contained within this document and the assignee's international assignment Contract, the Contract shall supersede.

Generally, expatriates assigned from Eni S.p.A. shall resume employment with the Home Company or be reassigned to a different international destination at the end of the assignment in the U.S.



1. Conditions of Assignment

1.2 Assignment Status

There are three (3) main categories for the expatriate's Assignment Status. The conditions and benefits accorded by the expatriate policy are dependent upon the Assignment Status, which will be defined in the expatriate's Contract at the commencement of employment.

1.2.1 Assignment Status Categories

STATUS	MARRIED	DEPENDENT CHILDREN	REQUIRED DOCUMENTATION
Single			
Single	-	-	-
Unaccompanied (All dependents remaining in Home Country)			
Permanently Cohabiting Partner	No	-	"Stato di Famiglia" or home country legal equivalent of Declaration of Family Status
Married	Yes	No	Marriage Certificate
w/Children	-	Yes	If divorced or separated: the "Stato di Famiglia" or home country legal equivalent of Declaration of Family Status
Family (Dependents accompanying the expatriate to the U.S.)			
Permanently Cohabiting Partner	No	-	"Stato di Famiglia" or home country legal equivalent of Declaration of Family Status
Married	Yes	No	Marriage Certificate
w/Children	-	Yes	Birth Certificate

- **"Single Status":** the expatriate is on assignment alone, with no dependents accompanying or in the Home Country



1. Conditions of Assignment

At the request of the expatriate, *Single status* may be applied to expatriates whose civil status is Married or who are permanently cohabitating

- **"Unaccompanied Status":** the expatriate is on assignment alone, but with dependents remaining in the Home Country
Unaccompanied status shall apply if the expatriate's dependents must remain in the Home Country for business reasons or objective personal reasons. For divorced or separated expats, children are considered dependents only if they are under the employee's full custody or co-custody ("co-affidamento") and if they are listed in the home country Declaration of Family Status ("Stato di Famiglia")
- **"Family Status":** the expatriate is accompanied by dependents who are residing in the U.S. for at least 8 months per year of the international assignment

For Permanently Cohabiting Partners to be considered in *Unaccompanied* or *Family status*, the expatriate must have civil status with the dependent and the home country legal document must be provided.

For *Unaccompanied* and *Family status*, dependent children must be unemployed and under the age of 24 to be eligible for Company benefits.

1.2.2 Declaring a Change of Assignment Status

After the start of the international assignment, if the expatriate wishes to change their status from that specified in their Contract, a written request must be submitted to LHRD via the Expatriate Declaration Form [Appendix F].

If the expatriate wishes to change assignment status from *Single* to *Unaccompanied* or vice versa, this will only be authorized if at least eight (8) months remain to the end of the international assignment.

If the expatriate wishes to change assignment status from *Family* to



1. Conditions of Assignment

Unaccompanied or vice versa, this will only be authorized if at least twelve (12) months remain to the end of the international assignment.

Under no circumstances shall a change of assignment status be accepted if less than six (6) months remain in the international assignment.



2. Pre-Assignment

2.1 Pre-Contract Mission Trip

The expatriate's assigned department in the U.S. will arrange the pre-contract Mission trip in coordination with the HHRD using the appropriate procedure. During the Mission trip, the expatriate will be provided accommodation, and a temporary automobile will be provided if needed. Expenses supported by appropriate receipts will be reimbursed by the HHRD.

The main goals of this trip are to:

- Gain knowledge of the proposed job;
- Become acquainted with Company colleagues;
- Meet with a LHRD representative to answer any questions and review the Company's local policies and procedures (Handbook for Personnel) and the expatriate policies and procedures (International Assignment Guidelines & Procedure Manual);
- Prepare for the international assignment by becoming familiar with the assignment city and area.

2.2 Visa Application

Once an expatriate has agreed to the assignment in the U.S., the LHRD, with assistance from the HHRD, will initiate the visa process for the expatriate and approved family members.

The expatriates who come to the U.S. on a pre-contract Mission trip will initially enter the country on either a B Visitor Visa or via the Visa Waiver Program (VWP / ESTA).

The Company holds a Blanket L Visa, which includes all **eni** subsidiaries. If the expatriate is currently employed by one of these companies and meets the



applicable requirements, the visa application will be for an L Visa. If the expatriate currently works for a company not listed on the Blanket L Visa, an application will be prepared for a different type of visa, and the LHRD will advise the expatriate accordingly.

For the following eligible family members who will accompany the expatriate to the U.S., dependent visa applications (such as an L-2 Visa) will be prepared:

- Spouse
- Children, up to the age of 21

For the following Company approved family members who are NOT eligible to receive dependent visas, a B-2 Visa application will be prepared:

- Permanently Cohabiting Partner
- Children, between the ages of 21 and 24

For the visa application, the LHRD and HHRD will notify the expatriate regarding the required documentation to be provided for the expatriate and any accompanying family members.

The Company will coordinate with its Immigration Law Firm to prepare the necessary documents, after review and approval by the LHRD. The visa documents are to be filed at the U.S. Consulate in the expatriate's country of origin and will be processed accordingly.

For the duration of the international assignment, the expatriate is responsible for providing LHRD with copies of all relevant documents in relation to the immigration status for themselves and each dependent family member.

2.3 Vacation Balance in the Home Country

At the commencement of an international assignment, any accrued vacation time in the Home Country will be afforded to the expatriate. Vacation cannot be rolled over into the new assignment.



2.4 Early Lease Termination

In the event that the expatriate must terminate a lease agreement in the Home Country due to the commencement of the international assignment in the U.S., the reimbursement for associated costs may be requested. The reimbursement is subject to the submission of any relevant supporting documentation, including the lease agreement.



3. Transfer

3.1 Travel to the Assignment Location

The HHRD will arrange the air-travel tickets for the expatriate and any eligible family members from the point of origin to the assignment location.

On arrival at the airport in the city of assignment, the expatriate will be instructed by the LHRD about how to travel to either the Company office or to the prearranged temporary accommodation.

For any incidental costs incurred during traveling (e.g. taxi, food, etc.) from the point of origin to the assignment location, the Company will pay the expatriate a Travel Allowance (see Section 9.6). This will be paid as a flat-rate sum per eligible accompanying family member.

Air-travel tickets will also be provided at the end of the international assignment.

3.2 Excess Baggage

For the beginning and the end of the Contract period, the expatriate will be given an excess baggage allowance of **EUR €500.00 per eligible family member**. The allowance will be given to each family member authorized to accompany the expatriate on the international assignment.

The Excess Baggage allowance is provided only in the case of air transportation.

3.3 Transport / Storage of Furniture in the Home Country

An expatriate who leaves rented accommodation on account of the assignment to the U.S., may request reimbursement of the expense of transporting the furniture



within the location of residence or to another location (for example, to a warehouse), though still within the Home Country. The expatriate must present at least two estimates, of which the Company will choose the most advantageous. On final repatriation, the expatriate may claim for the reimbursement of the expenses for moving furniture back to the usual domicile.

The cost of Home Country furniture storage may be reimbursed as an alternative to the cost of transporting the furniture, subject to a cap of **EUR €7,000.00**.

Under no circumstance is reimbursement provided for the cost of transport or storage of works of art, antiques, or luxury items.

3.4 Shipping Furniture to the U.S.

The expatriate may claim the refund of expenses for the transportation of furniture and personal belongings (land or sea shipment by container - up to 20 feet), from the country of origin to the U.S.

The Company will NOT reimburse expenses associated with transporting the following: animals, cars, motor vehicles, works of art, antiques, weapons, boats, wine collections, and any luxury items requiring special shipment. Additionally, the Company will NOT reimburse any other items subject to import and/or export restrictions.

Shipment may be covered by insurance, subject to a liability cap of **EUR €30,000.00**; any cost in excess of this limit shall be chargeable to the expatriate.



4. Settlement and Residence in the Host Country

4. Settlement and Residence in the Host Country

4.1 Familiarization

A LHRD representative will provide an induction during the expatriate's first days in the office to go over the administrative procedures and review the Company processes and policies, including:

- Forms and documents required for payroll;
- Summary of benefits and insurance enrolment forms;
- Opening a bank account;
- Review of the expatriate policy and Company regulations;
- Remittance instructions for the monthly expatriate expense report.

Family members who are relocating with the expatriate are encouraged to be involved and meet with the LHRD.

4.2 Required Documents

For the Contract period in the U.S., the expatriate and each accompanying dependent must have the following documents:

- Passport
- Visa
- Form I-129S (if applicable)
- Form I-94
- Social Security Card
- For each dependent: either a Social Security Card or ITIN

4.2.1 *Passport and Visa Documents*

It is the responsibility of the expatriate to keep current all passports, visas, and Forms I-94 for themselves and any approved family members. If any of these are



4. Settlement and Residence in the Host Country

due to expire, the expatriate is required to inform LHRD at least 90 days prior to the date of expiration for the renewal process to be initiated.

It is the expatriate's responsibility to notify LHRD with details and/or copies of any changes to the passport or other visa-related documentation as soon as the expatriate becomes aware.

Note: For expatriates possessing a Form I-129S, a copy usually must be presented upon every entry into the U.S. If this is the case, it will be stated on the expatriate's visa, and the USCBP may deny entry into the U.S. if the Form I-129S is not available to present.

4.2.2 Social Security Card

4.2.2.1 Social Security Card for the Expatriate

It is mandatory for the expatriate to obtain a Social Security Number (SSN) and card. After arriving in the U.S. on assignment, the expatriate should apply for the SSN as soon as possible.

The Social Security card contains a Social Security Number (SSN) that is used, among other things, for:

- Payroll;
- Enrolling in benefits programs;
- Banking;
- Applying for the lease or purchase of an automobile (credit check).

4.2.2.2 Social Security Card for the Spouse

Only the expatriate is required to obtain a Social Security Number (SSN). However,



4. Settlement and Residence in the Host Country

the spouse of the expatriate should also apply for a SSN if participating in the Working Partner Support (WPS) program or otherwise seeking employment in the U.S. For tax purposes, the expatriate's dependents may choose to apply for a SSN as an alternative to applying for an ITIN. The SSN is not required to obtain a Driver License.

4.2.2.3 Social Security Card Application Requirements

Within the first week of the international assignment in the U.S., the expatriate must go to the Social Security office to apply for the Social Security card, for which the expatriate will need:

- Completed application (<https://www.ssa.gov/forms/ss-5.pdf>);
- Passport;
- Visa;
- Form I-94; and
- Original marriage certificate with a certified translation (for the spouse's application, if applicable).

4.2.3 Individual Taxpayer Identification Number (ITIN)

The ITIN is required by the U.S. government for any and all dependents of the expatriate who do not apply for a Social Security Number. It is obtained by completing a Form W-7 at the time the expatriate's U.S. Income Tax Return is filed with the Internal Revenue Service (IRS) - usually in April of each year. The Form W-7 and instructions are found on the IRS website (<https://www.irs.gov/pub/irs-pdf/fw7.pdf>).

The Company's tax advisors will assist with the ITIN application process at the time the tax return is filed, and they will advise regarding any ITIN or tax related questions.



4. Settlement and Residence in the Host Country

The expatriate is responsible for providing a copy of the ITIN card to LHRD as soon as it is received.

4.3 Company Office Hours

The Company has a Flexible Working Hours policy, which is designed to provide employees with reasonable flexibility in establishing their daily working hours. Therefore, with the approval of the supervisor and provided the expatriate works thirty-seven and a half (37.5) hours each week, the expatriate may set their own hours, between 7:00 a.m. and 6:00 p.m. Please refer to the Handbook for Personnel for further information.

4.4 Annual Vacation

The annual vacation for the expatriate is defined according to the expatriate's employment Contract. For all vacation time, he/she will indicate the days requested in the Company's timekeeping system in order to receive the necessary approvals. The timesheet will be subject to review and approval by the relevant manager, as well as LHRD.

Vacation days accrued during the first year of the work Contract and not taken will roll into the next contract year. All vacation time must be taken before the end date of the expatriate's Contract, and any untaken vacation balance will not be paid out at the termination of the international assignment.

4.5 Public Holidays

The Company recognizes local public holidays annually. Recognized public holidays, which occur during a period of vacation leave, will not be counted as vacation entitlement. The Company holiday schedule will be published annually and distributed by the LHRD.



4. Settlement and Residence in the Host Country

4.6 Floating Holidays

Floating Holidays, as granted in the local policy, are not applicable to expatriates.

4.7 Sick Leave

The number of paid sick days for an expatriate is defined in the expatriate's work Contract. The Sick Leave policy is outlined in the Handbook for Personnel.

4.8 Compassionate Leave

The Company reserves the right to grant the expatriate a paid period of compassionate leave upon request by the expatriate. This period will not exceed five (5) days (traveling time excluded) to allow the expatriate to return to the Home Country for a serious health condition or to attend the funeral of a member of his/her Immediate Family (as defined in Appendix A).

If compassionate leave is approved by LHRD, the Company will provide the expatriate and accompanying eligible family members an airline ticket, to be provided as *Ticket In Kind* (see Section 9.2.1) and reserved through the Company's designated travel agency. The ticket will be at the class specified in the expatriate's Contract for flights to their Home Country.

In the case that compassionate leave is not granted by the Company, the expatriate may choose to use their vacation days.



4. Settlement and Residence in the Host Country

4.9 Rotational Assignments

For assignees on a Rotational assignment, the above vacation and holiday schedules do not apply. The number and schedule of vacation days will be designated in the assignee's international assignment Contract.

4.10 Payroll Deposits

For expatriates paid in the U.S., the salary will be paid on a semi-monthly basis on the fifteenth and the last day of the month. If either day falls on a weekend or a public holiday, the expatriate will be paid on the first workday before the pay day. Pay is automatically deposited into the expatriate's designated bank account.

For the Italian expatriate, Social Contributions and Union Dues are deducted semi-monthly from the payroll according to Italian law. Upon receiving relevant invoices, reconciliation for the account will be executed on a quarterly basis. The following is the list of Social Contributions and Union Dues:

- INPS;
- IRPEF;
- Fopdire-Fondenergia;
- FASIE; and
- Fasen.

For other expatriates, should there be any similar deductions, these will be discussed with the expatriate during the familiarization.

4.11 Bank Information

LHRD will assist the expatriate in setting up a bank account upon arrival.



4. Settlement and Residence in the Host Country

4.12 Credit Card

Due to a lack of credit history, the expatriate may request the Company's assistance in obtaining an executive endorsement for a personal credit card. The credit card will be closed at the end of the international assignment, and the expatriate should have established sufficient credit history to apply for a credit card on their own accord should they so choose.



5. Automobile

5.1 Temporary Automobile

An expatriate is entitled to a temporary automobile for **30 days** from the beginning of the international assignment. An intermediate size rental automobile will be made available to the expatriate at the beginning of the Contract period. It is the expatriate's responsibility to arrange for a permanent personal vehicle during this 30-day period. However, if the expatriate requires an extension, then a written request with sufficient justifications must be submitted to the LHRD prior to expiry of the 30-day period.

5.2 Auto Loan

It is the responsibility of the expatriate to obtain their own personal car if he/she wishes to purchase/lease such a vehicle. The expatriate may request assistance from the Company in the form of a one-time interest free car loan up to **USD \$18,000.00**. The loan will be repaid as follows:

- 50% in equal monthly installments to be deducted from the salary starting from the month after the loan is granted, for the entire Contract duration;
- The remaining 50% to be repaid at the end of the Contract, on early termination of the Contract, or on sale of the car by the expatriate, whichever is the earliest.

In the case that the expatriate's assignment Contract is renewed, regular deductions will continue until the loan is paid in full. However, if the Contract terminates before the loan is fully repaid, the balance will immediately become repayable. The expatriate has the option of repaying the loan at any time.

To obtain the interest free car loan, the expatriate should complete an "Auto Loan Request" form (provided by LHRD). LHRD will then process the request, arrange for the money to be deposited in the expatriate's U.S. bank account and set up the



loan repayment deductions. Within 30 days of the loan payment, the expatriate must provide documentation in the form of a car title or lease for each car loan received.

Ordinarily, to purchase a car, the expatriate will need to provide a Social Security Number, however, if an expatriate pays cash for the car, he/she will only need to provide their passport as proof of identity and complete a "Statement of Fact of Non-Disclosure of Social Security Number" form.

Note: (i) The International Driver License is sufficient to purchase an automobile only if paying cash; (ii) The Company is not liable for any fines received by expatriates or their approved family members for violations of traffic regulations.

5.3 Auto Insurance

It is a legal requirement for all drivers to have a minimum level insurance (called "liability insurance") for their automobile. The expatriate is responsible for obtaining and paying for this insurance, which can be very expensive since the expatriate may have no driving record or credit history in the U.S. To mitigate this, the expatriate may obtain a letter from their former / current automobile insurance carrier ("attestato di rischio" / letter of experience for an Italian expatriate) indicating a good driving record. This letter, together with an international driver license and a Texas driver license, should allow the expatriate to obtain personalized coverage at reasonable rates.

In addition to the minimum level of coverage, the expatriate may want to add additional coverage such as collision, higher liability protection and/or any other coverage depending upon the expatriate's particular situation. Such additional coverage is also the responsibility of the expatriate.

The expatriate's chosen insurance company will issue a "Certificate of Insurance Coverage". This certificate must be kept in the car at all times.



Note: An expatriate is allowed to purchase auto insurance prior to obtaining a Texas driver license, but once insurance is purchased, the expatriate has 30 days to obtain a Texas driver license.

5.4 Driver License

5.4.1 Texas Driver License Procedure

After arrival in the U.S., Texas state law requires a waiting period of thirty (30) days to establish residency in Texas before applying for a driver license, which must be obtained within the first ninety (90) days of arrival. Therefore, a valid driver license must be obtained sometime between thirty and ninety days after arrival for employment in the U.S. The expatriate (and dependents) with licenses from any nation, other than Canada, must pass a written test and pass a road test to qualify for a Texas driver license – **the foreign license is valid for driving only for the first 90 days.**

To obtain a Texas driver license the expatriate is required to apply in person at a Texas Department of Public Safety (DPS) office and complete the following steps:

- Pay the required fee;
- Pass the written and vision examinations;
- Take and pass the driving test (the expatriate must provide the vehicle for driving test);
- Applicants **under 25 years of age** must also successfully complete a driver education course before applying for their first Texas driver license.

It is highly recommended that the expatriate and dependents take an online driver education course. If the knowledge test is taken (and passed) in an online course from an approved website, then the test certificate will exempt the applicant, and the written portion of the test does NOT need to be taken at the DPS.



The Company will NOT reimburse any costs fees or fees associated with obtaining the driver license.

5.4.2 Alaska Driver License Procedure

To obtain an Alaska driver license the expatriate is required to apply in person at an Alaska Department of Motor Vehicle (DMV) office and complete the following steps:

- Pay the required fee;
- Pass the written and vision examinations;
- Take (and pass) the driving test (the expatriate must provide the vehicle for driving test).

The Company will NOT reimburse any costs fees or fees associated with obtaining the driver license.

5.5 Company Car

For eligible assignees, the Company shall provide a leased car, per the applicable local procedures and in accordance with global Eni policy.

In any case, designated emergency response personnel will be assigned a leased car.



6. Housing

6.1 Temporary Housing

If permanent accommodation is not available on arrival in the U.S., the LHRD will make the necessary arrangements for temporary accommodations for **30 days** from the beginning of the international assignment using the Company's negotiated preferential rates. It is the responsibility of the expatriate to obtain permanent accommodation during this 30 day period. However, if the expatriate requires an extension, a written request providing sufficient justification must be submitted to the LHRD prior to expiry of the initial 30-day period.

Temporary accommodation charges will be billed directly to and paid for by the Company. The LHRD will explain the procedures for this during the expatriate's familiarization.

If the expatriate chooses to bring any pets upon arrival in the U.S., all related costs are at the responsibility of the expatriate (including but not limited to: travel costs, pet deposits and fees for the temporary housing, etc.).

6.1.1 *Per Diem for Board Expenses*

If the temporary accommodations provided do not include kitchen facilities, the expatriate is eligible for a Per Diem allowance to assist with board expenses, up to the maximum amounts given below.

- **USD \$48.00** for the expatriate;
- **USD \$37.00** for the expatriate's spouse;
- **USD \$26.00** for each child.



The expatriate must submit an expense report with supporting receipts for per diem expenses.

6.2 Housing Selection

When selecting permanent accommodations for rent or lease, LHRD may put the expatriate in contact with a realtor to assist in the process. The lease agreement should be for a period NOT longer than the Contract duration and should include some type of “diplomatic clause” giving the option to terminate the lease early, without penalty, in the event that the expatriate is transferred out of the Assignment Location before the lease expiration.

Before signing the lease contract, the expatriate should submit a draft of the lease to the LHRD for review and approval.

6.3 Housing Allowance

The Company will contribute a monthly amount to assist with the rental cost for the expatriate’s accommodation. The Housing Allowance will be determined by the actual rent cost as specified on the lease contract, but will not be greater than the Company policy ceiling amount (see Appendix C). The Housing Allowance ceiling amount will be based on the expatriate’s Assignment Location, Assignment Status, and the number of dependents.

The Company does not cover the security deposit, any refundable deposits, or any pet related costs. The Housing Allowance will not include any utility costs which would be eligible for reimbursement through the expense reporting process.

The Housing Allowance will automatically be paid once a month by LHRD into the expatriate’s bank account, and the expatriate will be responsible for paying rent directly to the landlord in a timely manner.



To initiate the Housing Allowance payments, the expatriate must provide LHRD with a copy of the fully executed lease agreement.

Any rental costs above the applicable allowance are the responsibility of the expatriate.

6.4 House Purchasing

If the expatriate chooses to purchase rather than rent / lease accommodations, a written request providing justification must be submitted to LHRD prior to the purchase and is subject to approval.

If approval is granted, the expatriate will only be eligible to receive a Housing Allowance equivalent to the 2 bedroom rate, irrespective of the number of dependents. **Utilities and housing expenses will NOT be reimbursable and are the full responsibility of the expatriate to pay.**

6.5 Furniture for the Permanent Accommodations

The expatriate has three choices with respect to the furnishing of the housing in the host location:

- Find furnished accommodations;
- Purchase furniture; or
- Ship the expatriate's furniture from the Point of Origin.

6.5.1 Find Furnished Accommodations:

The reimbursement of shipment expenses shall not be applicable if fully furnished accommodation is provided directly or indirectly by the Company.



6.5.2 Purchase Furniture in the U.S.

A one-time lump sum payment (Accommodation Allowance) will be made to the expatriate to assist in purchasing furnishings for unfurnished permanent accommodations. To receive this allowance, the expatriate must submit a request to the LHRD using the form provided during the familiarization.

The amount of the Accommodation Allowance is dependent upon the expatriate's Assignment Status and the number of dependents accompanying them.

Accommodation Allowance, Flat Payment:

# Bedrooms	Status	Amount
1 bedroom	Single	USD \$9,000
2 bedrooms	Married / Unaccompanied	USD \$16,200
3 bedrooms	Married + (1) Child	USD \$18,500
4 or more bedrooms	Married + (2) Children	USD \$21,500

Accommodation Allowance, Contribution per Person:

Recipient	Additional Contribution per Person
Expatriate	USD \$1,500
Spouse / Permanently Cohabiting Partner	USD \$1,100
1 st Child	USD \$600
Per Additional Child	USD \$300

In the case that the expatriate rents furnished accommodation, then a portion of the Accommodation Allowance will be paid by LHRD in accordance with the local procedures.

The expatriate is responsible for the removal of the purchased furnishing at the end of the international assignment.



6.5.3 Ship the Expatriate's Furniture to the U.S.

In the event the accommodation made available by the Company is not furnished, the expatriate may claim the reimbursement of expenses for the transportation of furniture and personal belongings (land or sea shipment by container - up to 20 feet), from the Point of Origin to the U.S. (refer to Section 3.4).

In this case, the expatriate will NOT be entitled to the Accommodation Allowance nor to the refund of Home Country storage or transportation expenses. The reimbursement will be made in accordance with the procedures and within the limits approved beforehand by the HHRD.

Upon final repatriation, the expatriate may claim for the refund of expenses for the reverse transportation to the Home Country or location of the next international assignment.

However, if the expatriate does not take advantage of this shipment option at the beginning of the international assignment, shipping will NOT be provided or reimbursed by the Company at the end of the international assignment.

6.6 Housing and Utility Expenses

6.6.1 Reimbursable Expenses

For rented / leased accommodations, the Company will reimburse any utilities required by the lease contract, including the following expenses: electricity, gas, water, garbage collection, and pest control. Additionally, required housing maintenance will be considered for reimbursement by the Company on a case by case basis.



The Company will also reimburse the actual cost of renters insurance. An executed copy of the relevant insurance policy must be submitted to LHRD, and proof of payment must be submitted via an expense report.

All expenses eligible for reimbursement must be submitted with the appropriate supporting documentation through the expense report process.

6.6.2 Non-Reimbursable Expenses

The expatriate is responsible for paying all costs or expenses beyond the monthly allowance for rent, including but not limited to:

- Security deposit for the expatriate's housing lease;
- Any costs incurred for pets, including deposits, fees, pet rent, transportation, or damages;
- Refundable deposits for new utility services, installation, reconnection, activation or reactivation by a service company or service provider (such deposits are normally refunded to the expatriate at the end of the agreement);
- Any fees assessed for late payment or non-payment by the expatriate;
- Any damages or repairs caused by the expatriate's negligence or otherwise charged to the expatriate under the terms of the contract or lease agreement.

The expatriate is responsible for contacting the service company or service provider directly to set up utility services.

Note: Most major utility companies will not require a Social Security Number to provide service; however, they may require a large, refundable deposit.



6.7 Other Reimbursable Housing Expenses

All requests for expatriate reimbursements must be submitted using the Company's expense reporting system with proper documentation attached for LHRD review and processing.

For monthly utilities and recurring costs, a copy of the associated bill must be provided with the expense report. Only the current charges for that invoice will be considered for processing, and no previous balances will be reimbursed.

Expenses associated with business and business travel are to be submitted separately to the expatriate's respective departmental manager for approval and then to Accounts Payable for processing.

6.7.1 Basic Cable and Internet

For those renting / leasing accommodations, the Company will provide a reimbursement ceiling for basic TV and basic internet (including monthly service and equipment costs), as follows:

Cable / Internet Monthly Ceiling:

TV Ceiling (either cable or satellite, but not both)	
Basic Cable	USD \$70.00 per month (inclusive of taxes & fees)
Basic Satellite	USD \$70.00 per month (inclusive of taxes & fees)
Internet Ceiling	
Basic Internet	USD \$60.00 per month (inclusive of taxes & fees)
Bundled Internet & TV Ceiling (either cable/internet or satellite/internet)	
TV & Internet package	USD \$110.00 per month (inclusive of taxes & fees)



6.7.2 House Cleaning

For those renting / leasing accommodations, the Company will reimburse expenses for weekly house cleaning services, up to the ceiling amount specified:

Housecleaning Weekly Ceiling:

Assignment Status	Ceiling
Single/Unaccompanied Status	USD \$60.00 per week
Family Status (Married)	USD \$80.00 per week
Family Status (w/children)	USD \$100.00 per week

Proof of payment, along with the invoice / receipt issued by an official, registered cleaning company must be provided with the expense report to receive reimbursement for house cleaning services.

Note: (i) It is the expatriate's responsibility to verify that any house cleaning companies or providers employed are in compliance with U.S. employment and tax laws; (ii) The Company is not liable for any taxes or penalties owed to the U.S. government due to the expatriate's negligence or failure to exercise due diligence.



7. Other Reimbursements

7.1 Gym Expenses

The Company will reimburse expenses for monthly gym / fitness memberships, up to the ceiling amount specified.

Gym Monthly Ceiling & Initiation Fee Ceiling:

Assignment Status	Monthly Ceiling for Reimbursement	Ceiling for Initiation Fees
Single / Unaccompanied	USD \$75.00	USD \$180.00
Family	USD \$180.00	USD \$180.00

The gym reimbursement amounts for *Family status* apply to the whole family, and are not per family member.

7.2 English Language Tuition during the Assignment

For the expatriate and eligible dependent family members, the Company will reimburse the cost of local English language tuition up to a **maximum of 60 hours or maximum cost of USD \$3,500.00.**

Lessons must be provided by an official educational institute or language teaching facility, although as an alternative, private classes by a certified or licensed teacher may be approved on a case by case basis by the Company.

7.3 Working Partner Support (WPS)



7.3.1 Support Services

Working Partner Support (WPS) will include reimbursement for a range of services to encourage the integration in the U.S. employment market for spouses / permanently cohabiting partners, provided their eligibility has been approved by the Company.

The Company shall review the requests for reimbursement on a case by case basis, and only documented expenses incurred in relation to professional and/or academic training, career consultancy, job-hunting, or placement services will be considered, up to a total maximum reimbursement of **EUR €6,000.00**.

7.3.2 Eligibility for WPS

The expatriate's spouse / Permanently Cohabiting Partner will be eligible for Working Partner Support (WPS) only if they were gainfully employed at the time the offer of employment for the international assignment was made to the expatriate.

The expatriate must submit a written request to LHRD for Working Partner Support via the Expatriate Declaration Form [Appendix F]. Documented evidence of the spouse's / Permanently Cohabiting Partner's gainful employment in the Home Country at the at the moment of proposal of the international assignment must also be submitted to LHRD, subject to review and approval.

WPS shall be applicable exclusively to employees on international assignment who have been accorded *Family status*.

After the end of the international assignment and upon repatriation to the Home Country, the spouse / permanently cohabiting partner will **not** be eligible for WPS in the Home Country.



7.3.3 Work Permit / Employment Authorization Document (EAD)

If the expatriate's spouse has either an "L" or "E" Visa and would like to engage in lawful employment in the U.S., it will be necessary for them to obtain a Social Security Number and a work permit (EAD) from the U.S. government. Any costs reimbursed for the work permit application shall be included in the abovementioned ceiling for WPS.

If the expatriate's spouse / Permanently Cohabiting Partner is on another type of visa (such as a "B" or "H" Visa), they will not be eligible for employment in the U.S. and therefore will not be able to apply for a work permit (EAD).

The authorized period of the work permit will be for the period of the "L" or "E" Visa of the spouse, not to exceed two years. After receipt of the Form I-765, the USCIS will send a notice acknowledging it has received the application. The work permit itself will be issued approximately 90 days after the USCIS receives the Form I-765. To download the I-765 Form: <http://www.uscis.gov/files/form/i-765.pdf>

7.3.4 Non-WPS

If the expatriate's spouse has an "L" or "E" Visa, but is not eligible for Working Partner Support (WPS), they may still be able to gain lawful employment in the U.S. by submitting an application through an immigration attorney or independently.

The Company will NOT cover or reimburse any costs incurred in this process.



8. Schooling

8.1 Schooling Assistance

The Company will provide financial assistance to the expatriate whose children have been approved to accompany them to the U.S. and who are enrolled in pre-school, kindergarten, primary (elementary), and/or secondary (middle and upper) schools.

Schooling support will be applicable starting from the age of three (3) and ceases at the end of the school year during which the student reaches the age of twenty (20).

Assistance will be in the form of reimbursement of related schooling expenses, such as tuition, application, registration, enrolment, and compulsory contributions (i.e. building fees, mandatory books and uniforms). Expenses should be claimed in respect to each school year (fall and spring semester) with a proportional reduction for shorter periods.

The Company does not provide any support for university or equivalent courses.

8.1.1 Tuition Ceilings

The maximum amounts that can be claimed per child are provided in Appendix D. The limits pertain only to the annual registration and tuition fees. Transportation costs, application fees, and other additional costs or fees are not included in the ceiling and are considered for reimbursement separately.

8.1.2 Additional Reimbursable Expenses

The Company will also reimburse the expatriate for any school bus or similar



transportation costs, provided that the transportation is provided directly by the school. The amount to be reimbursed will be in addition to the tuition ceiling and should be claimed as a separate expense.

In addition, the Company will allow the expatriate to request reimbursement for the cost of additional schooling assistance:

- Private tutoring or after school supplemental tutoring can be reimbursed up to a **maximum of 60 hours or maximum cost of USD \$3,500.00** when the student requires additional support for integration into the new school curriculum.
- Language lessons are limited to a maximum of 60 hours for private schools; this limit does not apply to children attending public schools who will be allowed language lessons tailored to the actual requirements of the student.
- Language lessons or other courses that are required in view of re-entering the home country school system will be allowed only during the final school year prior to repatriation.

Reimbursement for schooling expenses must be submitted to LHRD via the expense reporting system with proper documentation attached.

8.1.3 Non-Reimbursable Expenses

The expatriate is responsible for all additional costs such as, but not limited to:

- school supplies
- after school activities
- summer camp
- sporting activities
- trips and lunches



8.2 Nursery

Expenses for child care for children under the age of 3 will be reimbursable if the spouse / Permanently Cohabiting Partner is also employed in a full-time position.

8.2.1 Nursery for WPS

If the expatriate's spouse / Permanently Cohabiting Partner is participating in WPS (see Section 7.3), up to 50% of child care expenses may be reimbursed for children under the age of 3. Reimbursement shall be subject to the submission of supporting documentation and the approval of LHRD.

8.3 Children Being Educated Outside of the U.S.

For expatriates on *Family status*, whose spouse / Permanently Cohabiting Partner has accompanied them to the U.S. on the international assignment, the Company will reimburse schooling expenses for any eligible children remaining in the Home Country due to the impossibility of pursuing curricula in the U.S. The Company shall reimburse enrolment, attendance, and board and lodging in residential facilities on an annual basis for the duration of the international assignment. Reimbursement shall be subject to the submission of documentary evidence.

The Company will reimburse the expense of one round-trip, **economy** ticket per year for each child from the Home Country to the U.S., until the age of 24.

If the expatriate is in *Unaccompanied status* and the spouse / Permanently Cohabiting Partner remains in the Home Country, schooling expenses will NOT be provided by the Company.



9. Contract Return Trips Home

Expatriates will be given a set number of Return Trips Home, the number and class of which shall be determined by the locations of the Home Country and international assignment.

Return Trips to the Home Country shall be regarded as additional to the Start/End of Contract journeys. Generally, Return Trips Home must coincide with the expatriate's leave entitlement and cannot be taken within eight (8) months of the start of the international assignment or within four (4) months of the end of the international assignment.

9.1 Frequency of Return Trips Home

For expatriates in the contiguous U.S.:

Status	Recipient	Number of Tickets per Contract Year
Single	Expatriate	3
Unaccompanied	Expatriate	3
	Family Members	1
Family	Expatriate	1
	Family Members	1

For expatriates in Alaska:

Status	Recipient	Number of Tickets per Contract Year
Single	Expatriate	3
Unaccompanied	Expatriate	5
	Family Members	1
Family	Expatriate	2
	Family Members	2



9.2 Ticket Provision

The expatriate will have three (3) options for receiving the Return Trip tickets:

- **"Ticket In Kind"**
- **"Cash In Lieu"**
- **"Travel Budget"**

The expatriate must notify LHRD within thirty (30) days of the start of the international assignment which option they choose for the Return Trip Home tickets, which will apply for the duration of the Contract.

9.2.1 *Ticket In Kind*

In the case of the *Ticket In Kind* option, the expatriate must submit a signed Travel Authorization Form [Appendix G] to LHRD. LHRD will then arrange the ticket(s) through the Company ticketing agency, reserving the lowest reasonable fare.

9.2.2 *Cash In Lieu*

In the case of the *Cash In Lieu* option, the Company will reimburse the full amount of the price of a ticket for each eligible family member, which will be determined on an annual basis by EniServizi. The amounts will be dependent upon the departure and arrival cities, as documented on the flight tickets. The Contract Trip flight must be taken from the Assignment Location to a city in the Home Country, as specified within the expatriate's Contract.

If the expatriate is in *Unaccompanied status*, the Contract Trip flight must be taken from the Assignment Location to a city in the country of residence of the spouse / Permanently Cohabiting Partner.



9. Contract Return Trips Home

Evidence of the trip must be submitted to receive the *Cash In Lieu* payment, and the trip must be taken on an air carrier on the Company's approved air carrier list. Proof of travel must be provided for each eligible person and may include either a copy of the air ticket reservation or the boarding pass.

In order to request the payment, vacation time must first be scheduled in the Company's timekeeping system and approved by the expatriate's supervisor. The Travel Authorization Form [Appendix G] signed by the expatriate and supervisor should be submitted, along with the proof of travel, to LHRD. Upon review and approval by LHRD, the Cash In Lieu payment will be processed automatically through the Company's expense reimbursement system.

The expatriate is also eligible to request the Travel Allowance and/or **one (1) travel day** per Contract Trip Home.

9.2.3 Travel Budget

A travel budget ceiling is set for the expatriate and each family member, equal to the value of the *Cash In Lieu* Ceiling. Upon submission of tickets and proof of payment, the expatriate shall be reimbursed, up to the ceiling, for any and all trips taken to any destination, regardless of the number of Contract Return Trips specified above in Section 9.1.

The expatriate shall receive up to the maximum number of Travel Days and an amount for Travel Allowance commensurate with that which they would have been eligible to receive under *Ticket In Kind* option.

9.3 Tickets for Infants

Children under the age of one (1) shall not receive a Contract Return Trip ticket or equivalent payment. However, for the *Ticket In Kind* option, if there is an additional



fee for the infant (for example, a lap fee), then this will be covered by the Company.

9.4 Family Members of Expatriates on Unaccompanied Status

For expatriates on *Unaccompanied status*, eligible family members will be provided one round-trip, **economy** ticket per year from the Home Country to the U.S. In this case, the *Ticket In Kind* option must apply for family member tickets, and the *Cash In Lieu* and *Travel Budget* options are available only for the expatriate's tickets.

The *Ticket In Kind* reservations for the family members will be reserved by the LHRD upon request by the expatriate and with the provision of the Travel Authorization Form [Appendix G].

9.5 Return Trips Home after Contract Extension

If the expatriate's Contract with the Company expires and the expatriate is requested to remain in the U.S. for a period of less than 6 months, then no additional tickets or reimbursement will be provided by the Company; instead, the expatriate and each eligible family member will be provided with a one-way ticket to return to the Home Country.

If an expatriate's Contract is extended for 6 months or more, one vacation trip is due at the end of the expiring Contract. During the renewal Contract, vacation trips will be due as per the normal 6 and 12 month entitlement. Provision of tickets are governed by the same conditions specified above for the initial Contract.

9.6 Travel Allowance

Expatriates traveling on their approved Contract trips (i.e. Start/End of Contract and Return Trips Home) are entitled to the following travel allowance:



9. Contract Return Trips Home

Travel Allowance per Contract Trip:

Recipient	Total Payment for Trip
Expatriate	EUR €140.00
Spouse / Permanently Cohabiting Partner	EUR €140.00
per Child	EUR €70.00

At the start and end of the international assignment, the Travel Allowance is provided to cover the incidental costs of travel, and will be paid automatically by either the HHRD or LHRD.

For Contract Trips Home during the international assignment, the Travel Allowance should be requested through the Company's expense reporting system. The Travel Allowance is paid per eligible family member, which must have the proof of travel attached for each person (ticket reservations or boarding pass).

9.7 Travel Time

Travel to the Home Country, as provided in the Contract, will include Travel Days, which will be considered paid leave time, but will not be counted towards the vacation time as specified in the Contract.

The maximum number of Travel Days allotted per Contract Trip Home will be based on travel time from the Assignment Location to the expatriate's Home Country, as specified in the Contract.

The **maximum** number of Travel Days per Contract Trip:

Travel Areas crossed	Travel Days
0	1 day
1	2 days
2	3 days
3	4 days
4	5 days



9. Contract Return Trips Home

For travel from Texas to Western Europe, 2 Travel Areas are crossed. For travel from Alaska to Western Europe, 3 Travel Areas are crossed. For other international assignment and Home Country locations, LHRD will advise each expatriate how many Travel Areas are crossed.

If an expatriate travels to locations other than the Home Country, Travel Days will be commensurate with the travel time involved, up to the maximum specified above.

For expatriates who have chosen the *Cash In Lieu* ticket provision, only **one (1)** Travel Day is applicable per Contract Trip Home.

Vacation is deemed to begin the first day after the completion of travel time, unless that day is a Saturday or Sunday or a holiday in the U.S., in which case vacation starts on the next Company workday.

When traveling, Saturday and Sunday are considered Travel Days. If the expatriate travels during the weekend or on a public holiday, the Travel Day will not be transferable to another working day.

Travel Days must be taken per Contract Trip Home, and they do not carry over to the following contract year.



10. Financial

10.1 Gross-up on Benefits and Salary

Any allowances or benefits (cash and non-cash) the expatriate may receive from the Company while in the U.S. will be included as compensation and reported to the U.S. government. The Company will gross up that income and cover any taxes due.

If the expatriate is assigned on a "NET" salary policy, the Company will determine the expatriate's gross U.S. salary to cover any U.S. Federal, State, and/or Local income taxes due.

10.2 U.S. Tax Filing

The Company will endeavor to minimize the cost of the expatriate's assignment in the U.S. by ensuring that the expatriate's tax returns are accurately prepared to produce the lowest possible legal tax liability. In this regard, the use of certain favorable tax positions, elections, filing status, exemptions, etc. shall be made to minimize the tax liability to the Company and any U.S. tax liability of the expatriates.

The Company has retained the services of a tax advisor to assist in the preparation of tax returns and to determine the tax settlement calculation, as well as to answer any tax related questions.

The expatriate is required to submit tax organizers on time and comply with the requirements for tax filings and payments related to the settlement calculation. Representatives from the Company's tax advisors will brief the expatriate regarding tax treatment, organizer deadlines, and other filing requirements.



The expatriate will be responsible for paying any late filing fees or penalties assessed by the U.S. government as a result of non-compliance with the deadlines set by the Company's tax advisors and/or negligence with regard to the tax filing for previous years.



11. Medical and Other Benefits

11.1 Health Care

The Company will provide the expatriate and approved family members with adequate medical coverage during the Contract period, as specified in the Company's insurance plan. Approved family members are covered if the married spouse and/or dependent children have moved to the U.S. and are residing with the expatriate.

The expatriate and each eligible family member are provided with a personal medical card, which should be presented to the doctor's office and/or hospital providing treatment. The medical card shows proof of participation in the Company's contracted plan.

Benefits will be explained in detail at the familiarization meeting with LHRD.

11.2 Dental

The Company will provide the expatriate and approved family members with limited dental coverage during the Contract period, as specified in the Company's insurance plan. Approved family members are also covered if the married spouse and/or dependent children have moved to the U.S. and are residing with the expatriate.

11.3 Vision

The Company will provide the expatriate and approved family members with limited vision coverage during the Contract period, as specified in the Company's VSP plan. Approved family members are also covered if the married spouse and/or dependent children have moved to the U.S. and are residing with the expatriate.



Note: Please see the Benefit Summary or Summary Plan document for additional information on the above plans.

11.4 Life and Disability Insurance

Life and disability insurance are provided as specified in group coverage.



Terminology & Definitions

- **Assignment Company:** the company to which the expatriate is assigned to work for the duration of the Assignment Contract
- **Assignment Location:** the location in which the expatriate's Assignment takes place, as specified in the Assignment Contract
- **EAD:** Employment Authorization Document (or Work Permit) which is granted by the U.S. government and is required for lawful employment in the U.S.
- **ESTA:** (Electronic System for Travel Authorization) automated system that determines the eligibility of visitors to travel to the United States under the Visa Waiver Program (VWP)
- **LHRD:** Local Human Resources Department
- **HHRD:** Home Company Human Resources Department
- **Home Company:** the Eni Group Company from which the expatriate is assigned to the Assignment Company
- **Home Country:** the point of origin of the expatriate, as defined in the expatriate's Assignment Contract
- **Immediate Family:** to be defined as a spouse / Permanently Cohabiting Partner of the expatriate or a member of the expatriate's family in the first degree (i.e. expatriate's parents, siblings, children)
- **ITIN:** (Individual Taxpayer Identification Number) an identification number required by the U.S. government for all dependents of the expatriate who do not possess a Social Security Number
- **SSN:** (Social Security Number) identification number assigned by the U.S. government to U.S. citizens and foreign aliens authorized for employment
- **USCBP:** U.S. Customs and Border Protection
- **USCIS:** U.S. Citizenship and Immigration Services
- **VWP:** (Visa Waiver Program) a program by the U.S. government allowing citizens of participating countries to travel to the United States without a visa for stays of 90 days or less (for the purpose of tourist or business visits)



Important Forms

- **Expatriate Declaration Form:** The form used to declare Assignment Status, Travel Option, and Working Partner Support (WPS) [Appendix F]
- **Form I-94:** Form issued by the U.S. Government upon entry into the U.S. of a non-immigrant visa holder. To retrieve and print the I-94, go to this website: <https://i94.cbp.dhs.gov/I94>
- **Form I-129S:** Form which must be endorsed at the Visa interview at a U.S. Consulate to be issued a non-immigrant visa. A copy of the endorsed I-129S must be provided to LHRD at the start of the international assignment.
***Typically for Blanket L visas, a copy of the I-129S must be presented to the U.S. Border Officer every time the expatriate enters the U.S. ***
- **Form I-765:** Form used to request the EAD
- **Form W-7:** Form used to apply for an ITIN
- **Travel Authorization Form:** This form must be filled out to receive the *Ticket In Kind* or *Cash In Lieu* for any eligible Contract Trip Home [Appendix G]



Appendix B

Company and Contact Information

Company Information

Office	Address	Address
Houston, Texas	Eni US Operating Co. Inc. Two Allen Center 1200 Smith Street Suite 1700 Houston, TX 77002	Eni Trading & Shipping Inc. Two Allen Center 1200 Smith Street Suite 1707 Houston, TX 77002
Anchorage, Alaska	Eni US Operating Co. Inc. 3800 Centerpoint Drive Suite 300 Anchorage, AK 99503	
New York, New York	Eni Finance USA Inc. 485 Madison Ave 6th Floor New York, NY 10022	

Contact Information

Title	Contact Names	Phone
VP HR & Organization	Corinna Carbone	713-393- 6125
Executive Assistant	Jeff Monette	713-393- 6154
Compensation, Benefits & Payroll Manager	Dennis Outcalt	832-325- 0285
Expatriate Administrator	Lindsay Mueller	713-393- 6244
Health Advisor	Domingo Velazquez	713-353- 9231
Benefits Analyst	Kimberly Mitchell	832-325- 0270
Office Services & Records Management Manager	Windle Martin	713-393- 6152
Receptionist		713-393- 6100
ICT		832-325- 0222



Appendix C

Monthly Housing Allowance Ceilings

Monthly Housing Allowance ceiling – Houston, TX:

# Bedrooms	Status	Other Staff	Middle / Senior Manager	Executive Level
1 Bedroom	Single	USD \$1,850.00	USD \$2,000.00	\$ -
2 Bedrooms	Married / Unaccompanied	USD \$2,300.00	USD \$2,500.00	USD \$2,950.00
3 Bedrooms	Married + (1) child	USD \$2,650.00	USD \$3,000.00	USD \$3,550.00
4 or more bedrooms	Married + (2) children	USD \$4,140.00	USD \$4,925.00	USD \$5,250.00

Monthly Housing Allowance ceiling – Anchorage, AK:

# Bedrooms	Status	Other Staff	Middle / Senior Manager	Executive Level
2 Bedrooms	Single / Married / Unaccompanied	USD \$2,540.00	USD \$2,745.00	USD \$2,950.00
3 Bedrooms	Married + (1) child	USD \$3,040.00	USD \$3,290.00	USD \$3,535.00
4 or more bedrooms	Married + (2) children	USD \$3,470.00	USD \$3,710.00	USD \$3,950.00

Monthly Housing Allowance ceiling – New York, NY:

# Bedrooms	Status	Other Staff	Middle / Senior Manager	Executive Level
1 Bedroom	Single	USD \$3,226.67	USD \$3,520.00	\$ -
2 Bedrooms	Married / Unaccompanied	USD \$4,363.33	USD \$4,775.83	USD \$5,093.00
3 Bedrooms	Married + (1) child	USD \$6,116.67	USD \$7,058.33	USD \$8,000.00
4 or more bedrooms	Married + (2) children	USD \$8,100.00	USD \$9,733.33	USD \$10,933.33



Appendix D

Annual Tuition Ceilings for Schooling

Annual Ceilings for Tuition – Houston, TX

School	Age/Grade	Tuition Ceiling per year
Kindergarten	Ages 3 and up	USD \$15,000
Primary	1st – 5th Grades	USD \$20,500
Secondary (Middle & High School)	6th – 12th Grades	USD \$24,000

Annual Ceilings for Tuition – Anchorage, AK:

School	Age/Grade	Tuition Ceiling per year
Kindergarten	Ages 3 and up	USD \$10,000
Primary	1st – 5th Grades	USD \$16,000
Secondary (Middle & High School)	6th – 12th Grades	USD \$17,500

Annual Ceilings for Tuition – New York, NY:

School	Age/Grade	Tuition Ceiling per year
Kindergarten	Ages 3 and up	USD \$19,000
Primary	1st – 5th Grades	USD \$29,000
Secondary (Middle & High School)	6th – 12th Grades	USD \$31,000



Appendix E

Acknowledgment of Receipt, Review and Acceptance

I hereby acknowledge I have received a copy of the "Expatriate Policy & Procedure Manual," and I have read and understand the policies and their provisions.

Employee Signature

Date

Company Representative

Date



Appendix F

Expatriate Declaration Form

Personal Information

Name:

Employee ID:

Marital Status: ☐ Single ☐ Married ☐ Permanently Cohabiting Partner ☐ Other

Number of Children:

Assignment Status: ☐ Single ☐ Unaccompanied ☐ Family

Contract Home Trips

For the duration of my contract, I hereby declare that I choose the following option for all Contract Home Trips:

☐ Ticket In Kind ☐ Cash In Lieu ☐ Travel Budget

Working Partner Support (WPS)

I request that my Spouse/Permanently Cohabiting Partner be provided support services through the Company's Working Partner Support program. I hereby declare that my Spouse/Permanently Cohabiting Partner is eligible for the support services according to the requirements of the relevant policies, and I will submit any required documentation to HR.

☐ Yes ☐ No

Authorization

Requestor Signature:	<input type="text"/>	HR Rep. Name:	<input type="text"/>
Date:	<input type="text"/>	HR Rep. Title:	<input type="text"/>
		HR Rep. Signature:	<input type="text"/>



Appendix G

Travel Authorization Form

Traveler

Date Requested: AFE or Cost Center (list only one):
Eni Traveler:
Additional Travelers:

Travel Information

☐ Business Trip ☐ Expat Contract Trip

Authorization is requested for the following business travel:

Description of Travel:

Travel Method:

Traveling From:

Traveling To:

Travel Start Date:

Start Time:

Choose One

Travel Return Date:

Return Time:

Choose One

Lodging Needed? ☐ Yes ☐ No

Lodging Preference:

Car Rental Needed? ☐ Yes ☐ No

Car Rental Preference:

Travel Advance

Advance Requested? ☐ Yes ☐ No Amount: Choose one: ☐ Check ☐ Wire Transfer

Relevant Information:

Authorization

Requestor Name:

Dept. Manager Name:

Requestor Title:

Dept. Manager Title:

Requestor Signature:

Dept. Manager Signature:

Authorized by President:

HR Rep. Name:

HR Rep. Title:

HR Rep. Signature:

, President & CEO

(Overseas and Alaska travel only)

