



Internship Relocation Handbook

INTRODUCTION

Congratulations!

Congratulations on your acceptance into the Wal-Mart Stores, Inc. ("Walmart") Internship Program. This Internship Relocation Policy ("Policy") is designed to provide you with the information and tools necessary to make your temporary move as smooth and easy as possible. Please read this material carefully so that you understand the assistance you are eligible to receive, provided you act in accordance with Policy guidelines. As you prepare for each step of your internship, use this information as a source of guidance. Be aware that if certain guidelines within the offered services are not followed, some or all of your benefits may be reduced or forfeited.

Scope of Policy

This Policy applies to associates hired by Walmart Stores Inc. to participate in the Internship Program. Walmart will assist in your relocation if you reside outside a 50-mile radius from your primary residence location (if you reside 50 from the intern location you will attend, full time residence outside of school term) to the internship location. The intent of this internship Policy is to assure that the temporary relocation is planned and executed in an expeditious manner. Our goal is to provide you with reasonable and fair financial assistance for expenses related to your internship.

This Policy should not be considered as a promise of employment for any particular length of time. Employment at Walmart is on an at-will basis, which means that either Walmart or you are free to terminate the employment relationship at any time, for any or no reason, consistent with applicable law.

Important Information

Walmart has selected CapRelo, a relocation management company, to assist in your transition. Once you are authorized for benefits, they will contact you to make the necessary arrangements for your internship.

GAME-Global Associate Mobility Engine

GAME is the Walmart relocation workflow system. GAME allows you to have a full view into your relocation process, submit for and check the status of any payment and / or exception request, book all of your relocation flights through the travel link, as well as see all of your relocation benefits that have been utilized

GAME Customer Relations Service Center

The Customer Relations Service Center will be available for all system, process or expense questions from 7:30 a.m. to 5:15 p.m. central daylight time at 1-800-643-3766. Outside of these hours there will be an email queue via gamerelo@wal-mart.com and a voicemail queue all emails and voicemails should be responded to within 24 - 48 business hours.



Walmart has partnered with CapRelo, a national relocation service provider that maintains an on-site staff of relocation consultants at the Walmart Home Office. CapRelo is staffed with experienced relocation consultants to provide relocation services to you. In addition, CapRelo will assist you in ensuring that your Policy benefits are executed as intended in a timely matter

Privacy Statement

Private and confidential associate information will only be shared with third parties and Walmart management on a need-to-know basis in order for those parties to make policy related decisions that are necessary to provide services covered in the Policy. Additionally, access to private or confidential associate information will be given only to those persons who must have access to the information in order to accomplish their properly assigned job responsibilities regarding the Policy and related matters.

INTRODUCTION

Relocation Repayment Agreement

If you voluntarily terminate your employment with Walmart or if your employment is terminated for cause prior to the completion of the internship assignment as noted in the offer letter, you must repay all relocation expenses provided by Walmart. In addition, all relocation benefits will cease immediately and any pending requests for reimbursement will be denied. In the event of your termination, all relocation assistance received by you or paid on your behalf by the company or its relocation service provider, will be subject to the terms of the Internship Relocation Repayment Agreement.

Important: The Internship Relocation Repayment Agreement must be read, signed, and returned to your Internship Program Manager for your respective area before your relocation can be authorized.

Tax Liability Assistance

All relocation expenses reimbursed or paid by Walmart will be reported as additional compensation, subject to payroll deductions, including federal, state, and local income taxes and FICA. The amount of tax gross-up (supplemental federal rate plus applicable state and local tax) will be remitted by Walmart directly to the appropriate revenue agency and reported as withheld taxes on your W-2 Wage and Tax Statement. The determination of whether an item is or is not deductible by you on your individual income tax return is a personal decision you must make. The way that an item is treated by Walmart for purposes of income tax withholding does not constitute tax advice.

TRANSPORTATION

Driving

You will receive assistance with the cost of transportation to your internship location and back to your origination. Driving to your internship location is recommended for areas with limited transportation.

If you receive a driving lump sum for round trip transportation from origination location (current address or address on drivers license) to the destination location is intended to cover:

- Meals
- Hotel (if applicable)
- Mileage
- Gas
- Parking/Tolls

Half of the lump sum will be paid 30 days prior to arrival and the remaining half of the lump sum will be paid 30 days prior to departure. These payments will be processed through GAME by Caprelo.

One Way Miles	Lump Sum for Round Trip
51-300	\$500.00
301-500	\$900.00
501-800	\$1,300.00
801+	\$1,650.00

Important: Expenses will not be reimbursed for the commute from the accommodation location to the internship location.

Flying

You will receive the following benefits for flying to and from your internship location you will be provided the following :

- Airfare-round trip (if the distance is greater than 501 miles one-way)
 - Thirty day advance purchase is encouraged
 - Seven day advance booking is enforced
- Lump Sum: \$250.00 for round trip
 - Meals
 - Baggage fees
 - Transportation to and from airport

Important: You should book flights through "Get There", link which will be supplied through GAME.

Housing Accommodations

Temporary Housing

Accommodations will be provided by CapRelo for your internship period and will be available to you two days prior to your start date and two days after your internship ends.

Where available, the housing units will be fully furnished and include a kitchen, linens, and a washer/dryer. Normal and typical housing utilities are included.

Option A: Housing Stipend

- A one – time lump sum housing stipend based on monthly rent, up to and not to exceed \$600 USD per month.
- Signed lease agreement in intern's name, for the duration of the internship program, must be provided to receive the lump sum stipend.
- **If intern's permanent residence is less than 50 miles from internship program work location, they will only be eligible for this option. (Option A)**

Option B: Hotel Housing Assistance (Fully Furnished)

- Housing assignment will be made in a fully furnished extended stay hotel, single room.
- Up to 4 meals per week will be provided by hotel.
- **Intern's permanent residence must be greater than 50 miles for the internship program work location to eligible for this option. (Option B)**

Option C: Apartment (Fully Furnished)

- Intern's opting into apartment assignments will be paired with another Walmart/Sam's intern as a roommate.
- Apartments will be fully furnished, consisting of 2 separate bedrooms and shared common area such as kitchen and living spaces.
- **Roommate options:**
 - Intern may select a roommate; must be same gender and active Walmart/Sam's intern program participant.
 - Walmart will assign roommate; must be same gender and active Walmart/Sam's intern program participant.

Intern's permanent residence must be greater than 50 miles from internship location and drive personal vehicle to be eligible for this option. (Option C)

Important:

- Each intern will be responsible for keeping the temporary housing accommodations in reasonable condition.
- Interns will not be reimbursed for any incidentals incurred while living in the temporary housing accommodations.
- Walmart will not be responsible for any housing costs you may incur in your primary residence location during your internship.
- Interns can receive any of these options above for the duration of the program.
- **If the intern chooses "Option A" this is a onetime payment the intern will be responsible for all future monthly payments of the lease or any overages.**
- **All interns' can receive the housing stipend but will receive no additional assistance outside of this policy. (Option A)**
- **Intern will need to drive personal vehicle to be eligible for Option C.**
- Options B and C will be a direct bill to Walmart via CapRelo.