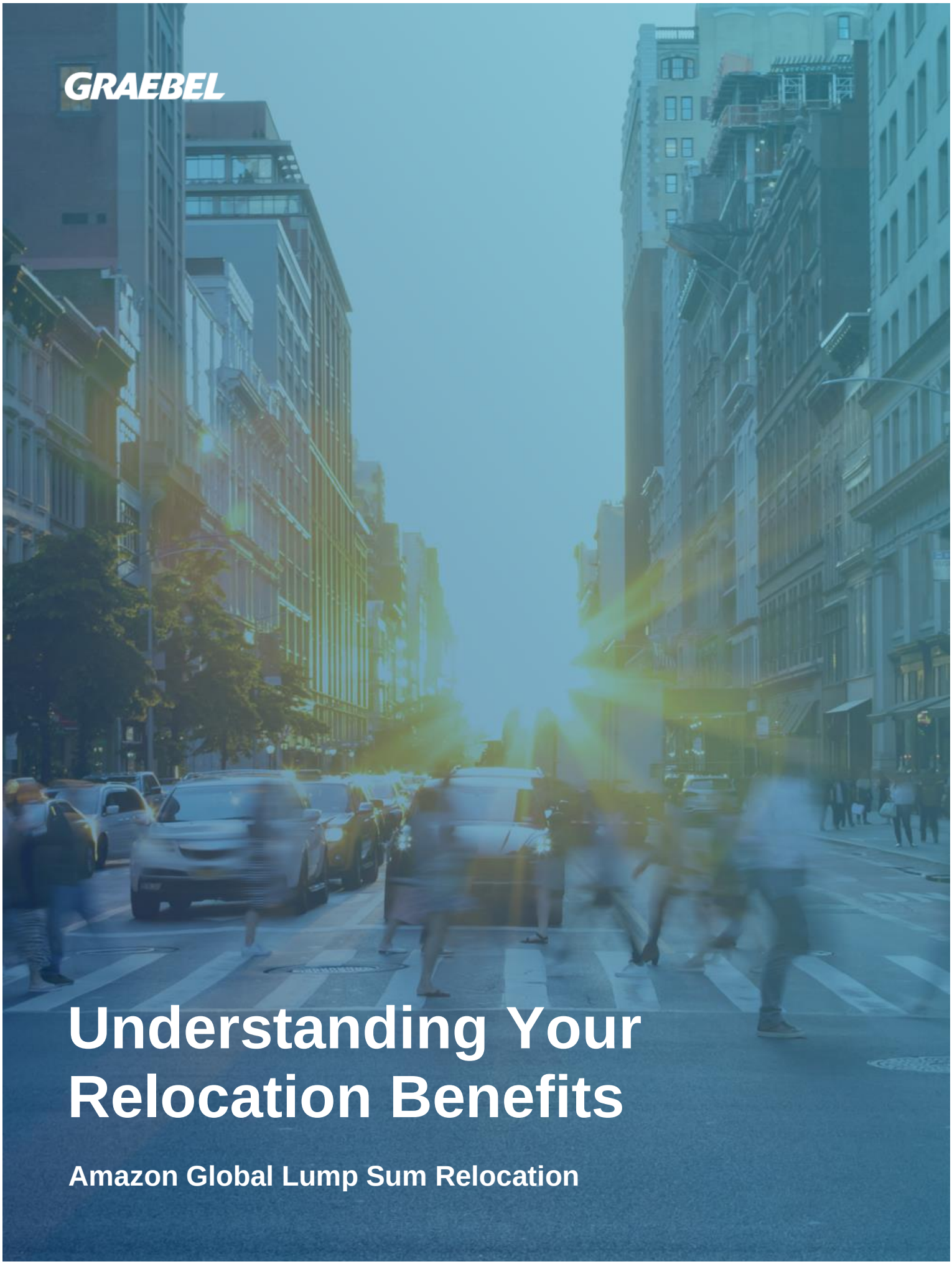


Understanding Your Relocation Benefits

Amazon Global Lump Sum Relocation

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Understanding Your Lump Sum Cash Allowance

The Lump Sum Cash Allowance is the benefit given to you by Amazon to help you with your move. You have the freedom to choose how you would like to spend your cash allowance. These funds are yours to use how you see fit. Your cash allowance will be paid via direct deposit into your bank account (as early as 60 days prior to your start date), pending completion of the required tasks in the Graebel Lump Sum platform.

Here are some examples of what you might use your lump sum cash allowance to cover, but not limited to:

- Lease cancellation expenses
- Temporary housing
- Home finding trip expenses
- Shipment of personal belongings, household goods, and/or vehicles
- Pet-related travel expenses

You do not need to provide receipts for what you use these funds for. Keep in mind that your benefits do include some reimbursable travel expenses as well.

Your lump sum cash allowance is a tax-assisted payment. This means that Amazon will assist with paying taxes on the lump cash amount on your behalf.

Additional Benefits

In addition to your lump sum cash allowance, your relocation policy also includes the following benefits described in further detail throughout this document.

- **Final Move Travel:** Standard economy airfare or mileage reimbursement when driving to your new city and two nights hotel stay in your current or new location.
- **Expense Reimbursement:** Eligible travel and immigration expenses submitted for reimbursement through the Expense Center.
- **Visa & Immigration (if applicable):** Reimbursement of eligible expenses related to your visa application and travel required to obtain a visa and/or work authorization.
- **Tax Support (if applicable):** Employees moving to another country receive tax consultation for your origin and destination locations.
- **Destination and Moving Resources:** Resources to help you with your move and get you accustomed to your new city.

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Final Move: Flying

As part of your relocation benefits, you receive travel one-way, one-time (flying or driving). If you fly, Amazon will cover the cost of a one-way, one-time, standard economy class ticket.

Your spouse/partner, as well as dependent children under the age of 26, are also eligible for this benefit, as long as they are added as family members in the platform. They may travel with you or at a different time.

Flight travel bookings and hotel accommodations are coordinated by our partners at Carlson Wagonlit Travel (CWT) and requested through the platform. Keep in mind that you will need to make use of this benefit within 12 months of your start date.

Reimbursements Related to Your Flight

During your final move, you and your family members will be eligible to receive reimbursement for the following expenses:

- All reasonable meals for you and your family during the day of travel
- A taxi or Uber/Lyft to and from the airport
- Excess baggage fees of up to $300 USD/person (or equivalent in local currency), including baggage cart, porter fees, and baggage wrapping
- Up to 2 nights at a reasonable 3-star hotel at your origin or destination location (or 1 night at each location) in conjunction with your trip

Please Note:

- For expenses valued over $25 USD (or equivalent), itemized receipts must be submitted
- Hotel reimbursement is applicable to 3-star hotels, similar to Courtyard by Marriott or Novotel
- Families of more than 4 traveling together may book 2 rooms for each eligible night
- If flying to/from a location that is different from the approved origin or destination, your airfare is reimbursable up to the amount of travel to/from those authorised locations. Contact the Graebel Support Team to receive approval and the reimbursable quote needed.

Non-Reimbursable Items While Flying

The following items are non-reimbursable during your final move when flying:

- Flight-class or seat upgrades (i.e. Premium Economy, Business, First, Seat Selection, etc.)
- Rental car to/from the airport, or mileage
- Luggage shipping expenses
- Airline points or miles are not reimbursable
- Alcohol, groceries, and non-food items
- Meals while in hotel at origin and/or destination
- Hotel in-room charges such as internet, liquor, bar, etc.
- Pet expenses

Final Move: Driving

During your final move, you have the option to drive to your new destination instead of flying. The method of travel you choose determines what is reimbursable. You can choose one of the following options:

- Driving your personal vehicle
- Driving a rental car (not allowed for any cross-border relocations)
- Driving a moving truck (not allowed for any cross-border relocations)

Even when driving, our partners at Carlson Wagonlit Travel (CWT) can still help you with hotel accommodations in your origin and/or destination location. Let us know in the Travel Request section of the Graebel platform.

Reimbursements Related to Your Trip While Driving

During your final move, you and your family members will be eligible to receive reimbursement for the following expenses:

- Mileage when driving a personal vehicle, based on the most direct route at the applicable business mileage rate for your location
- If driving a rental car, the daily base rate of a mid-size rental car (4-door sedan or similar) per each 350 miles/50 km driven, along with the costs of Collision Damage Waiver and/or Loss Damage Waiver (if applicable)
- The cost of fuel (not mileage) when driving a rental car
- Reasonable 3-star hotel accommodation for you and your family
    - 1 night per every 350 miles/550 km driven along the route
    - Additionally, up to 2 nights at your origin or destination location (or 1 night at each location) in conjunction with your trip
    - Parking fees at the hotel
- Toll fees
- All reasonable meals for you and your family during the day(s) of travel

Please Note:

- For expenses valued over $25 USD (or equivalent), itemized receipts must be submitted
- All reimbursements are applicable only for the most direct route from your approved origin and destination locations
- Mileage is only reimbursable for your personal vehicle and, if applicable, your spouse/partner's personal vehicle if driving separately

- Rental car and moving truck expenses are not reimbursable for any cross-border locations
- Hotel reimbursement is applicable to 3-star hotels, similar to Courtyard by Marriott or Novotel
- Families of more than 4 traveling together may book 2 rooms for each eligible night

Non-Reimbursable Items While Driving

The following items are non-reimbursable at any point during your final move:

- Additional mileage or hotel nights due to inclement weather or vehicle maintenance
- Points or miles are not reimbursable
- Vehicle maintenance or repair costs prior, during, or after the drive
- Rental car add-ons, upgrades, drop fees, toll devices, GPS, or supplemental insurance
- Cost of renting a moving truck and/or trailer (only fuel for the drive is reimbursable)
- Alcohol, groceries, and non-food items
- Meals while in hotel at origin and/or destination
- Hotel in-room charges such as internet, liquor bar, etc.
- Pet expenses

Visa & Immigration (Work Authorization)

If you require a visa to be authorised to work in your new location/role, you are eligible for reimbursement of the following immigration-related expenses:

Visa Trip Expenses (if applicable)

- Economy class flight
- Up to 2 nights at a reasonable 3-star hotel
- Meals
- Taxi
- Parking

Please Note:

- For expenses valued over $25 USD (or equivalent), itemized receipts must be submitted
- If travel to an Embassy is required, please make all travel arrangements yourself and submit for reimbursement. CWT is not available for visa trip arrangements
- Hotel reimbursement is applicable to 3-star hotels, similar to Courtyard by Marriott or Novotel

Visa Application Expenses

- Visa application and visa fraud fees
- Courier fees
- Medical exams and necessary immunizations
- Photography
- Legalization/translation of necessary documents
- Local registration
- Language exams
- Fingerprinting and background checks
- Residence permit fees
- EAD application fee (if applying for an EAD card)

Please Note: Any additional school-related fees are not reimbursable.

Tax Support

Cross Border Relocation

If you are relocating to a new country, you are eligible to receive ongoing tax preparation and filing services. Tax support and services are provided by one of Amazon's international tax partners to help support your transition to a new country.

You will also receive year-end documentation for your relocation expenses. Although your primary tax documents will come from Amazon directly, Graebel will provide a Relocation Tax Report (RTR) that outlines the expenses and taxes paid by Amazon. This is an informational documentat that should be paired with other tax documents that Amazon provides you with.

Moving Resources

As a part of your relocation benefits, you have access to CitySwitcher — a digital marketplace for relocation services.

CitySwitcher allows you to connect with a personal Move Coach to discuss your individual moving needs, free of cost. A Move Coach can assist you with getting connected to trusted and vetted suppliers for the logistical aspects of your move such as (but not limited to):

- Finding a mover to ship your belongings or vehicle
- Finding a place to live
- Selling your existing home or buying a new one
- Getting connected with temporary housing
- Getting local support for settling in your new location

You can schedule a call with a Move Coach at any time to get tailored assistance on:

- Reviewing your moving needs
- Getting no-obligation moving quotes virtually
- Finding the right companies
- Getting local expertise

Please Note: There is no obligation to work with any of the recommended vendors. There is also no cost for requesting quotes or speaking with a Move Coach for guidance. You will only be responsible for any services purchased through CitySwitcher.

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Benefits & Reimbursements Chart

Below is a quick snapshot of all the benefits available to you under your policy. For more details on each of these benefits, please refer to the preceding sections of this document.

	Flights	Driving *Personal Vehicle*	Driving *Rental Vehicle* (no cross-border relocations)	Driving *Moving truck* (no cross-border relocations)
Cost of Flight	Coordinated by CWT or reimbursable one-way, one-time, basic economy class ticket when from approved origin and destination	Not Applicable	Not Applicable	Not Applicable
Fuel	Not Applicable	Non-reimbursable	Reimbursable for the most direct route	Reimbursable for the most direct route
Mileage	Not Applicable	Reimbursable at the applicable business mileage rate for your location when driving the most direct route	Non-reimbursable	Non-reimbursable
Vehicle Costs	Not Applicable	Not Applicable	Reimbursable at the daily base rate of a mid-size sedan, plus CDW/ LDW. Upgrades and add-ons are not reimbursable	Moving truck are non-reimbursable
Toll Fees	Not Applicable	Reimbursable		
Excess Baggage Fees	Reimbursable for up to $300 USD (or equivalent) worth of extra baggage expense per person	Not Applicable		
Meals	Reimbursable on the days of travel only Meals are not covered during the 2 nights of hotel at origin or destination			
Hotels	Coordinated by CWT or reimbursable up to 2 nights at origin or destination location when related directly to your travel dates	Reimbursable up to 1 night per every 350 miles/550 km driven per day on the most direct route. In addition to up to 2 nights at origin or destination location when related directly to your travel dates.		
Immigration	**Visa Application Expenses** Visa application and Visa fraud fees Courier Fees Medical Exams and necessary immunizations Photography Legalization/translation of necessary documents Local registration Language exams Fingerprinting and background checks Residence permit fees EAD application fee (if applying for an EAD card)	**Visa Trip Expenses** Economy class flight Hotel for up to 2 nights Meals Taxi Parking		