

Corporate Housing Guidelines

Please work with your HR Business Partner or Relocation Counselor to request corporate housing. The following information is required to initiate a request for corporate housing:

- Employee's name and that of an accompanying spouse/domestic partner and/or dependents.
- Age and sex of dependents
- Employee Number and Organization Code
- SAP Cost Center covering the expense
- Reason for Corporate Housing – Relocation, Temporary Assignment, Business Travel, or Other
- Location of Housing Needs
- Arrival and Departure Dates
- Pet Information

Apartments will be assigned based on the following criteria:

One (1) Bedroom Apartment:

- Single Employee
- Employee and Spouse/Domestic Partner

Two (2) Bedroom Apartment:

- Employee with not more than two same-sex dependents
- Employee and Spouse/Domestic Partner with not more than two same-sex dependents

Three (3) Bedroom Apartment:

- Employee with two different sex dependents -or- with more than two dependents
- Employee and Spouse/Domestic Partner with two different sex dependents -or- with more than two dependents

Note: If child is college-age, child must reside a minimum of 50% of the time in temporary housing to qualify as a dependent for purposes of this guideline.

Direct Bill to Marathon

Corporate housing is direct billed to Marathon Oil and cross charged to the SAP Cost Center number provided at the time of reservation. Please do not request temporary housing until plans are firm. A reservation usually cannot be confirmed more than thirty (30) days prior to arrival.

Insurance

Marathon does not provide insurance coverage on personal belongings during a stay in corporate housing. It is recommended that the employee purchase renter's insurance if you do not have other insurance (i.e., homeowners) to cover personal belongings while in corporate housing. Always lock the corporate apartment when away.

Corporate Package Includes:

- Rent
- Furniture
- Artwork and Plants
- Housewares
- Towels and Linens
- Utilities
- Basic Cable TV
- TV / DVD
- Washer and Dryer
- Microwave
- Vacuum Cleaner/Broom
- Weekly Maid Service

Additional questions regarding Corporate Housing should be directed to the Global Mobility & Relocation Coordinator by emailing MRorelobenefits@marathonoil.com.