

Executive Relocation Policy

Information on the following topics is provided to help employees who are relocating to another region at the request of Discount Tire:

Note: The Request for Reimbursement form and Relocation Bonus form mentioned in this policy are also available under Human Resources > Policies > Relocation Policy.

Any questions that arise that are not covered in this information may be answered by the Regional Vice President of the region you are transferring to.

Expenses Paid for Travel to Locate Housing

Items 1, 2, and 3 below must be coordinated with our Corporate Travel Manager, Julie Ann Curlee, at 480-606-5800.

1. Airfare
2. Lodging
3. Rental Car

Items 4, 5, and 6 below should be itemized on the Request for Reimbursement form with the receipts attached and forwarded to the Regional Office in the region where the employee will be working.

4. Gasoline Cost
5. Airport Parking
6. Meals (limit of \$40.00 per adult, \$25.00 per child, each day)

Expenses Paid for Moving to New Location

1. Cost of moving household goods (rental truck if at all possible).
2. Packing cost of breakable items if done by a moving company.
3. Normal insurance costs if moved by a moving company.
4. Trip lodging, as well as lodging while waiting for goods to arrive (extended lodging periods during the course of a move and related expenses (i.e. meals) will not be paid as these expenses are personal in nature).
5. Gasoline cost for up to two vehicles.
6. Meals (\$40.00 for adults, \$25.00 for children, per person, per day).
7. Lease cancellation costs that an employee cannot avoid. This must be discussed prior to move. A Company letter to your landlord stating you are required to move will sometimes help avoid this charge.
8. Cost of towing vehicles will be discussed on an individual basis.

Moving Expenses Not Paid

- Items such as firewood, lumber, bricks, clocks, frozen food, etc.
- Temporary rents at new location (see Relocation Bonus).

Using a Moving Company

Discount Tire has contracted with the moving company listed below. A bid must be obtained and sent to Laura Jude in the corporate office. Laura must approve the decision before proceeding with any arrangements. Phone Laura at 480-606-5867 Fax: 480.951.0206 Email: ljude@discounttireco.com

Dircks Mayflower
Marcy Ehrlich
mehrlich@dircks.com
602-269-5526

Renting a Truck or Moving Container

- Regional office must first contact Laura Jude at Corporate (480.606.5867) and let her know if DTC is paying for this move.
- Call reservations via their toll-free telephone number.
- Identify yourself as a Discount Tire employee.
- Provide our account number, the origin and destination of the move.
- Discuss rental equipment needs and make a reservation.

U-HAUL

Phone: 1-800-528-6042

Account Number: 744599053033

If you will need storage, please ask about their 30-day free storage offer.

MoveBuilder (Moving Containers)

Phone: 1-877-450-3608

Relocation Bonus

Discount Tire will pay a relocation bonus to employees determined on an individual basis. This determination will be based on the employee's current housing situation, cost of housing in the new location, etc. The amount will be determined and issued to the employee net of all appropriate federal and local taxes in one lump sum. This bonus may be used by the employee as he wishes (deposits, rents, miscellaneous expenses, etc.). The Vice President of the region the employee is transferring to must complete the Relocation Bonus form.

Employee Homes

The company does not provide home takeover offers to store personnel. The purpose of the Relocation Bonus (see above) is to pay for new housing while the employee is still renting or making payments at the existing location. However, if house payments are still required at the existing location six months after the move, the company will loan the employee up to an additional six months of house payments. The employee will be charged interest on this loan at prime + 1%. Repayment terms will be discussed at the time of borrowing.

Income Taxes

Income taxes on nondeductible moving expenses will be paid by Discount Tire directly to the taxing authorities on the employee's behalf. Please refer to the Corporate Relocation Tax Guide for a detailed discussion of tax reporting issues.

Regional Office Requirements

- All invoices or employee reimbursements for moving expenses must be identified as moving expenses and sent to the Expense Payables Department after being approved at the regional office.
- The Relocation Bonus Form for temporary rents must be completed by the regional Vice President in the transferred to region. This form must be sent to Polly Forsythe for payment authorization.

Payment of Moving Expenses

All moving expenses (including employee reimbursements) must be paid by the Corporate Office (NO EXCEPTIONS!). The reason for this is to ensure each payment is properly identified, by individual, for year-end tax reporting purposes.