



| Date (mm/dd/yy) | Place (City/State) | Transportation¹ (Air travel & mileage) | Hotel or Lodging² | Meals/ Groceries³ | Other⁴ (Including rental car & gasoline) | Description of Expense | Paid by Company | |
|--------------------|-----------------------|---|-------------------|----------------------|---|------------------------|-----------------|-------------|
| | | | | | | | Amount | Description |
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| | | | | | | | | |
| Totals: | | \$ | \$ | \$ | \$ | | \$ | |

¹ Please provide receipt for airline tickets.

² Please provide receipt — delete long distance phone charges, movies, etc., and separate meal charges.

³ Please provide receipt for any expense over \$25.00.

⁴ Please provide receipt for all items in this category.

Marathon Petroleum Company LP

Relocating Employee Daily Summary: Temporary Living Expenses

Which type of Expenses are logged on this sheet? Click on Hyperlink to go to appropriate sheet: [Advance Trip](#) [Temporary Living](#) [Travel](#)

| Date (mm/dd/yy) | Place (City/State) | Hotel or Lodging ¹ | Meals/ Groceries ² | Other ³ (Including rental car if applicable) | Description of Expense | Paid by Company | |
|--------------------|-----------------------|-------------------------------|----------------------------------|--|------------------------|-----------------|-------------|
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| | | | | | | | |
| | | | | | | | |
| Totals: | | \$ | \$ | \$ | | \$ | |

Notes:

¹ Please provide receipt — delete long distance phone charges, movies, etc., and separate meal charges.

² Please provide receipt for any expense over \$25.00.

³ Please provide receipt for all items in this category.

Marathon Petroleum Company LP

Relocating Employee Daily Summary: Travel Expenses

Which type of Expenses are logged on this sheet? Click on Hyperlink to go to appropriate sheet: [Advance Trip](#) [Temporary Living](#) [Travel](#)

| Date (mm/dd/yy) | Place (City/State) | Transportation¹ (Air travel & mileage) | Hotel or Lodging² | Meals/ Groceries³ | Other⁴ (Including rental car & gasoline) | Description of Expense | Paid by Company | |
|--------------------|-----------------------|---|-------------------|----------------------|---|------------------------|-----------------|-------------|
| | | | | | | | Amount | Description |
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| | | | | | | | | |
| Totals: | | \$ | \$ | \$ | \$ | | \$ | |

Notes:

¹ Please provide receipt for airline tickets.

² Please provide receipt — delete long distance phone charges, movies, etc., and separate meal charges.

³ Please provide receipt for any expense over \$25.00.

⁴ Please provide receipt for all items in this category.