

Travel Cost Submission Guidelines

Dear [Candidate's Name],

Thank you for participating in the interview process. We understand that travel can incur various costs, and we want to ensure you are reimbursed for your expenses. Below are the guidelines for submitting your travel costs.

Submission Requirements

- All travel expenses must be submitted within 30 days of your interview date.
- Receipts are required for all expenses over \$25. Please attach copies with your submission.
- Eligible expenses include airfare, lodging, meals (up to a daily limit), and transportation (e.g., taxi, Uber).

Submission Process

1. Complete the attached travel cost reimbursement form.
2. Compile all necessary receipts and documentation.
3. Email your submission to [email@example.com] or mail it to [Company Address].

Contact Information

If you have any questions regarding the submission process, please reach out to [Contact Name] at [Contact Phone Number] or [Contact Email].

We appreciate your understanding and look forward to reviewing your submission.

Sincerely,
[Your Name]
[Your Position]
[Company Name]