

# Travel Expense Reporting Requirements

Dear [Candidate Name],

We appreciate your participation in the interview process for the [Position Title] role at [Company Name]. To ensure that your travel expenses are reimbursed accurately, please adhere to the following guidelines:

## Expense Reporting Guidelines

- **Eligibility:** Only expenses incurred during your travel for the interview will be reimbursed.
- **Itemized Receipts:** Please include all itemized receipts for travel expenses.
- **Expense Categories:**
  - Transportation (airfare, car rental, mileage)
  - Accommodation (hotel stays)
  - Meals (per diem or detailed receipts)
- **Submission Timeline:** All expense claims must be submitted within [number of days] days post-interview.
- **Reimbursement Method:** Reimbursements will be processed via [method - check/direct deposit].

Please complete the attached expense report form and return it along with your receipts to [email/contact person] by the specified deadline.

Thank you for your cooperation, and we wish you the best of luck in the process.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]