

Travel Reimbursement Guidelines

Dear Candidates,

We appreciate your participation in our selection process and understand that travel may be involved. To assist you in seeking reimbursement for your travel expenses, please adhere to the following guidelines:

1. Eligible Expenses

- Transportation (airfare, train, bus)
- Accommodations (hotel bookings)
- Meals (per diem rates apply)
- Miscellaneous expenses (taxi, parking)

2. Submission Process

1. Complete the Travel Reimbursement Form.
2. Attach original receipts for all eligible expenses.
3. Email the completed form and receipts to the designated reimbursement contact.

3. Deadlines

All claims must be submitted within 30 days of your travel date. Late submissions may not be considered for reimbursement.

4. Additional Information

For any questions regarding the reimbursement process, please contact our finance department at finance@example.com.

Thank you for your understanding and cooperation.

Sincerely,

The Recruitment Team