

Travel Reimbursement Procedure

Dear [Candidate's Name],

We appreciate your participation in the interview process for the [Position Title] at [Company Name]. As part of our commitment to supporting candidates, we offer a travel reimbursement for expenses incurred during your visit.

Reimbursement Guidelines

- Eligible expenses include transportation, lodging, and meals.
- Receipts must be provided for all expenses claimed.
- The maximum reimbursement amount is [Specify Amount].
- Submit your reimbursement request within [Specify Timeframe] of your travel date.

Submission Process

Please complete the attached travel reimbursement form and include all relevant receipts. Submit your request via email to [Email Address] or mail it to [Company Address].

Thank you for considering a career with [Company Name]. If you have any questions regarding the reimbursement process, feel free to reach out.

Sincerely,

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