



RECRUITING

## REQUEST FOR CANDIDATE REIMBURSEMENT Finalist Interview

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Location: \_\_\_\_\_ Interview Date: \_\_\_\_\_

*A maximum of \$500 may be reimbursed for eligible travel expenses for finalist interviews for candidates traveling more than 400 miles.*

### AIR TRAVEL

Amount expended: \$ \_\_\_\_\_ (attach original receipt; not travel itinerary)

### LODGING

Amount expended: \$ \_\_\_\_\_ (attach original receipt; not travel itinerary)

### CAR RENTAL

Amount expended: \$ \_\_\_\_\_ (attach original receipt; not travel itinerary)

### CERTIFICATION OF REQUEST BY APPLICANT:

I certify that the above claim is true and accurate. Attached are my original receipts.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

### For Human Resources Use Only

The following is approved for reimbursement; not to exceed a maximum amount of \$ \_\_\_\_\_ for any individual claim.

<input type="checkbox"/>	Air Travel	\$ _____
<input type="checkbox"/>	Lodging	\$ _____
<input type="checkbox"/>	Car Rental	\$ _____

**TOTAL** \$ \_\_\_\_\_

Budget Administrator Approval: \_\_\_\_\_

Date \_\_\_\_\_

Account #: \_\_\_\_\_

### INSTRUCTIONS:

1. Complete and sign.
2. Attach original receipts (copies or credit card bills are not acceptable).
3. Return to Human Resources, Attn: HR Recruitment Specialist, 14000 Fruitvale Avenue, Saratoga, CA 95070
4. Please allow 4-6 weeks for reimbursement.