



## Interview Reimbursement Policy Template

Dear [Employee],

We are pleased to offer you the opportunity to interview for a position with our company. As part of our commitment to providing a positive candidate experience, we have established an interview reimbursement policy to assist with your travel expenses.

**To be eligible for reimbursement, please follow the guidelines outlined below:**

1. All travel expenses must be pre-approved by the hiring manager or HR representative.
2. Reimbursement will be provided for reasonable expenses such as airfare, hotel accommodations, and ground transportation.
3. Receipts must be submitted within 30 days of the interview date.
4. Reimbursement will be processed within 2 weeks of receipt of all required documentation.

For more information on our interview reimbursement policy, please refer to our company handbook [\[link to company handbook\]](#).

Thank you for considering a career with us. We look forward to meeting you and wish you safe travels.

Sincerely,  
[Company Name] HR Team

Sources:

- Interview Reimbursement Policy Guidelines [\[link\]](#)
- Company Handbook [\[link\]](#)