## **Interview reimbursement policy template**

[Organization Name]

Interview reimbursement policy

### **Brief & purpose**

At [Organization Name], we value the time and effort candidates invest in our interview process. This policy aims to ensure that candidates are fairly reimbursed for expenses incurred during their interviews with us.

### **Scope**

This policy applies to all job candidates interviewing for eligible positions at [Organization Name].

### **Eligible expenses**

Travel: Flight tickets or train fares for the candidate.  
Accommodation: Hotel stays for the duration of the interview process.  
Meals: Daily meal expenses up to a specified limit.

### **Exclusions**

Alcoholic beverages.  
Expenses for companions or family members.  
Personal expenses unrelated to the interview process.

### **Submission process**

Candidates should submit their claims with all relevant receipts within 15 days of the interview.

### **Approval and payment**

Reimbursement claims will be reviewed by the HR department and processed within 30 days of submission.

### **Queries**

For any questions or clarifications regarding this policy, candidates can reach out to the HR department.

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