



# External Candidate Reimbursement Policy

Thank you for interviewing with GE. Please ensure you read the list of reimbursable and non-reimbursable items and submit expenses appropriately.

We kindly request all candidates submit eligible expenses within **30 days with itemized receipts**. After 90 days we will no longer process your request for reimbursement. Finally, GE is not liable for any error in submission of a candidate's bank account details.

## **Reimbursable Items:**

### **Air Travel & associated costs:**

- Coach travel required; upgraded costs for business or first class are not reimbursable.
- Carry-on and checked baggage surcharges if applicable.
- Airport Parking
- Taxi or Shuttle Services (to and from airport, hotel and GE Interview). Travel over 50 miles (US) or 30 km (rest of world) via taxi/shuttle requires approval.
- Adjustments needed to flight reservations prior to interview. E.g. – If the date of your interview changes. Any surcharges incurred as a result of the change will be covered.

### **Train:**

- Coach travel required to and from airport, hotel and GE interviews.

### **Rental or Personal Car:**

- Compact or economy car only; upgraded rental cars are not covered.
- Gasoline expenses for rental cars are reimbursable; however, avoid costly surcharges by refueling rental vehicles before returning.
- Rental Car insurance, if necessary.
- Mileage is reimbursed for personal automobile travel. Please note if mileage is reimbursed GE will not reimburse for gasoline as well for personal vehicles.
- Tolls including receipt
- Parking at GE interview location or public transit car park; excludes personal destinations.

### **Lodging:**

- Hotel, room and taxes for those nights immediately necessary for interview with GE. All other nights are the responsibility of the candidate.
- Internet/Wi-Fi surcharge at hotel, if applicable

**Meals:**

- Reasonable meals and tips while traveling for interview, provide itemized receipt.

**Non-Reimbursable Items:**

- Refueling surcharges or fueling services (Car must be refilled before returning to avoid gasoline surcharge) or additional rental car options (i.e. GPS for vehicle)
- Traffic violations or speeding tickets
- Personal Entertainment or Recreation (e.g. Magazines, books, and hotel in-room movies, mini-bar, etc)
- Personal Items (e.g. Shampoo, toothpaste, etc.)
- Telephone calls
- Alcohol
- Dry cleaning
- Limo services
- Cost incurred for dependent & pet care
- Airport Valet Parking
  
- Travel Expenses for a Companion