

INDIA EARLY CAREERS RECRUITING – CANDIDATE REIMBURSEMENT GUIDELINES

Instructions:

- Please send your reimbursement request within 30 days after the event along with the required documents; [reimbursement form](#) and [receipts](#)
- Fill out the form properly to avoid delays; contact recruiting.invoice.processing.team@jpmchase.com for any questions
- All documents (e.g. form, receipt, mileage, etc.) must be in **PDF format**. Reimbursement form must be **typewritten** for accuracy. Attach email invite from Recruiter.
- All items listed for reimbursement must be accompanied by proof/receipts; a bank account statement is not considered a receipt (including itinerary and boarding pass). **Listed items without a receipt will be denied.**
- For mileage, provide a printout of the directions showing the distance driven.
- Local transportation should be used when possible. Rental cars should only be used if driving more than 100 miles per day.
- Travel should take place within a 24 hour period.
- Recruiter pre-approval is required for:
 - Travel that goes beyond the 24 hours after the event
 - Airfare Expenses
 - Travel booked outside of GBT
 - Hotel reservations
 - Expenses outside of those listed below

You may receive reimbursement for the following expenses

Parking	Recruiter’s discretion; subject for approval
Taxi/Public Transportation	No maximum
Mileage Reimbursement	Rs 15 per Km
Car Rental and Gas	Only if driving more than 100 miles/161 kilometers per day
Hotel	Recruiter's pre-approval is required
Air travel and expenses	Recruiter's pre-approval is required if booked outside of GBT
Rail Travel	AMTRAK requires Recruiter pre-approval if booked outside of GBT

INDIA EARLY CAREERS RECRUITING – CANDIDATE REIMBURSEMENT FORM

Personal Information

Fields with asterisk (*) are required.

*Name: Abhay Singh	*Date: 25 June 2025
*Email: abhaysingh5205a@gmail.com	*Phone Number: 8931080675
*Street Address: 2D/446	*Apt/House #: Awas Vikas Hanspuram Naubasta Kanpur
*City: Kanpur Nagar	*State: Uttar Pradesh
*County/Province: Uttar Pradesh	*Postal/Zip Code: 208021
*Country: India	*School Name: National Institute of Technology, Agartala
*Recruiter Name: JP Morgan Chase	*PAN Number: PYRPS2345C
*Event Date: June 7th and June 8th, 2025	
*Event Name (i.e. Super Day, Winning Women, Placement Day, DBS): JPMorganChase 2025 SEP Code for Good Hackathon	

Bank Account Information

*Reimbursement will be processed through electronic transfer. Please contact your bank for the most accurate banking details. In the event that we receive incorrect bank details and an update is required, we will need a document from the bank to proceed. Therefore, we suggest validating the supplied information to avoid additional documents and delays.

Fields with asterisk (*) are required.

*Bank Account Type (i.e. current, savings): Savings	*Account Holder Name: Abhay Singh
*Bank Account Number: 41853266884	*Bank Address (City, Country): Kanpur, Uttar Pradesh India
*Bank Name: State Bank of India	*Bank Branch Name: Hamirpur Road, Naubasta, Kanpur
*IFSC Code: SBIN0002586	*Swift/BIC: SBININBB
*Preferred Payment Currency: INR	

Expense Details **Note: DO NOT ROUND OFF THE AMOUNT**

Expense Description (i.e. meals, cab, parking)	Amount
1:- Flight from Kanpur to Mumbai	7314/-
2:- Mumbai airport to Nirlon park	604.55/-
3:- Flight from Mumbai to Kanpur	6996/-
4:- Kanpur airport to home	289/-
Total Expense:	15203.55/-

FOR ACCOUNTS PAYABLE ONLY:

For Recruiting Invoice Processing:

To be filled by Invoice processor

Invoice Number	
Invoice Date	
Cost Center	
Place of Supply	
Building Code	
SAP LE Number	
SAP LE Address	