**Interview Reimbursement Policy**

**Brief & purpose**

At [Organization Name], we value candidates' time and effort in our interview process. This policy ensures 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 are 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**

Candidates can reach out to the HR department for any questions or clarifications regarding this policy.