

## Amazon.com International Candidate Expense Form

Thank you for taking the time to interview with us – we hope that your experience was a good one. We have a few instructions on submitting your expenses so please take a couple of minutes to review below.

Amazon will reimburse you by electronic wire transfer, for your local transportation and incidental interview expenses. You will be reimbursed in United States Dollars. Please note that we ask you to allow 3-4 weeks for your reimbursement to be received.

After you have completed this expense form, please email, along with scanned receipts, to [candidate-expense@amazon.com](mailto:candidate-expense@amazon.com) for processing. Please copy your recruiting coordinator on your submission for most efficient processing. If you are unable to submit this form by email then please fax it, along with attached receipts, to 702-478-3737.

If you have any questions about your expenses, please contact your Recruiting Coordinator or email [expense-reports@amazon.com](mailto:expense-reports@amazon.com).

**The Candidate Expense Form is required to reimburse your expenses. Failure to submit a completed form will result in a delay in processing or non-payment. Please ensure your expense reimbursement submission is less than 10MB. Files larger than 10MB will not be received by the expense report team and you will not be reimbursed for your expenses. Please also ensure that this form is submitted as a single file.**

- You will receive reimbursement by electronic wire transfer. Please ensure that all fields related to bank and wire information are filled out completely. Electronic wire transfers ensure timely and secure payments for both you and Amazon. Amazon is not responsible for any fees that may be assessed by the beneficiary bank for accepting the transfer.
- You will be reimbursed in United States Dollars.
- You should indicate the currency in which your expenses were incurred. Amazon will convert your expenses to USD based on the conversion rate on the day of your expense.
- Please photocopy as many of your receipts as possible onto a single page.
- Please ensure that your name, address, zip code, email and bank information are typed or printed clearly on the report. Missing information will result in a delay in your reimbursement processing.
- Please list any taxi or shuttle charges under the 'Transportation' column and not the 'Miscellaneous' column.
- Amazon will not reimburse any alcohol/mini bar charges, dry cleaning, health club fees, video rentals, kennel fees, museum/concert tickets, loss of personal property, or any sightseeing expenses. Car rental expenses will only be reimbursed if reservations have been through the Amazon Travel Team. Please contact your Recruiting Coordinator if you have any travel related questions.
- Please remember to keep all receipts as these are required along with the completed expense form in order to receive reimbursement.
- *All required fields, identified by an asterisk\*, must be completely filled out in order for your expenses to be reimbursed.*
- ***Expense forms should be submitted within 90 days of your interview, any forms received after 90 days may not be processed.***

### SECTION A – GENERAL CANDIDATE INFORMATION

**Name\***

**Address\***

**City\***

**State/Province\***

**Zip Code\***

**Country\***

**Phone Number\***

**Email Address\***



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## SECTION B – PAYMENT DETAILS

### Wire Payment Information

If payment method requested is direct deposit, you will receive payment to your bank account electronically based on the information provided below. Please attach a voided check for verification of banking information.

Wire Payment Information	
Bank Name*	
Bank Address*	
Name on Account*	
IBAN/ACCT Number*	
Swift Code / BIC *	
Account Type (select one)*	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

Intermediary Bank Information - if applicable	
Correspondent Bank Name	
City	
IBAN/ACCT Number	
Swift Code / BIC	

*I hereby authorize Amazon to follow the wire payment instructions indicated above. This request is to remain in effect until changed by me in writing by submitting a new Wire Payment Set Up form, or until Amazon has received written notification from me of its termination (e-mailing `expense-reports@amazon.com' is sufficient). I also authorize Amazon to withdraw any funds that are erroneously deposited into my account due to an error on Amazon's part without giving me prior notice.*

Candidate Signature\*

Date\*

It will be the Candidate's responsibility to inform the Accounts Payable Department (via [expense-reports@amazon.com](mailto:expense-reports@amazon.com)) should any information on this form require change.



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## SECTION C – CANDIDATE EXPENSES

**Amazon will not reimburse:** Alcohol/hotel mini bar charges, dry cleaning, health club fees, video rentals, kennel fees, museum/concert tickets, loss of personal property or any sightseeing expenses will not be reimbursed.

**Amazon will reimburse** up to \$65 USD for Meals/day, \$100 USD for Transportation/day, \$45 USD for Miscellaneous/day, and reasonable Hotel accommodations.

Expense Date (MM/DD/YYYY)	Description of Expense *all expenses must have receipt	Expense Currency	Meals (\$65/day max)	Transportation (\$100/day max)	Miscellaneous (\$45/day max) and Hotel
Subtotals (USD)					
			Grand Total (USD)		

**Internal Use Only:**

<b>Recruiting Coordinator:</b>	
<b>L6+ Recruiting Manager:</b>	
<b>Co. Code/Loc. Code/Cost Center</b>	
<b>Approved Dates/# of days</b>	

After completing this form, **please send it to [candidate-expense@amazon.com](mailto:candidate-expense@amazon.com)** and copy your recruiting coordinator. Please ensure that this form is submitted as a single file.

Thank you for your time.