

## Amazon.com 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 for your local transportation and incidental interview expenses and you should elect to be paid by either check or direct deposit for reimbursement (more info listed below). 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 may receive reimbursement by direct deposit or by physical check. Please be sure to indicate your desired payment method below. Overall processing time for a payment by direct deposit is significantly faster than by check.
- Reimbursement by direct deposit will require a US bank account.
- 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 line 1	
Address line 2	
City/State/Province	
Zip/Postal code	
Phone	
Email	

**Please scan your form and receipts and email both to:**  
[candidate-expense@amazon.com](mailto:candidate-expense@amazon.com)

\*Please confirm that your personal information is correct. Incorrect information may delay processing of your reimbursement.



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### SECTION B – PAYMENT METHOD

#### Payment Method Election\*

Please indicate below your preferred payment method. Please note that we can only make direct deposit transactions to US bank accounts and that if you prefer a physical check, your reimbursement will take additional time to reach you.

- ☐ Please reimburse me by **DIRECT DEPOSIT** to the bank account information provided below.
- ☐ Please reimburse me by **PHYSICAL CHECK** to the current address provided above.

#### Direct Deposit 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.

Direct Deposit	
Bank Name*	
Bank Address	
Name on Account*	
Account Number*	
Routing Number (must be 9 digits)*	
Account Type* (select one)	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

***I hereby authorize Amazon to follow the direct deposit instructions indicated above. This request is to remain in effect until changed by me in writing by submitting a new Direct Deposit 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.

Please attach a voided check below:

The diagram shows a voided check with the following labels and fields:

- Bank Name and Phone Number**: Points to the top left of the check.
- Transit Code**: Points to the MICR line (123456789).
- Check Number**: Points to the top right of the check (101).
- My Name**: Points to the top left of the check.
- My Address**: Points to the top left of the check.
- My City, State ZIP**: Points to the top left of the check.
- Pay to the order of**: Points to the payee line.
- The Bank Name**: Points to the bottom left of the check.
- Bank Address**: Points to the bottom left of the check.
- 9 Digit Bank Routing Number**: Points to the MICR line (123456789).
- Your Account Number**: Points to the MICR line (345678901).

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## SECTION C – CANDIDATE EXPENSES

**Amazon will reimburse the following expenses:** A maximum of \$65 per day for meals. Up to \$100 per day for reasonable local ground transportation (taxi, bus). Up to \$25 per day for parking charges at your home airport. Up to \$20 per day for reasonable phone/internet charges. To be reimbursed for mileage of your personal vehicle please list the total miles traveled and our Accounting Team will convert the mileage at the current government regulated rate, which can be found at <http://www.irs.gov>, keyword: mileage. All expenses will be subject to review by the Recruiting Department.

**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.

Expense Date	Description of Expense *all expenses must have receipt	Meals (\$65/day max)	Transportation (\$100/day max)	Miscellaneous (\$45/day max)
Subtotals				
			Grand Total	

**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>	

Amazon.com/Careers

**Work hard. Have fun. Make History.**

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.

