

**INTERVIEW EXPENSE REIMBURSEMENT POLICY**

**Purpose:** This document establishes the guidelines for reimbursement of expenses incurred in connection with your interview with SpaceX.

**Eligibility:** Applicants are eligible for reimbursement of expenses if they have been invited to an onsite SpaceX interview.

**SpaceX will make reservations for the following:**

1. Round-trip flights for candidates who are located over 200 miles from the interview location or from out of state.
2. Lodging in a SpaceX-preferred hotel (typically for the night before your interview).
3. Least expensive method of transportation consistent with the scheduled interview date. Transportation costs are limited to: parking fees, tolls, transportation passes and/or taxi fare, rental car, and mileage reimbursement. SpaceX will cover the cost of a standard size rental car for up to 3 days. SpaceX will not cover the cost of a rental car class upgrade. Any insurance offered by the rental car company at the time of pickup will be at the candidates own expense. Please refill your rental car with gas to the level at which it was initially given to you before returning the vehicle. For candidates who interview in Hawthorne, SpaceX will provide the option of using Lyft codes which will cover SpaceX interview-related rides. Tipping, while encouraged, is optional and will be paid for by the candidate. SpaceX’s travel agency will provide specific Lyft code instructions.

**SpaceX will reimburse the following:**

1. Meal reimbursement is limited to a total of $40 per day, up to 3 days that are consistent with the interview date.
2. For candidates driving personal vehicles more than 100 miles to a SpaceX facility, you may be reimbursed for auto mileage at the current IRS eligible reimbursement rate ($0.58/mile) up to $232 (400 miles roundtrip). If you need to travel more than 200 miles to a SpaceX facility, the recruiting team will book you a flight.

Extended visits to familiarize candidates with the area need to be discussed with a SpaceX Recruiter in advance of their on-site interview. SpaceX will not reimburse incidentals, movies, dry-cleaning, mini-bar charges, or other personal charges or expenses. All additional charges must be pre-approved by SpaceX.

**Reimbursement of Expenses:**

* + - 1. Candidates are to complete the expense report form after all expenses have been incurred.
      2. Submit completed expense report form to your Recruiting Coordinator via email within 2 weeks of the interview date.
      3. Original receipts are required for reimbursement of eligible expenses. Insert receipts or bank statement proof on page 4 of report.

1. Reimbursements are made via PayPal. Please indicate your Paypal email address on page 3 of report.
2. Reimbursements may take 4 to 8 weeks to process.



**INTERVIEW EXPENSE REIMBURSEMENT FORM**

**Directions:**

1. Fill out this form and insert all receipts onto the last pages, all receipts should be submitted regardless of expenses.
2. Email the completed document to you recruiting coordinator.

**Please fill in all applicable expense items below:**

Name:

Today's Date: Interview Date:

**Expenses**

$

1. Day 1 Meals: $40/day maximum

$

2. Day 2 Meals: $40/day maximum

$

3. Day 3 Meals: $40/day maximum

$

4. Auto Mileage: IRS rate = $0.58/mile; Include to/from address below

$

5. Parking:

$

6. Other: Add explanation below

$

7. Other: Add explanation below

$

8. Other: Add explanation below

$

TOTAL:

**Your reimbursement will be sent via Paypal. Please provide your Paypal email address below.**

Email Address:

**SpaceX Employee Approval Signature: Date:**

**ITEM NO. 1 to 7 ABOVE- ALL MILEAGE & UNUSUAL EXPENSES REQUIRE EXPLANATION**

**Item # Date**

**Explanation**

**Item # Date**

**Explanation**

**Item # Date**

**Explanation**

**Item # Date**

**Explanation**

**Insert Receipts Here:**