

Expense Reimbursement Guidelines

PLEASE NOTE: Failure to follow the guidelines below will likely result in a delay of your out-of-pocket expenses being reimbursed.

- 1) Please submit your expense reimbursement within 30 days of the date of your interview.
- 2) It is critical to provide a valid mailing address, so that the check can be delivered in a timely fashion. If there is a change in address, please email this information to the Candidate Expense Reimbursement team at hydrfpelpdesk@deloitte.com.
- 3) It takes approximately 6 weeks from the receipt of your reimbursement request and ALL required receipts to process your expense reimbursement. Please retain copies of all receipts/invoices until the reimbursement is received in the rare case that they are required to be sent again.
- 4) If you have multiple interviews or are interviewing with multiple offices, please submit the expenses for each trip in a separate Candidate Expense Reimbursement request. Combining multiple interview expenses in one request will not be accepted.
- 5) To process a reimbursement, we will require an electronic copy of the receipt(s) for most of the expenses incurred. The expenses that require a receipt are noted in the submission form. Please note, a copy of your bank or credit card statement is not considered a receipt. You should collect the original receipts from the vendor or place of business. Please make every effort to submit copies of receipts in PDF or JPG format only and submit as one document if possible. Before submitting, review to make sure all totals on the form match the amounts on the receipts.

What is reimbursable?

- 1) You will be reimbursed for the actual cost incurred for cab fares, mileage, train tickets, baggage check, meals, parking, car service (Partner/Principal/Director level only), etc. that are within the policy guidelines.
- 2) Airfare, hotels and most train tickets should be booked using Deloitte Travel. If you are a Partner/Principal/Director candidate please work with your Recruiting Coordinator to book your travel through Deloitte Travel. Airfare, rail and hotel expenses will only be reimbursed if you paid for them due to special circumstances/exceptions that were cleared with the Recruiting Team prior to booking your travel.
- 3) Tips for meals and cab fares should be included in the total amount listed for the fare or meal.
- 4) Expenses that are NOT reimbursable include undocumented expenses, dry cleaning, hotel movies, newspaper, alcohol, and personal items. We reserve the right to question excessive expenses.
- 5) Refer to the below chart for the maximum reimbursable amounts for meals that are not provided by Deloitte. These amounts include tips for meals. If you go over the amounts you may not get the full amount of your meal reimbursed. (This chart is not applicable to Partner/Principal/Director level)

Meals	Breakfast	Lunch/Snacks	Dinner/Snacks	Total
Amount	\$7	\$13	\$30	\$50