



Domestic & International Candidate Travel/Reimbursement Policy



Airfare: Google will purchase a roundtrip airline ticket for you to travel to your interview. Your recruiting coordinator will send you a form with the necessary details to book your flight with our travel partner, Carson Wagonlit Travel (CWT). After your flight has been finalized, you'll be asked to cover the cost of change fees initiated by you. If Google requires that a change be made, the cost will be covered by Google. All flights must be booked through CWT. For any requests outside of these parameters, please contact your recruiting coordinator.

Hotel Accommodations: Google will arrange a hotel reservation for you with one of our preferred hotels. The distance you travel will determine how many nights of hotel accommodations you receive (this will be specified by your recruiting coordinator). For the locations that Google has direct billing available with preferred hotels, Google will pay for your hotel room and tax charges. Upon arrival, you will need to provide a credit card for incidentals that might be charged to the room (i.e. phone usage, in-room movies, etc.).



For interviews taking place where direct billing or preferred hotel availability is not available, we may ask that you pay for your hotel stay upfront. Google will reimburse you for this expense after you have completed your interview. All hotel accommodations should be booked through CWT. For any requests outside of these parameters, please contact your recruiting coordinator.



Meals: Google will reimburse you up to a maximum of [\\$35 USD per day](#) (including tips) for meals. Google does not reimburse for alcoholic beverages. A copy of your itemized meal receipt will be required for reimbursement, as we need to be able to see what was purchased. The final credit card receipt that shows the meal total will not be valid for reimbursement.

Car Rental: If you live more than 50 miles away from your interview, Google will pay for you to use a rental car during your stay (if you are comfortable driving in the location of your interview). The reservation will be for an intermediate size car and will include collision & liability insurance in the base rate. Personal accident insurance or personal effects coverage is not included - most travelers already have this coverage through personal auto and homeowners/renters insurance. When making the reservation with CWT, you will be given an option to add complementary GPS.

In order to pick-up your rental car, you must present a valid drivers license. The charges for the rental car will be directly billed to Google. Additional rental features such as vehicle upgrades or extra insurance will not be authorized. Please return the car with a full tank of gasoline, Google will reimburse you for the cost of gasoline.

Google encourages the use of rental cars whenever possible as the number of taxi rides allowed for reimbursement are limited to interview related travel only. Public transportation or shuttle services are also encouraged whenever possible. Please save your ticket stubs for proof of payment. All car rental reservations must be made with CWT using our rental car partner, Hertz. For any requests outside of these parameters, please contact your recruiting coordinator.



Additional Transportation: If you live more than 50 miles away from your interview location and prefer to drive your own car to the interview, please contact your recruiting coordinator. Google will reimburse using the appropriate per mile/kilometer rate - reimbursement rates vary by country and tax jurisdiction and also include the cost of gasoline. A reimbursement cap may be provided based on the distance being driven and the cost of an equivalent airfare.

Google will cover the cost of mileage to drive to the airport as well as parking at the airport if you are flying to your interview. If you live more than 50 miles away from your interview location and you do not have a car, Google will also cover your expenses for transportation to the airport. Please consider public transportation and shuttle services, where possible as an alternative to taxi travel.

Reimbursements:

- We follow a **“No receipt, no payment”** policy for reimbursements. Please keep track of all receipts for interview related travel. **Helpful hint: take a picture of your receipt with your mobile device to ensure you have a copy.
- A Google Map image indicating the distance driven is required if you choose to drive your own car.
- All interview related expenses will be reimbursed by our third party vendor, Plus Relocation. Shortly after your interview, Plus Relocation will email you with instructions on submitting your expenses through their online portal.
- Expenses must be submitted, including scanned copies of receipts to Plus Relocation within 30 days after your interview date. Google will not accept reimbursement requests 90 days after your interview. Plus Relocation will send reminder emails every two weeks until your expenses are submitted, while you're eligible for reimbursement. Please keep the original copies of your receipts for your own records, just in case there is ever a dispute regarding your reimbursement. No expenses to claim? That's OK, just respond by email to Plus Relocation and let them know.
- U.S. Reimbursements: You may receive payment via check by mail or direct deposit.
- Candidate Reimbursements: You may receive payment via check by mail (check will be in U.S. dollars) or an electronic payment.
- International Reimbursements: Select the currency you'd like to be reimbursed in - please keep in mind that the U.S. is prohibited from sending wire transfers in certain foreign currencies, in which case you will be reimbursed in U.S. dollars.
 - Complete the contact information and direct deposit / wire transfer information on Plus Relocation's website. Review the banking codes that are requested, as we cannot send ANY international wire unless we receive a SWIFT code and your IBAN and/or account number. Your bank can provide you with this information.
 - Upon receipt of your receipts, Plus Relocation will convert the amount of your expenses into the currency of your choice (if possible) using the conversion rate for the LAST day of your interview. The conversion rate will be obtained from this [site](#).
- When your expense report is submitted, you will receive a notification that your expenses have been processed within one week. Payments will come from our third party vendor Plus Relocation and their candidate expense account.
 - If being reimbursed via check, please allow for standard mail delivery time.
 - If being reimbursed via direct deposit, you will typically see the payment in your bank account within 24 hours of processing.
 - Wire payments are typically credited by the receiving bank within 2-3 days of processing. This wire will come from our third party vendor Plus Relocation and their bank (Northeast Bank of Minnesota) and wire vendor (TravelEx).



Non-Reimbursable Expenses:

- Airline seat or hotel room upgrades
- Hotel room telephone charges, movies (in-room and in-flight movies)
- Hotel minibar or in-flight refreshments and entertainment
- Rental car usage booked outside of the above policy, limousines or private cars
- Travel insurance
- Gym fees, including sauna or spa treatments
- Luggage purchase or storage (standard airline baggage fees for one checked bag are fine; refer to TSA website for carry-on policy)
- Bank fees
- Misc fees: Barber/hairstylist, shoe-shine, laundry services, baby-sitter costs, souvenirs, etc.

