

## INDIA CAMPUS RECRUITING - CANDIDATE REIMBURSEMENT PROCESS

1. Please complete the candidate reimbursement form to receive reimbursement for campus event related travel expenses
2. Within **30 days** of travel send the completed form and itemized receipts to [recruiting.invoice.processing.team@jpmchase.com](mailto:recruiting.invoice.processing.team@jpmchase.com). Receipts and form must be in **PDF format**.

### You may receive reimbursement for the following expenses

Parking	Maximum of \$85 per day.
Taxi/Public Transportation	No maximum.
Mileage Reimbursement	<b>Rs 15 per Km</b>
Car Rental and Gas	Only if driving more than 100 miles per day ( or 161 kilometer)
Hotel	Max of \$450 per day with Recruiter pre-approval.
Air travel and expenses	Requires Recruiter pre-approval if booked outside of GBT. Max of \$500 for international.
Rail Travel	Rail/Train requires Recruiter pre-approval from recruiter.

### Important Information

- Reimbursement requests should be submitted within 30 days of your trip.
- All fields **must** be completed to avoid delays in processing.
- Attach email invite from Recruiter.
- Reimbursements can take **30-60 days** to process so be sure to provide a valid mailing address where the check can be sent if needed.
- All expenses must have a corresponding itemized receipt in order to be reimbursed. For mileage, provide a printout of the directions showing the distance driven.
- Local transportation should be used when possible. Rental cars should only be used if driving more than 100 miles per day ( or 161 kilometer).
- Travel should take place within a 24 hour period.
- Airfare and Amtrak should be booked via Global Business Travel (GBT).
- Recruiter pre-approval is required for:
  - Travel that goes beyond the 24 hours noted above.
  - Travel booked outside of GBT.
  - Hotel reservations.
  - Expenses outside of those listed above.

### Questions?

Please reach out to your Recruiter with questions on the above.

Revised January 2024

## INDIA CAMPUS RECRUITING – CANDIDATE REIMBURSEMENT PROCESS

1. Please complete the form to receive reimbursement for campus event related travel expenses
2. Within **30 days** of travel send the completed form and itemized receipts to: [recruiting.invoice.processing.team@jpmchase.com](mailto:recruiting.invoice.processing.team@jpmchase.com)
3. All documents (e.g., receipt, form, mileage, etc.) **must be in PDF format** and reimbursement form must be typewritten for accuracy

## PERSONAL INFORMATION

Name: Soumya Prakash Patra	Date: 07.08.2024
Email: soumyapatra413@gmail.com	Phone Number: +91 8260643112
Street Address: Makalpur, Near Makalpur U.P School	Apt/House #: Sai Kutira
City: Balasore	State: Odisha
County/Province: India	Postal/Zip Code: 756003
Country: India	School Name: Balasore Zilla School, Balasore
Recruiter Name:	PAN Number: FTOPP2592A
Event Name (i.e. Super Day, Winning Women, Placement Day, DBS): JPMC Code for Good Bengaluru	
Event Date: 27 <sup>th</sup> and 28 <sup>th</sup> July 2024	

## BANK ACCOUNT INFORMATION

**\*\*Note: Reimbursement will be processed as an electronic transfer, please contact your bank for the most accurate banking details.\*\***

*Bank Account Type: Savings Bank Account	*Account Holder Name: SOUMYA PRAKASH PATRA
*Bank Account Number: 35506157437	*Bank Address (City, Country): Balasore, India
*Bank Name: State Bank Of India	*Bank Branch Name: O.T. Road, Balasore
IBAN:	SWIFT/BIC:
Sort Code:	ABA Routing Number (for U.S. only) :
*Payment Currency: INR	*IFSC Code: SBIN0064535
Branch Code:	Zengin Code:

Expense Description (i.e. meals, cab, parking)	Amount
1.Train ticket from Kharagpur JN to SMVT Bengaluru (SMVB)	1981.30
2.Train ticket from SMVT Bengaluru (SMVB) to Kharagpur JN	1981.30

## A Guide to Your Required Banking Information

IBAN	The IBAN number comprises <b>maximum 34 alphanumeric characters</b> , which are structured as follows: Two letters representing the home country of the account-holding bank Two numbers that are a control key Maximum of 30 alphanumeric characters that identify the bank and the ordinary account number
SORT CODE	A <b>SORT Code</b> is a number code, which is used by <b>British and Irish banks</b> . These codes have <b>six</b> digits, and they are divided into three different pairs
SWIFT CODE	<b>Swift Code</b> is a standard format of <b>Bank Identifier Codes (BIC)</b> and it is unique identification code for a particular bank. The Swift code consists of <b>8 or 11 characters</b> .
IFSC Code	<b>IFSC code</b> is a unique <b>eleven-digit number</b> which is a combination of alphabets and numerals. It is used to transfer funds online for NEFT, IMPS and RTGS transactions.

Scan and email the below documents in **PDF format** within 30 days of interview/event.

- 1.) Completed Reimbursement Form
- 2.) Itemized Receipts

**For Recruiting Invoice Processing:** To be filled by Invoice processor.

<b>For Recruiting Invoice Processing:</b> To be filled by Invoice processor.	
Invoice Number	
Invoice Date	
Cost Center	
Place of Supply	
Building Code	
SAP LE Number	
SAP LE Address	

**For Accounts Payable Only:**

**JP Morgan Services India Private Limited**

---