

# United States and Canada



## 1. External Candidate Travel Per Diem Reimbursement Guidelines 2. Exception Reimbursement Guidelines

### 1. External Candidate Travel **Per Diem** Reimbursement Guidelines

#### Travel Authorization and Reservations

*Receipts not required*

#### **Intel pays on candidate's behalf:**

Services authorized by the interviewing manager for a specific duration:

- Hotel at the interview location
- Rental car if needed (some candidates prefer to use shuttle or taxi transportation)
- Round-trip transportation (air or train) for the candidate only

American Express Travel Service sends email to candidate with record locator number and travel instructions.

Candidate contacts American Express Travel to set up travel arrangements within 48 hours of receipt of record locator number. Expenses direct-billed to Intel.

The interviewing manager or their assistant is required to follow the Intel Candidate Travel and Expenses process.

#### Automatic Payments

*Receipts not required, candidate may retain for record purposes*

#### **Per Diem amount to be used for:**

- Meals
- Incidental travel expenses (e.g., tolls, short-term parking, telephone charges)
- The per diem amount is intended to cover the candidate's expenses per day only; additional travelers do not receive a per diem

Candidate will receive a prepaid per diem reimbursement card to cover eligible expenses; the monetary value will be determined by the number of Intel-authorized travel days. The card is valid where the prepaid per diem card is accepted and is intended to cover expenses not directly billed to Intel (air or rail transportation, hotel, rental car). The card is intended to cover the candidate's interview travel expenses; however, candidates may retain the card and any unused portion until it is fully utilized or upon its expiration in 12-months.

- Allow up to 14 business days for the per diem reimbursement card to arrive after authorized travel reservations have been ticketed by American Express Travel.
- The card will be sent by U.S. Mail along with information on its use, and terms and conditions. Card will be issued in candidate's name and is not transferable.
- The authorized prepaid card can be used at Domestic and International merchants and ATM locations that accept the debit cards. Card is valid through the date embossed on the front of the card.
- Certain fees may apply. Refer to card enclosed literature "Card Tips and Usage" for specific program fees and details.

**Options for card's use:** 1) Use the prepaid card for expenses as a debit card or, 2) upon receipt, register/activate the card at the web page or toll free number provided by the card supplier. Use a self-selected PIN number and cash out the card as a cash option to cover interview expenses (example: out of pocket expenses).

Candidates are not required to fill out any forms or submit receipts to receive the per diem card (if above authorization requirements are met by Intel interviewing department). If the per diem reimbursement card does not arrive prior to the travel date, the candidate is encouraged to carry enough cash or a credit card to cover daily expenses for their interview trip.

## 2. External Candidate Travel **Exception** Reimbursement Guidelines

<p><b>Eligible Exception Expenses</b></p> <p><i>Receipts not required, candidate may retain for record purposes</i></p>	<p><b>Expenses eligible for exception reimbursement:</b></p> <ul style="list-style-type: none"> <li>• Non-food and Non Per Diem expenses in excess of \$15.00 (e.g., long-term parking, taxi, shuttle)</li> <li>• Airfare, hotel, car rental expenses not paid by Intel (not direct billed)</li> <li>• Mileage for use of personal vehicle             <ul style="list-style-type: none"> <li>◦ Travel in excess of 50 miles one way from home to/from Intel site in lieu of airfare</li> <li>◦ Travel in excess of 50 miles one way to/from airport</li> </ul> </li> </ul> <p><b>Requirements for requesting exception reimbursement to candidate:</b></p> <ul style="list-style-type: none"> <li>• <b>Candidate contacts</b> the hiring manager or assistant (by phone or email) to request exception reimbursement.</li> <li>• If expenses meet eligible exception reimbursements listed above:             <ul style="list-style-type: none"> <li>◦ Hiring manager/assistant utilizes the auto notification (email) they received from Candidate Travel when the candidate was invited for interview (email sent within two hours from the time the candidate was moved to the interview status in the Intel Hiring Tools). The email contains instructions and link to access the Travel Management System (TMS) site.</li> </ul> </li> <li>• <b>Hiring manager/assistant initiates exception reimbursement and authorization</b> by accessing the Travel Management System (TMS) site.</li> <li>• Hiring manager/assistant selects <b>Exception Reimbursement</b> (drop-down option) to authorize exception reimbursement to the candidate.             <ul style="list-style-type: none"> <li>◦ Click <b>Comments</b> under <b>Special Instructions</b> <ul style="list-style-type: none"> <li>▪ Enter authorized dollar (\$) amount of Exception Reimbursement candidate incurred</li> </ul> </li> <li>◦ <b>Submit</b> Exception Reimbursement request</li> </ul> </li> <li>• American Express Travel Service issues the reimbursement card within 48 hours upon receipt of Exception Reimbursement Request from hiring manager or assistant.</li> </ul> <p>Candidate will receive a prepaid reimbursement card to cover eligible expenses. The card is valid where the prepaid per diem card is accepted and is intended to cover expenses not direct billed to Intel. The card is intended to cover the candidate’s interview travel expenses; however, candidates may retain the card and any unused portion until it is fully utilized or upon its expiration in 12-months.</p> <p>Allow up to 14 business days for the reimbursement card to arrive after authorized by hiring manager or assistant (via TMS request followed above and submitted).</p> <p>The card will be sent by U.S. Mail along with information on its use and terms and conditions. Card will be issued in candidate’s name and is not transferable.</p> <p>The authorized prepaid card can be used at ATM locations that accept the debit cards. Card is valid through the date embossed on the front of the card.</p> <p>Certain fees may apply. Refer to any card enclosed literature “Card Tips and Usage” for specific program fees and details.</p> <p>Upon receipt of the card, register/activate the card at the web page or toll free number provided by the card supplier. Use a self-selected PIN number and cash out the card at an ATM as a cash option to cover interview expenses (example: out of pocket expenses).</p> <p>Candidates are not required to fill out any forms or submit receipts to receive the reimbursement card (if above authorization requirements are met by Intel interviewing department).</p>
<p><b>Ineligible Expenses</b></p> <p><i>Expenses not authorized for reimbursement</i></p>	<ul style="list-style-type: none"> <li>• Meals paid by per diem or in excess of the per diem amount</li> <li>• Meals hosted by Intel or Intel employees</li> <li>• Travel services paid by Intel</li> <li>• Mileage less than 50 miles one way</li> <li>• Miscellaneous expenses such as entertainment, child care, pet boarding, long distance telephone charges, receipts less than \$15.00, other expenses covered in the per diem</li> </ul>