

# TRAVEL EXPENSES

## How to Handle

[www.citadel.edu/career\\_services/Interviewing.htm](http://www.citadel.edu/career_services/Interviewing.htm)

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**The Citadel**  
THE MILITARY COLLEGE OF SOUTH CAROLINA  
**CAREER CENTER**



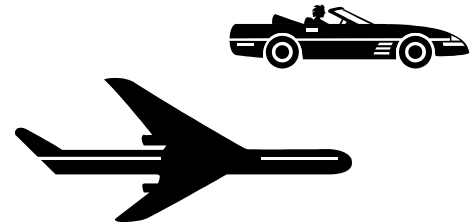
Reimbursement policies for travel expenses for follow-up interviews vary dramatically. Some employers will reimburse you completely, others only partially, while still others will not reimburse you for any of the expenses incurred. Therefore, it is important for you to be aware of the employer's policy **before** committing to a visit.

In most cases, the letter inviting you for a follow-up interview will advise you if and what expenses will be covered. However, if no reference is made to travel expenses, it is appropriate to, and you should, inquire about the employer's policy on travel expenses.

If the employer pays some or all of your expenses, you can expect reimbursement for the following:

- Airline ticket (tourist class)
- If traveling by air, the expenses for:
  - Airport shuttle.
  - Taxi or bus from hotel to place of interview.
  - Baggage service tip at the airport and hotel.
- Lodging (the night before the interview if necessary).
- Meals: expenses for meals and tips should be approximately:

▪ Breakfast	\$6.00 – \$7.00
▪ Lunch	\$7.00 – \$9.00
▪ Dinner	\$12.00 – \$16.00
- Automobile mileage if you drive instead of fly. (This amount normally will be determined by employer policy).
- If traveling by automobile, the expenses for:
  - Baggage handling at the hotel
  - Automobile parking



The following items are *not* included in normal business expenses: entertainment, tours, cigarettes and other tobacco products, magazines, newspapers, personal telephone calls, valet expenses, flight insurance, snacks and refreshments, excessive tips, etc.

When you plan to visit more than one employer on your trip, always pro-rate the expenses among the employers. If you are visiting two or more employers on a trip, and only one employer is willing to pay expenses, the employer should only be charged the share of the cost in proportion to the number of employers visited.

Not only do employer policies vary on payment of travel expenses, but the manner in which the expenses are paid also varies. In some cases, when airplane travel is called for, the ticket may be forwarded to you in advance, thus eliminating an outlay of cash from your budget. In some cases, when overnight lodging is required, you may only have to sign the bill at the hotel, charging your room and meals directly to the employer. However, in most instances where your expenses are to be paid, you will need available funds to pay for your transportation, lodging, meals, and any gratuities. It is imperative that you obtain receipts whenever possible. Employers will expect them to be turned in for reimbursement.

You may be reimbursed before leaving the employer. Some employers, however, will wait for you to turn in all receipts at the conclusion of your trip. Therefore, it is important to set aside some funds for this purpose. Reimbursement could take as long as four weeks.

Be prudent in the expenses you submit for reimbursement. Do not put yourself in the position of being rejected as an applicant because your expenses were unreasonable.