



External Candidate Travel Expense Policy

Thank you for interviewing with GE, we are looking forward to meet you! Please ensure you read the following information on applicable expenses and coverage policy. In case of reimbursement, submit expenses accordingly.

We kindly request all candidates submit eligible expenses within **30 days** after interview is completed, **make sure to attach itemized receipts**. After 90 days, reimbursement will no longer apply and your account will be deactivated. Finally, GE and affiliates are not liable for any error in submission of a candidate's bank account details.

Travel Expenses Coverage:

Air Travel & associated costs

- ✓ Economy travel required; upgraded costs for business or first class are not reimbursable.
- ✓ Carry-on bag surcharges if applicable. One Check bag, although this expense is reimbursable, we ask to try to minimize fees and only check bags if necessary.
- ✓ Airport Parking
- ✓ **Taxi, Uber, Lyft or Shuttle Services** (to and from airport, hotel and GE Interviewing site). Note: travel over 50 miles (US) or 80 km (rest of world) via taxi/shuttle requires approval.
- ✓ Adjustments needed to flight reservations prior to interview. e.g. – If the date of your interview changes. Any surcharges incurred as a result of the change will be covered.

Train

- ✓ Economy travel required to and from airport, hotel and GE interviews.

Rental or Personal Car

- ✓ Rental Car insurance, if necessary.
- ✓ Compact or economy car only; upgraded rental cars are not covered.
- ✓ Gasoline expenses for rental cars are reimbursable; however, avoid surcharges by refueling rental vehicles before returning.
- ✓ Mileage is reimbursed for personal automobile travel. Please note if mileage is reimbursed GE will not reimburse for gasoline as well for personal vehicles.
- ✓ Tolls including receipt
- ✓ Parking at GE interview location or public transit car park; excludes personal destinations.

Lodging

- ✓ Hotel, room and taxes for those nights immediately necessary for interview with GE. All other nights are the responsibility of the candidate.
- ✓ Internet/ Wi-Fi surcharge at hotel, if applicable

- ✓ Parking fee, if applicable.

Meals

- ✓ Reasonable meals and tips while traveling for interview, provide itemized receipt, with visible date stamp.

Non- Covered Expenses

- First class air tickets, or upgrade charges.
- Access to Business lounge at airport
- Luggage protection (e.g. plastic wrapping, etc)
- Airport Valet parking
- Rental car refueling surcharges or fueling services (Car must be refilled before returning to avoid gasoline surcharge)
- Additional rental car options (i.e. GPS for vehicle)
- Traffic violations or speeding tickets.
- Personal Entertainment or recreation (e.g. Magazines, books, hotel in-room movies, mini-bar, etc)
- Personal Items (e.g. Shampoo, toothpaste, toothbrush, comb, etc.)
- Telephone calls
- Alcoholic beverages.
- Dry cleaning services
- Limo or other premium car services
- Cost incurred for dependent & pet care
- Travel Expenses for a Companion

Reimbursement:

Expenses not previously paid by GE which comply with the Policy, may be reimbursed with approval from a GE representative.