



GE APPLIANCES
a Haier company

GE Appliances & Affiliates

Itemized Interview Expense Statement

We are grateful for your interest in GE Appliances, a Haier company. Please fill out the form below and send it, along with photos of your receipts, to staffing.position3@geappliances.com. You can also mail the completed form and all original receipts to 4000 Buechel Bank Road AP4-110, Louisville, KY 40225. If you have any questions or concerns please call 1-866-557-7562.

Reimbursable Items:

Airfare: Round Trip Travel (Unless it is provided by GE Appliances)

Transportation: Travel to and from the airport via shuttle/taxi/personal auto If over 60 miles (each way) from Interview Location.

Mileage: GE Appliances reimburses at .53 cents per mile (for use of personal automobile).

Rental Car: GE Appliances will not cover gasoline surcharges incurred from the rental company. Please be sure to refill the tank before returning.

Lodging: If not provided by GE Appliances.

Meals: Will be reimbursed at a maximum of \$50.00 a day. Alcohol is not included. Itemized receipts are required, including hotel in-room services.

Non-Reimbursable Items:

Alcohol

Personal entertainment or recreation (Magazines, books, hotel in-room movies, etc.)

Candidate Information	
Full Name	
Address	
City, State, Zip	
Email	

Interview Information	
Interview Date	
Hiring Manager	
HR Manager	
Job Number	

Itemized Expenses			
Departure City:		Interview Location:	
Airfare:			
Transportation:			
Personal Car (.53 cents/mile):			
Parking:			
Rental Car:			
Hotel:			
Gasoline (Rental Cars Only):			
Meals (Do Not Include Alcohol):			
Other:			
Total:			