



Candidate Expense Reimbursement Form Instructions

Thank you for interviewing with EY. Please review these reimbursement instructions and complete the reimbursement form. The interview location, recruiter/coordinator and EY charge code was provided to you in an email from your recruiter/scheduler. Any area outlined in **red** or notated with an * is required. Navigate through the form using the tab key. The State and Date fields have drop downs to choose your selection. Total expenses and distribution method are calculated for you.

EY will reimburse for:
- Meals when not provided by EY
- Taxi Service - including tolls and tips
- Personal car - mileage, tolls and parking
- Airfare, Hotel, Car rental** & Car rental fuel

EY will not reimburse for:
- Phone charges
- In room movies/ videos
- Internet services
- Alcohol

(**Please contact your recruiter for pre-approval to personally pay for airfare/hotel/car rental expenses.)

Keep a copy of all receipts for your records. Return your completed form and documentation via fax to **1-866-393-8872** or email GSS.CandidateExpenses@ey.com.

Upon the receipt of your reimbursement request, a confirmation email will be sent to you. The confirmation email will provide you with detailed information regarding the distribution of your reimbursement. *Please allow approximately 5 to 6 business days for processing of your expense reimbursement.* If your total expenses are less than \$250, a VISA prepaid card will be sent to you. If your expenses are greater than or equal to \$250, an electronic transfer of funds (ACH distribution) will occur. If you do not have a personal bank account, you can indicate this on the form.

Note: *faxed and emailed documentation can be processed and reimbursed in a more timely fashion.*

If you do not have access to a fax machine or email access, the form and receipts supporting expenses may be returned by mail to the address below. You are required to attach original receipts to support all expenses.

Mailing address:
Ernst & Young HRSSC
Attn: Onboarding - Invoices
1201 Elm Street, Suite 1300
Dallas, Texas 75270
United States of America

SCANNING/FAXING TIPS:

Send your Expense Reimbursement Form and all receipts in one document.

1. Attach all receipts to 8 ½ X 11 computer paper using clear tape:
 - Attaching multiple receipts to one page is recommended, but all receipts need to be viewed in their entirety.
 - Use only one side of a page to attach documentation.
2. When faxing:
 - Ensure all edges of the receipt are taped down to prevent paper jams.
 - Consider making photocopies of receipts and faxing in the copies. This prevents paper jams and transmission problems.
 - Pay attention to the specific instructions on the fax machine to ensure the paper is entered correctly and that the correct side of the paper is being scanned.
 - Confirm your fax is sent successfully with a printed page confirmation. Some fax machine screens may also display a message indicating your transaction is complete and/or your fax has been successfully transmitted.

If you have any questions regarding your expenses, please contact your recruiter.

After you have received your email confirmation from GSS.CandidateExpenses, please feel free to reach out to our customer support at 1-800-EYHELP3 (Option 3) or email GSS.customersupport@xe02.ey.com.



Building a better working world

CANDIDATE EXPENSE REIMBURSEMENT FORM

If handwritten, please use ALL CAPS and black ink to increase legibility.

To be provided by EY Recruiter

*Required fields

*Interview Location [] *EY Charge Code []

*Recruiter/Coordinator []

Candidate information

*First Name [] *Last Name []

*Address [] Apt/Suite# []

*City [] *State [] *Zip [] *Country []

*Email [] *Phone Number []

*Date of visit [] to [] (Click in the box to select the date from a calendar.)

Expenses to be reimbursed

Tolls	[]
Taxis (including tip)	[]
Parking	[]
Total miles traveled	[]
Calculate total mileage	[]
Meals (as approved)	[]
Misc/tips etc.	[]
Other	[]
Total expenses	[]

Please specify if you traveled from an address different than the one provided. []

If yes, indicate where you traveled from (City, State): []

Calculate total mileage (Multiply total miles by IRS guideline rate per mile:)
 On/or after 01 Jan 2015 is \$0.575
 On/or after 01 Jan 2016 is \$0.54

Hotel/Air – please provide documentation.

Attach detailed receipts to support all expenses (except mileage). If a receipt is unavailable, indicate why. For expenses without a receipt and if the expense was paid by personal credit card, a copy of the credit card statement with the amount and date of purchase can serve as proof of expense. To insure reimbursement, the date must match your interview date.

If the total expenses are less than or equal to \$250 you will likely be reimbursed via Visa pre-paid card, if over \$250, then via ACH distribution. If the reimbursement method is via "ACH distribution", the candidate agrees to accept credit entries by Ernst & Young U.S. LLP through an electronic funds transfer by ACH and that we can rely exclusively on the banking information you provide below.

Bank Name []

Transit/ABA Number [] Account Number []

Transit/ABA number []

Account number []

Bank name []

Name on account []

Click this box if you do not have a personal bank account. A check will be sent to the address provided above.