

Candidate Reimbursement Guidelines

Your travel itinerary will be forwarded as soon as it has been processed by our Travel Department.

Micron will be directly billed for your airfare, hotel accommodations, and car rental for you and your guest (if you are traveling with a guest).

Your rental car will be provided by Hertz car rentals. Please note that your rental car must be returned with a full tank of gas. Please decline the additional insurance when asked.

- **For International Travelers**, Micron will reimburse you for the following incidental expenses.
- **For Domestic Travelers**, you will receive a pre-loaded Corporate American Express card to the address you provided on your candidate profile to use during your trip for food, parking, and other incidentals. The card will require activation via phone or online; please see the sticker on your card for instructions.

Expense Type	Reimbursement/Pre-loaded AMEX Allowance
Meals	Up to \$50 per day per guest not to exceed the total amount allowed for the trip collectively. For example: A two-day trip would have a cumulative meal allowance of \$100 total for each traveler. This means if you each spend a total of \$75 on the first day, you would each have \$25 remaining for meals on the 2 nd day.
Checked Luggage	\$25.00 per bag, up to \$50 per trip, per traveler.
Transportation & Others: airport parking or taxi/shuttle, long-distance phone calls, and fuel for the rental car	Up to a total of \$100 for all incurred expensed
Mileage: driving your personal vehicle	Micron will reimburse for mileage at the regular IRS Guideline amount for the following: <ul style="list-style-type: none">• Driving to and from the airport• Driving to and from the interview site and the distance is greater than 50 miles.

Please mail your receipts & the Expense Report form found on the [Candidate Website](#) or you may email your documentation (Expense Report form and scanned receipts) to HR4U@micron.com