
Travel expenses reimbursement policy

Student Recruitment



Travel expenses reimbursement policy

We require receipts for all expense claims (unless you've travelled by car) so please remember to ask for a receipt when buying any tickets.

Method of reimbursement

PayPal is the fastest and easiest way for us to reimburse your travel expenses. If you don't have a UK PayPal account, email us at pwstudentrecruitment@uk.pwc.com so we can discuss alternative options with you.

Travel within the UK

We'll reimburse reasonable travel expenses **up to a maximum of £100** you'll need to submit your claim within 3 months from the date you attended your assessment event. If your expenses are likely to exceed £100, please contact your recruiter to agree this **before** you book or make any travel arrangements.

We'll reimburse reasonable standard or economy public transport fares from your current home address to and from your interview location (or if you drive, mileage at 15p per mile to cover fuel costs).

UK air fares will be reimbursed only where the cost is lower than that of the equivalent standard rail fare.

Taxi fares will not normally be reimbursed where alternative public transport is available.

Travel from outside the UK

We'll reimburse reasonable travel expenses **up to a maximum of £100** and you'll need to submit your claim within 3 months from the date you attended your assessment event. If your expenses are likely to exceed £100, please contact your recruiter to agree this **before** you book or make any travel arrangements. Please note that we will only reimburse economy fares.

First stage interviews

Expenses for travel outside of the UK for first stage interviews will not usually be accepted. If you reside outside the UK and have no trips here already planned, your first interview will normally be conducted over the telephone. Please email us at pwstudentrecruitment@uk.pwc.com to make arrangements for this.

Assessment centre

If you've been invited to attend an assessment centre, please email us at pwstudentrecruitment@uk.pwc.com so we can try to arrange your final stage interview during the same visit.

Accommodation

Overnight accommodation will not normally be reimbursed unless this is unavoidable, where you are travelling a long distance and have an early appointment. If you require overnight accommodation, please email us at pwstudentrecruitment@uk.pwc.com to agree this beforehand. The **maximum of £100** for travel expenses will need to cover both travel costs and any accommodation required.

Meals

Food costs while travelling will not be reimbursed.