

Directions: Please do the following

1. Print clearly.
2. Attach the **ORIGINAL** receipts to a sheet of paper in date order. **\*MUST HAVE ORIGINAL RECEIPTS FOR REIMBURSEMENT**
3. Attach original passenger receipt from plane ticket & Hotel Receipt (showing dollar amount).
4. Mail to:

Qualcomm, Inc. 5775 Morehouse Drive San Diego, CA 92121 Attn: AO-410X Candidate Reimbursement	For Questions: <a href="mailto:IVReimbursement@qualcomm.com">IVReimbursement@qualcomm.com</a>
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\*\*\*\*\*Please note that your food Expenses are limited to \$30 per day (with ORIGINAL receipts).

CANDIDATE NAME:

ADDRESS:

PHONE:

(Circle One) FLEW / DROVE OWN CAR	# OF MILES IF DROVE:				FROM (CITY):			TO (CITY):
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Subtotal
<b>DATE EXPENSE OCCURRED</b>								
Breakfast								
Lunch								
Dinner								
Meals - Other								
Rental Car Gas								
Shuttle/Taxi/Train								
Parking								
Misc. (explain below)*								
Misc. (explain below)**								
<b>TOTAL</b>								
<b>TOTAL PAID BY CANDIDATE:</b>								

\*Explanation for Miscellaneous or unusual expenses:

Candidate Signature verifying that everything on this statement is true to the best of their knowledge.

Candidate Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

For Qualcomm Use ONLY:

Manager/ Department Head Signature: \_\_\_\_\_

Dep't #

Employee # \_\_\_\_\_

**Acceptable Reimbursement Includes:**

- Mileage for driving your own vehicle - **MUST include a print-out Mapquest**  
(Gas is calculated in the mileage reimbursement rate (Qualcomm offers))
- Gas for rental car
- Taxi, shuttle, train or bus fare
- Hotel (Standard room)
- Food - daily allowance of \$30
- Telephone/ Internet - flat allowance of \$30 per trip with original receipts  
(Pre-paid phone statements *must* provide phone bill call log)
- Airport parking
- Rental Car (standard vehicle)

**\*\*Original Receipts must be provided and attached to the Travel Expense Report form for consideration regarding ALL acceptable reimbursements.\*\***

**Not Reimbursable Travel Expenses Include:**

- Mileage to airport if air transportation is provided unless airport is 20 miles or further one-way.
- Alcoholic beverages
- Entertainment (ie: movies, siteseeing fees, parking fees unrelated to hotel stay)