

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:

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| Qualcomm, Inc. 5775 Morehouse Drive San Diego, CA 92121 Attn: AO-410X Candidate Reimbursement | For Questions: IVReimbursement@qualcomm.com |
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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): |
|--------------------------------------|----------------------|---------|-----------|----------|--------------|----------|--------|------------|
| DATE EXPENSE OCCURRED | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Subtotal |
| Breakfast | | | | | | | | |
| Lunch | | | | | | | | |
| Dinner | | | | | | | | |
| Meals - Other | | | | | | | | |
| Rental Car Gas | | | | | | | | |
| Shuttle/Taxi/Train | | | | | | | | |
| Parking | | | | | | | | |
| Misc. (explain below)* | | | | | | | | |
| Misc. (explain below)** | | | | | | | | |
| TOTAL | | | | | | | | |
| TOTAL PAID BY CANDIDATE: | | | | | | | | |

*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)