



Applicant travel compensation in conjunction with interview

APPLICANT TRAVEL COMPENSATION IN CONJUNCTION WITH INTERVIEW

FILLED BY APPLICANT

Interviewed for position	Interview date	Recruiting Manager
Name		Address
Zip code	City	Telephone number
Itinerary (eg. return trip Stockholm – Sandviken)		
Total cost according to receipt = SEK		
Transportation by own car km x 18,50 SEK per 10 km = SEK		
Total amount SEK		
Bank name		
Clearing number		Bank account number

Please leave this form including receipts to the person you meet at the interview or send it by email no later than one week after the interview.

FILLED BY THE MANAGER

Cost center	Company
Signature	
Name	

The form and receipts shall be sent by the manager to the following address:

Sandvik AB
Group Holding Finance
811 81 Sandviken
Sweden



TRAVEL POLICY IN CONJUNCTION WITH EMPLOYMENT INTERVIEWS IN SWEDEN

1. Purpose

To ensure clear and fair handling of travel in conjunction with employment interviews to and from the Sandvik company in Sweden.

2. Type of travel that is compensated

- 2.1 Both internal and external candidates who are called to an interview at any of the Sandvik companies in Sweden are entitled to compensation for travel expenses, regardless of the type of employment for the position in question.
- 2.2 Travel to all interviews during the recruitment process is covered by this policy.
- 2.3 All international travel must be pre-approved by recruiting manager/HRBP.
- 2.4 Sandvik does not provide any compensation for lost income in conjunction with an interview.
- 2.5 Internal candidates are entitled to conduct interviews within Sweden during work hours.

3. Type of travel

- 3.1 To the greatest extent possible, the most cost-efficient form of travel shall be utilized. Only when flexibility is prioritized will travel in anything other than economy class be compensated. Approval must be granted by the company.
- 3.2 For trips involving travel time in excess of four hours, air travel is an acceptable alternative.
- 3.3 Automobile travel shall be compensated in accordance with tax free compensation.

4. Overnight stay

- 4.1 When an overnight stay in conjunction with an interview is necessary, it must first be approved by the company.
- 4.2 The company shall determine where the overnight stay shall be.
- 4.3 HR Services shall book the overnight stay unless other arrangements have been agreed.

5. Booking of tickets

- 5.1 The applicant is responsible for arranging their travel to the interview.
- 5.2 The applicant shall utilize any discounts for which he or she is eligible.
- 5.3 If a candidate wishes to stay at a location longer than is required for the interview, they are entitled to do so as long as it does not result in any extra costs for the company.

Internal candidates refers to Sandvik employees. The company refers to Sandvik.