

Western Oregon University

# Department Recruitment Costs

Advertising, Candidate Travel, and Moving/Relocation Costs  
**Beginning July 1, 2018**

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# Recruitment Training

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## Changes At-A-Glance

### Recruitment Travel

- Recruitment Cost Estimation
- Account Codes
- Advertising
- Making Travel Arrangements for Interviews
- Arranging Campus Visit Schedule
- Reimbursements

### Moving /Relocation

- Taxable
- Travel Reimbursements vs. Procurement Card/Direct Pay

# Changes At-A-Glance

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Beginning **July 1, 2018**, changes will be implemented that affect recruitment budget processing

- Prospective Employee Travel Form is not required
- Departments will monitor recruitment and travel costs in order to stay within the department's available budget and per diems for the search
- Departments will be charged directly for all costs related to recruitment of new employees without flowing through a Human Resources index
- Procurement Card and Direct Pay will be the primary source for all expenses
- All moving/relocation expenses are now taxable

## Recruitment Travel

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### Recruitment Cost Estimation

Recruitment costs vary depending on the type of position. Estimated costs for a complete recruitment are listed below:

- Classified Employees
  - Advertising (Local) - \$500 - \$700
  - Travel costs for interview: no travel budget
  - Moving expenses: no moving/relocation expenses
- Unclassified
  - Advertising (Local and National): \$700 – \$1,000
  - Travel costs for interview: \$1,000/each candidate
  - Moving expenses: Typically no relocation (depending on the position, this may be negotiated)
- NTT Faculty
  - Advertising (Local and National): \$700 - \$1,000
  - Travel costs for interview: \$1,250/each candidate (College may elect not to bring NTTs to campus unless a long-term appointment)
  - Moving expenses: Typically no relocation
- Tenure/Tenure-track Faculty
  - Advertising (Local and National): \$1,000
  - Travel costs for interview: \$1500/each candidate
  - Moving expenses: \$1,000 - \$8,000 depending on where they are moving from. These expenses are negotiated through Dean/HR/Candidate

## Account Codes

There are a limited number of Account Codes that are used consistently through the recruitment process:

- Advertising:
  - 24611 (HR will use this account code to charge your department for any advertising costs)
- Candidate Travel:
  - 39445 - Candidate travel to WOU for interview (origin doesn't matter)
  - 39415 - WOU employee travel costs (travel to airport to pick-up/drop-off candidate)
  - 28612 – Hosting (faculty/staff to get reimbursed for any hosting/meals during candidate interview)
- Moving/Relocation
  - 10780 - All moving/relocation expenses

## Advertising (24611)

- Department will list advertising venues on the Authorization to Fill based on the type of position
- Human Resources will place ads and will work with the hiring department to stay within the estimated budget guidelines
- Human Resources will charge the departments directly for the cost of the ads

## Making Travel Arrangements for Interviews (39445)

- Hiring Department researches travel costs keeping consideration for lowest rates in mind (2-week advance notice, car rental vs. shuttle, cheapest day of the week flights, complimentary breakfast w/ hotel, etc.)
  - Tuesday, Wednesday, and Saturday are cheapest days to fly
  - Friday and Sunday, holidays are most expensive
- Hiring Department will make travel arrangements for each candidate
  - Any common carrier can be used for economy airfare
- A good rule of thumb: One day interview and one travel day on each end.
- Department is responsible to maintain a record of travel costs to ensure they are staying within the department's budget for the search.

## Direct Pay/Procurement Card

- Hiring Department will either utilize Direct Pay or the department Procurement Card to make candidate travel arrangements. The HRO909 index will not be used for candidate travel.

## Arrange Campus Schedule

- ❑ Search Committee support staff may be asked to arrange for interview/presentation conference rooms and schedule candidate to meet with others on campus (Provost, student groups, Benefits Manager, Dean, etc.).
- ❑ Meal Cards: The Human Resource Office has some campus dining meal cards available for checkout when hosting candidates on campus. These debit cards may be used at any of the Campus Dining facilities. Search committee chairs are to contact the Recruitment Office (88490 or 88631) to arrange card check out in advance. Meal cards are to be returned to HR Recruitment office. Receipts are kept at the department with all other search receipts. Campus Dining will JV any costs directly back to the department.

## Reimbursements (39445, 28612, 39415)

- ❑ Candidate Reimbursements (39445)
  - Candidate should sign a Travel Reimbursement Request, and a Substitute W-9 while they are on campus and submit any original receipts for travel costs to the Hiring Department.
  - Hiring Department will submit receipts (taped to white paper), an approved Travel Reimbursement Request, and a Substitute W-9 directly to the Business Office.
  - Use department index for any charges
- ❑ WOU Employee Reimbursements
  - Personal Funds Reimbursement Request: (28612 Hosting)
    - Used for WOU employees to reimburse for hosting only. Submit this form and original receipts for to the Hiring Department (receipts should be taped to white paper).
    - When hosting a candidate, the candidate plus two employees' meals may be paid or reimbursed up to the current instate per diem rate (Please indicate names on the receipt).
    - Department index must be used. The form must be approved by the Department Head and then submitted to the Business Office.
  - Travel Reimbursement Request: (39415 Employee Travel)
    - Used to reimburse WOU employees for mileage related to candidate travel
    - If WOU employee is to be reimbursed for both candidate meals and travel, document all expenses on the Travel Reimbursement Request. A Personal Funds Reimbursement Request is not needed.

# Moving / Relocation Costs

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- ❑ Any moving costs must be negotiated between the Dean/Director and the HR Director prior to discussing with the candidate. Not all positions are eligible for moving/relocation cost reimbursements.
- ❑ **ALL Moving/Relocation Expenses are now taxable.**
- ❑ Refer to the [WOU Travel Policy](#), [Moving Expense Summary Table](#) and the [OUS Fiscal Policy Manual 66.200](#) for guidelines.

## Travel Reimbursement Request:

- ❑ After expenses are incurred, employee submits receipts (taped to white paper) and a Travel Reimbursement Request to the Hiring Department. Director/Division Chair will approve and forward to the Business Office for processing.

## Direct Pay/Procurement Card:

- ❑ All moving expenses claimed outside of a candidate Travel Reimbursement Request must be listed on a **Taxable Employee Expense Form** and submitted to the Payroll Office

# Helpful Links

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- ❑ Human Resources – Recruitment Forms and Resources
  - <http://www.wou.edu/hr/resources/forms/>
- ❑ Business Services – Travel
  - <http://www.wou.edu/business/services-2/travel/>

# Forms

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All forms are located on the Business Office or Human Resources Web page.

- Travel Reimbursement Request
- Substitute W-9
- Personal Reimbursement Request
- Taxable Reimbursement Request
- Per Diem Rates 2018
- Moving Expense Summary Rates