Recruitment Training

Interview and Travel Costs

- Prospective Employee Travel Form
- Making Travel Arrangements
- Purchase Orders – Access to HRO909
- Arrange Campus Schedule
- Travel Reimbursement Requests
- Personal Funds Reimbursement Request
- Redistributing Costs

Moving Costs
Interview and Travel Costs

Prospective Employee Travel

- Prepare a Prospective Employee Travel (PET) form for each candidate prior to making any travel arrangements. (Use Account HRO 909 (include recruitment #), and check with HR if budget limit is unknown).
  - Maximum of three candidates
  - Budget amount includes cost of travel and any on-campus interview costs
- Submit PET to HR for approval.
  - This form can be submitted anytime after the recruitment opens using “Candidate #1, #2, #3”
  - E-mail candidate names to Business Office and HR prior to making any travel arrangements

Making Travel Arrangements

- Once approved, 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
  - If the estimated travel costs exceed the budgeted amount, HR must be notified before making any travel arrangements.
- Hiring Department will make travel arrangements for each candidate while working directly with Azumano, the Business Office and Human Resources.
  - Azumano should be given consideration for all airfare purchases
  - Azumano ticket price quote must be attached to all candidate requests for ticket reimbursement if ticket purchased by candidate. WOU will reimburse lowest cost. The quote from Azumano should be obtained the same day that airfare is booked or WOU will not reimburse.

Purchase Orders

- Hiring Department will complete POs and submit copies of the Purchase Orders and invoices to the HR office for notification.
  - Human Resources will give approval for access to HRO909 to complete POs upon request.
Arrange Campus Schedule

- Search Committee support staff will arrange for interview/presentation conference rooms and schedule candidate to meet with others on campus (Provost, student groups, Benefits Manager, Dean, etc.).

Reimbursements

- Candidate will submit any receipts for travel costs to the Hiring Department. Hiring Department will submit receipts, a Travel Reimbursement Request, and a Substitute W-9 to the Human Resources department for approval.
- WOU Employees will submit original receipts and a Personal Funds Reimbursement Request form to the Hiring Department. It must be approved by the Department Head and then submitted to Human Resources
  - When hosting a candidate, the candidate plus two employees’ meals may be paid or reimbursed up to the current instate per diem rate.
  - The Human Resource Office has some campus dining meal cards available for checkout when interviewing candidates on campus. Search committee chairs are to contact the Human Resource Office front desk (88490) to arrange card check out in advance. Meal cards are to be returned with receipts to HR main desk.

Redistributing Costs

- After all costs have been submitted and search is closed, Budget Director will redistribute any search costs to the appropriate department.
  - General Fund – will get additional budget to cover recruitment costs
  - Auxiliary – will absorb the cost of recruitment
Moving / Relocation Costs

- 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.
- Hiring Department completes a New Employee Moving and Relocation Expense Approval Request and submits to Human Resources for approval.
- After expenses are incurred, Hiring Department submits original receipts and a Travel Reimbursement Request form to Human Resources for approval.

Helpful Links

- WOU Travel Policy
  - [http://www2.wou.edu/pls/wou2/policy.woupolicy.main](http://www2.wou.edu/pls/wou2/policy.woupolicy.main)
- WOU Travel Information Page
- OUS Reimbursement Rates
  - [http://www.ous.edu/dept/cont-div/fpm/trav-95-100](http://www.ous.edu/dept/cont-div/fpm/trav-95-100)
- Moving Expenses
- Moving Expense Reimbursements
FORMS