



Guidelines on Expenditures for Hiring and Recruitment

In all cases unless prior approval is provided, hiring departments will be responsible for all expenses exceeding the pre-approved amount covered by the University.

We appreciate your understanding of the challenge faced by the Office of the Dean of the College (ODOC) in covering the costs of recruitment as we exercise judiciousness with such expenses. Towards this end, we advance the following criteria to direct your recruitment efforts.

Consistent with current policy, hiring departments are requested to submit all invoices to the Assistant to the Senior Associate Dean for Faculty, Evaluation and Inclusivity (Karen McCormick – mccormk@wfu.edu) for payment within 45 days of the incurred expense.

Advertising

The budget for advertising for a new position will be stipulated by the Dean of the College. Upon receipt of the letter of approval for the request to hire, the department chair should confer with the Senior Associate Dean for Faculty, Evaluation and Inclusivity about the advertising allocation.

Reimbursement WILL NOT be made for:

1. Department receptions
2. Spouses and partners who travel with candidates
3. Car rentals while in town
4. Movies, videos, snacks, drinks, room service, or any other purchases by the candidate billed to their hotel room or while in the hotel

Transportation

1. Round-trip travel (i.e. airfare or mileage allowance) between the candidate's home and/or office and Wake Forest University will be covered **up to \$600**
2. The University **will not** pay for First Class or Business Class airfare
3. Departments are allowed **up to \$50** in ground transportation costs (one-way) from PTI Airport and return travel

Lodging

1. Reimbursements will be made for **up to two nights** of stay per candidate (maximum)
2. Lodging accommodation will be reimbursed for **up to \$110** per night

Meals (these figures should be inclusive of tax and gratuity)

1. Breakfast: **up to \$10 per person**
2. Lunch: **up to \$15 per person**
3. Dinner: **up to \$50 per person**
4. Faculty hosts joining the candidate **should not exceed three persons per meal**
5. **No more than two evening meals** at restaurants per candidate will be covered by the University

Relocation

1. Tenure-track positions: ranges from \$1,000 to \$3,000
2. Non-tenure track positions: ranges from \$750 to \$2,000
3. Chairs should advise new faculty to read the WFU Financial and Accounting Services Business Expense Policy document, pages 7 and 8, regarding taxable income associated with reimbursed relocation expenses. The document can be found at: <http://finance.wfu.edu>.

Revised October 27, 2016