

## Reimbursement of Faculty Recruitment Expenses

- Departments will follow the Purdue Policies for prospective candidate and host reimbursements located at [http://www.purdue.edu/taxes/Relocation/Prosp\\_Emp/prospect.html](http://www.purdue.edu/taxes/Relocation/Prosp_Emp/prospect.html).
- Reimbursement from the Office of Academic Affairs  
Per search maximum:
  - \$750 advertising (G/L account 524030)
  - \$210 host hospitality (G/L account 546435)
  - \$2,040 candidates (3) (includes transportation, lodging, and subsistence) (G/L account 535020)
  - \$3,000 total
- Exceptions to the above reimbursement limits need **prior written** approval from the VCAA.

### Process for reimbursement

- A ten digit Real Internal Order (RIO) number is assigned to each faculty search upon receipt of the HREO1 Request to Recruit form (the number is added to the bottom portion of the HREO1 form by the OAA office). The RIO number tracks all expenses for a search and will be used for reimbursement of expenses to the department.
    - Departments will use their **fund** number and corresponding RIO number on all Accounting Services and Purchasing forms. Enter the RIO number in the fields listed below:
      - DIV (Direct Invoice Voucher) in the Order number field
      - PCR1P (PCARD Voucher) in the INT Order field
      - 17C (Approval for Reimbursement for Prospective Employee Travel) in the Order field
      - Form 12 (Purchase Requisition) in the Statistical Internal Order fieldThe OAA office will enter the RIO number on Purchase requisitions received with the HREO1 form.
  - OAA will reimburse departments, via transfer, actual recruitment expenses **up to the maximum stated amounts**.
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- Funding from the Chancellor's Office  
International hires\*  
The following fees are funded by the Chancellor's office:
    - 1) Form I-129, H-1B petition (\$325), Fraud Protection Fee (\$500-for *new* H-1B petitions)
    - 2) Labor Certification filing (\$770)
    - 3) Form I-140, Immigrant Petition (\$580)
    - 4) Form I-907, Premium Processing, if applicable (\$1,225)  
\* a signed offer letter and contract must be on file