Procedure Checklist - Candidates

FOR INTERNAL UNLV USE ONLY!

NOTE: For your protection, do not purchase/make any arrangement for a candidate using personal funds. P-Cards should not be used for transportation costs.

**PRIOR TO THE VISIT**

* Send the candidate a letter/email (Sample Letter and the Candidate Fact Sheet).
* Does UNLV need to assist with visa status for the interview? If so, contact the International Student and Scholar Office at 895-0143.
* Are there any circumstances/requests that require higher approvals (extended stay, rental car, weekend stay, special accommodations, and companion travel)? If so, get these now!
* If special accommodation is requested, please contact ADA Compliance Office at 895-1879.
* Transportation: Candidates should arrange and pay for their own transportation and submit receipts for reimbursement.
1. On an exception basis only, the candidate must pay and arrange for his or her own rental car if previously approved. They may **not** use the State of Nevada Car Rental contract.
2. GPS/Satellite Radio/Optional Insurance will not be reimbursed.
* Lodging
1. The candidate is to make his/her own arrangement, with departmental approval for lodging rates (per the GSA table) and be reimbursed.
2. It is recommended that the department suggest that the candidate make lodging reservations at non-gaming properties.
* Meals may be reimbursed as travel per diem. However, most candidates are hosted by UNLV during their visit.

**DURING THE VISIT**

* Collect original receipts – these must show vendor business name, description/detail of purchase, total paid and method of payment.
* Lost receipt affidavits are not accepted for candidates.

**AFTER THE VISIT**

* Advise candidate where to send any additional receipts obtained after leaving UNLV.
* Prepare an Expense Report as an “ECM” – note position title and search number in comments. Attach original receipts and agenda. If applicable, attach exception approvals.