Procedure Checklist - Candidates

FOR INTERNAL UNLV USE ONLY!

NOTE: For your protection, do not purchase/make any arrangement for a candidate using personal funds or university p-cards.

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.
- Determine account(s) to be charged.
- Reference Position # and Search# on all documents requesting payment/reimbursement.
- Determine travel needs:
  - Transportation:
    Candidates should arrange and pay for their own transportation and submit receipts for reimbursement or, under unusual circumstances you may pre-pay the airfare on the purchase card or through Kozal’s using the travel authorization form.
  - Lodging
    1. It is recommended that the department suggest that the candidate make lodging reservations at non-gaming properties.
    2. The candidate is to make his/her own arrangement, with departmental approval for lodging rates (per the GSA table) and be reimbursed.
    3. There are no lodging exceptions for candidates.
      - Meals
        Meals may be reimbursed as travel per diem. However, most candidates are hosted by UNLV during their visit.
      - Other
        The candidate must pay and arrange for his or her own rental car if previously approved. They may not use a State of Nevada Rental Car contract. (UNLV Travel Policy)

DURING THE VISIT

- Begin completion of Travel Itinerary Worksheet (TIW). (Sample Forms)
- Collect original receipts.

AFTER THE VISIT

- The candidate needs to mail any additional original receipts (including airline ticket & itinerary) obtained after leaving UNLV.
- Prepare a PV with the Vendor Code reference “Candidate” and attach original receipts.