CNCHRONICLE

July 2, 1990

ANNOUNCEMENTS

Orientation

Freshman Orientation will be held July 13, and Freshman and Parent Orientation will be held on July 14.

Calendar of events

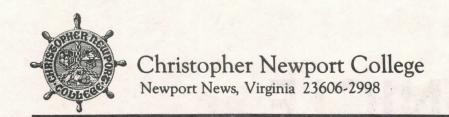
Do you have any upcoming event for the summer and fall you want noted in the CNC Calendar of Events? If so, please submit your information to the Office of Public Relations.

--Submitted by Jo Ann Barbour

New Hourly Appointment Lari L. Price, Office Services Assistant - Office of Continuing Education; Sherri L. Laws, Office Services Assistant - Business Office.

Holiday Leave

<u>Independence Day</u> - The College will be closed Wednesday, July 4, 1990. This date is an authorized holiday and annual leave is not charged.



News Release

CONTACT: Paul Holcomb

Vice President

Office of Institutional Advancement

TEL: (804) 594-7038 FAX: (804) 594-7713

NEWPORT NEWS, Va. (June 27, 1990) -- John W. Campbell, Jr. has been named director of college relations at Christopher Newport College effective July 1, 1990.

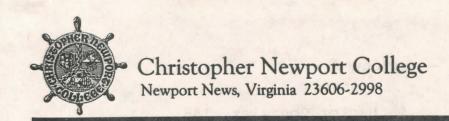
Campbell comes from the Virginia Department of Transportation where he was the public information officer for Southeastern Virginia.

Before going to VDOT, he spent four years at Langley AFB in Hampton as a public affairs officer.

Campbell holds a master's and bachelor's degree from Virginia Commonwealth University.

As director of college relations, Campbell will be responsible for media relations, internal and external communications, publications, and special events.

Campbell replaces Lynda Whitley who resigned earlier this year.



News Release

CONTACT: Jo Ann Barbour Acting Director College Relations TEL: (804) 594-7039

(June 26, 1990) -- The Alumni Society of Christopher Newport College has elected its new officers and Board of Directors for the upcoming year. A list of these individualas is as follows:

President

Stan Clark, '77

President-Elect

Charlie Ciccotti, '86

Vice President for Planning and Special Events

Steve Tross, '85

Vice President for Membership and College Development

Mark Suiter, '77

Vice President for Communications and College Relations

Teddy Mark '86

Vice President for College Assistance and Student

Relations Tom Carpini, '74

Secretary Ruth Daniels '89

Treasurer Ginny Zimmerman, '88

Historian Kay Smith, '84

Board of Directors Claudia Bolitho, '77

Gerald Bright '82 Oscar Crawford, '75 Brian Deibler, '88 Jimmy Draper, '68 Cary Epes, '77

Board of Directors - continued

Hector Gonzalez, '86
Jim Johnson '73
Tommy Joy '76
Robert Kimsey, '79
John McCroskey '88
Shelley McPhail, '82
David Merryman '88
Arnie Nourse, '85
V. Freeman Phillips '82
Dave Pisle, '75
Gail Rehmert, '77
Marie Smith, '66
Bill Thompson, '81
Jim West, '75
Deran Whitney, '89



COMMONWEALTH of VIRGINIA

Office of the Comptroller

JUN 27 1890

BUSINESS
OFFICE

P.O. BOX 6-N RICHMOND, VIRGINIA 23215

EDWARD J. MAZUR, C.P.A.
COMPTROLLER

June 22, 1990

MEMORANDUM

TO:

Chief Fiscal Officers of All State Agencies and

Institutions

FROM:

Grosjean (John) G. Crump, III

Assistant Comptroller

SUBJECT:

Meal Reimbursement Documentation Requirements

The following meal expenditure reimbursement documentation policy is effective July 1, 1990:

• A restaurant or charge card receipt must accompany reimbursement requests for each meal expenditure of \$25 or more. This policy applies to all meal reimbursements, whether on travel status (day or overnight travel) or reimbursable business meals. Each meal expenditure of \$25 or more must be listed on a separate line on the Travel Expense Reimbursement Voucher (DA 02-041).

This policy is necessary in order to conform to new Internal Revenue Service regulations. These regulations require documentary evidence to support meal expenditures of \$25 or more. The absence of such documentary evidence requires the meal reimbursement amount to be reported as gross income to the employee. The Commonwealth Accounting Policies and Procedures Manual and the State Travel Regulations Pocket Guide will soon be revised to reflect this new policy.

Although this may not allow sufficient time to notify all travelers, please implement this policy as soon as reasonably possible. If we can provide any additional information, please contact Mr. David A. Von Moll, Manager, Pre-Audit and Compliance, at 225-3071 (SCATS or local).

GGC/tam

cc: Edward J. Mazur

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