

CNC CHRONICLE

PLEASE POST

February 18, 1991

THIS WEEK

- Tues. - Free Business Lunch Series, "Marketing on a Shoestring" by Marion Smith. Noon-1:30 p.m. at the Ramada Inn on Rt. 17. Pre-registration required by noon on Feb. 19. Call 594-7158 for lunch cost and registration.
- Fri. - Black Faculty Caucus Potluck Dinner, call Prof. Debra Fontaine at 4-7139 for more information.

ANNOUNCEMENTS

Workshop
Reminder

Information Technology Services will hold a workshop for users of IBM compatible personal computers on Feb. 20 from 3-5 p.m. in G123. DOS items to be addressed will include: formatting, copying, installation of software and back-ups. Please call 4-7180 for reservations.

FYI

Several people have called the Office of Development recently seeking information on how to donate money in memory of someone. The process is very simple: Make the check, whatever the amount, payable to Christopher Newport College, and on the line located at the bottom left-hand side please write: "In memory of" and the person's name. Put the gift in an envelope and send it to the Office of Development.

CNC ID

AS CNC Sails towards the 21st century, library automation continues. Thus far, applying bar codes to books has been the only activity visible to library users. The next leg of our automation voyage is online circulation. Preparations are underway. We will set sail during spring semester.

Once we embark, faculty, staff and students will need to have bar codes applied to their CNC photo ID's (available at the Campus Center Info Desk) to check out library materials.

Have some information you'd like to share with the CNC community?
Please submit your information in memo form to the Office of Public Relations

before noon on Wednesday
Need information?...call 594-7039.

Don't be left standing at the dock. A CNC ID with bar code applied is the ticket you need to sail with Capt. John Smith. Bring your ID to the library circulation desk for a bar code.

CNC License
Plates

The new CNC License Plates have hit the streets! "Spirited" cars are wearing the new plate that is available through your nearest DMV office. Call Liz Bryant (4-7712) for more information. Be one of the first to "Drive with Pride."

FYI

To All Full-Time Employees: There will be meetings for "Flexible Reimbursement Accounts." Please mark your calendar.

Feb. 25, CC214, 10 - 11 a.m., Noon - 1 p.m., 3-4 p.m.
Mar. 4, CC 214, 10-11 a.m., 1-2 p.m., 4-5 p.m.
Mar. 5, CC214, 9-10 a.m., Noon - 1 p.m., and 3-4 p.m.
will meet in A105.

Group meetings will be held at Thomas Nelson Community College on Mar. 6 & 8. Call Personnel for information.

Personnel

New appointments - hourly:

Joyce M. Forrest, Secretary Senior, Political
Science/Governmental Admin.

Black History
Month

In recognition of Black History Month, a new class offered by Continuing Education: Celebration and Remembering the African-American Heritage. Learn about the contributions of African-Americans to America and to Virginia in particular and get to know some of the famous thinkers, activists, and inventors of recent times! The focus will be on the major periods beginning with early life in Virginia and ending with life in the 1990's. Cost: \$45 (Senior Citizen and student discounts available.) Feb. 19-Mar. 12., 7-9 p.m. Call Continuing Education, 594-7158 to register.

FACULTY, STAFF, STUDENT NEWS

Faculty

Mr. Douglas Gallaer, Director, Office of Career Services, hosted the Partnership Steering Committee Workshop "Enriching Partnerships Through Sharing and Planning," at CNC. Over 280 representatives from business and education attended the event. Mr. Gallaer serves as co-chair for the committee, an arm of the Virginia Peninsula Chamber of Commerce. The committee promotes partnership development between local businesses and education.



Christopher Newport College

Newport News
Virginia 23606-2998

TDD (804) 594-7155

MEMORANDUM

TO: All College Employees

FROM: Comptroller *(Signature)*

DATE: February 11, 1991

SUBJECT: Meal Reimbursement Reporting Requirements

In accordance with Internal Revenue Service Regulations, all meal reimbursements paid to employees and board members where NO overnight travel is involved is reportable income. This pertains not only to reimbursements from State Funds but also reimbursements from Local Funds. In addition, this regulation is applicable if an employee pays for several employees meals and then requests reimbursement. Under these circumstances the total reimbursement is divided by the number of employees and each employee has the proportionate share added to their gross income. This regulation pertains to any meal that does not involve overnight travel to include search committee meals, departmental meetings, meetings with donors, etc. The determining factor for a reportable meals is "overnight travel" not the purpose of the meal.

If you plan to request reimbursement for meals that include other college employees, please notify them BEFORE paying for their meals. These meals will be added to their gross income.

In addition, a separate travel reimbursement voucher must be prepared for each individual requesting reimbursement from State Funds, where reportable meals are involved. We will no longer accept one reimbursement voucher that claims reportable meals for several employees.

Reportable meals are added to your gross income every two weeks and appear on your pay stub. Please keep supporting documentation if you plan to deduct these meals on your taxes. If you have any questions, please do not hesitate to call.

