

Comptroller's Corner

VMI

Volume 2 Issue 4
16 June 2014

From the Desk of the "Acting" Comptroller...

I'm ba-ack! As most of you know, Irma Baily left VMI in March. After a two year hiatus, I am once again "acting" as a comptroller. It has been fun seeing and catching up with folks I haven't seen since I retired. But don't get too used to seeing me around. On 1 August, Kevin Ryan, VMI Class of 2001, will take over where Irma left off. That is all I am going to say about Kevin. I'll allow him to introduce himself when he arrives, but I believe you will enjoy working with him. In the meantime, the folks in the Comptroller's Office are still taking care of business on a day to day basis. Please feel free to call on any of us if you have questions or concerns or if we can assist you in any way.

Also, please forgive me for the tardiness of this newsletter. Since my retirement in February 2012, I have tried to avoid timelines and deadlines. Hopefully we'll get back on track for the August newsletter.

Have a great summer!

Bob Gilbert, Acting Comptroller

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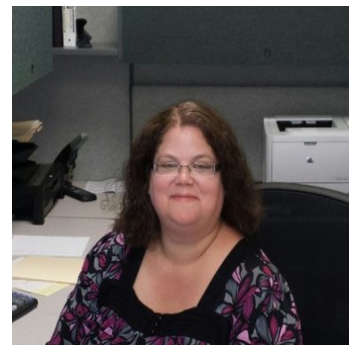
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Comptroller's Office Welcomes New Employee

The Student Accounting Office is happy to announce the addition of Dana Rogers to our staff. Dana has joined us as the VMI Cashier. She comes to us from a long career in various banking positions. Her husband, Scott, is the Postmaster of the Covington Post Office and they have one child, Zachary, who attends Central Elementary. Dana's responsibilities include, among other things, coding and depositing all non-cadet revenue and expense refunds to the bank.

Please introduce yourself and let Dana know how she can help you.



Dana Rogers
Cashier



End of Year Travel and those *LAZY* days of Summer!

The end of the official school year does not mean the end of travel or travel regulations. International travel increases during the summer months with faculty and students traveling to Spain, France, Belgium, and India just to name a few.

International travel regulations are the same as domestic regulations with the exception of lodging and per diem rates. International travel lodging and per diem rates which can be located at the following website: http://aoprals.state.gov/Web920/per_diem.asp. Simply enter in the country and a list of cities will be displayed for you to choose from. If your destination city is not listed within the chart displayed select "other." Be certain to check this out before boarding the plane for your destination. International travel must be approved by the Superintendent or his designee **IN ADVANCE**.



The end of the fiscal year is June 30th so all expenses that you wish to be paid within this fiscal year must be submitted by June 16th. Every effort will be made to get these processed using 2014 fiscal year funds. If you are traveling and your trip overlaps fiscal years, here are items that you can pay **BEFORE** you go on your trip:

- ◇ registration for a conference
- ◇ airline ticket if using LOCAL funds or if using Martin Travel provided the ticket is purchased before the 15th of June.

DEPARTURE DATES
May 14, 21, 22
May 14, 21, 22
May 19, 26
May 19, 26

Summer is a great time to relax but also a time to prepare for the coming school year and official trips that you have planned. A rule of thumb is **ASK AND PREPARE BEFORE THE TRIP**— afterwards is too late.

We will offer several travel classes in the fall to brush off the cob webs and open the floor for questions. More to follow on this – until then ENJOY your summer.

QUESTIONS?

CONTACT: ANITA DAVIS, EXT. 7150 OR
EMAIL: DAVISAK@VMI.EDU

VMI TRAVEL REGULATIONS CAN BE FOUND IN SECTION
[40000 OF THE COLLEAGUE DEPARTMENTAL MANUAL](#)

Equipment Trust Fund (ETF) Reminders

- ETF purchases cannot be made using a credit card.
- All equipment should be received and paid for no later than 30 September 2014.
- ETF funds cannot be used for items under \$500.
- Please keep in mind that the Higher Education ETF (HEETF) Policy and Procedures manual defines a functional unit as an assemblage of instruments, modules, and components. Together they perform a specific task and remain assembled as a unit. The individual components may cost less than \$500 but the aggregate cost of the functional unit must be at least \$500 to be approved by State Council of Higher Education Virginia (SCHEV).
- Freight charges can only be paid if they are included in the total cost of the equipment and submitted on the same voucher as the equipment. Do not submit the freight charges separately from the equipment.
- Installation costs can be paid if they are for the initial set up the equipment and must also be submitted on the same voucher as the equipment.
- Building modifications, new electrical outlets, etc. to accommodate new equipment are not allowable costs.
- Please keep in mind that equipment with a useful life of less than 3 years does not qualify for ETF funds, this could include such items as iPads and other tablet PC's.
- Other items excluded from ETF funding include office appurtenances such as file cabinets and shredders as well as office furniture of any type.



QUESTIONS?



For questions related to ETF purchases contact:

Email: Corey Matteson at mattesonca@vmi.edu or
Kathy Gilbert at gilbertkw@vmi.edu



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We're on the Web!

www.vmi.edu/Comptroller



YEAR-END ACCOUNTS PAYABLE NOTICE

As we approach the end of the fiscal year, please remember the following key dates:

- ◆ GLI Import for SPCC cardholders is due **17 June 2014**
- ◆ Submit receiving reports to the Comptroller's Office no later than **23 June 2014** so that payment of invoices can occur in FY 2014;
- ◆ Requisitions for next fiscal year (FY 2015) must include the phrase "**First Quarter Order.**"

Important Information Regarding Foreign Speakers, Visiting Professors or Employees



Do you anticipate having a foreign speaker, visiting professor, or employee at VMI?

If so, please be sure to involve Marsha Mayhew as early as possible in the planning stages. The Comptroller's Office is responsible for determining if foreign persons are eligible for pay or honoraria and ensuring that they are taxed correctly and receive the proper year-end tax statement. Specialized software which analyzes residency and tax treaty eligibility and also prints necessary forms will be utilized. This is a complicated area in which the IRS has focused more attention in recent years; mistakes can hurt not only VMI, but also the foreign visitor!

Guidelines to follow:

- * Be sure that your visitor has the correct visa to allow for payment or an honorarium. Certain visas do not permit employment. Honoraria may generally be paid only to visitors on a visa waiver or B visa who meet the 9/5/6 rule.
- * Services must be a usual academic activity conducted for the benefit of VMI, activities last no longer than 9 days, and the individual has not accepted honoraria or payment of expenses from more than five institutions or organizations in the previous 6-month period.
- * Procurement Services generates contracts for guest speakers. Contracts for foreign speakers receiving an honorarium should not mention a fee and should specify reimbursement of expenses only.
- * The first form which needs to be completed is the Foreign National Information Form (FNIF). Please contact Marsha to obtain this form, or provide contact information and she will correspond directly with the visitor.



CONTACT:
Marsha Mayhew at mayhewmb@vmi.edu or Ext. 7157

