Message from the Vice President

The Finance and Administration Division exists to support and facilitate the instruction and service goals of the University. It does this through the design and implementation of business and environmental services for our students, faculty, and alumni. The Division has the primary leadership role in the administration of institution-wide business processes. We seek to conduct institution business in a manner that follows institutional, state and federal rules using generally accepted management and ethical practices.

In support of the NSU mission we seek to:

- Develop the University’s physical facilities so that they meet the needs of the campus;
- Ensure that administrative operations provide responsive, customer-oriented service to all constituencies;
- Provide a safe and secure environment for our family students, faculty, staff and visitors; and
- Provide effective leadership in the administration and stewardship of financial, human and physical resources.

Please feel free to contact any of the Finance and Administration Departments if you have questions. We are available to assist you.

https://www.nsu.edu/finance-and-administration/faculty-and-staff
Procurement Services

Vicki N. Lewis recently joined Procurement Services as a Procurement Manager. She will serve as the University’s Charge Card Administrator and eVA Lead. Listed are a few highlights about Vicki. She holds a B.A. degree in Accounting from VA Union University. She earned a VCA purchasing certification from COV. Served as Senior Accountant at the Dept. of Social Services. She served as a Staff Auditor for the VA Auditor of Public Accounts. At NSU she has been the Athletics Business Manager, a Senior Accountant, and the Auxiliary Accounting Manager.

Welcome Vicki! 😊

SWaM Utilization

During FY 18, the University awarded over 64% of its contract dollars to Small, Women and Minority-Owned (SwaM) businesses for compliance with Commonwealth of Virginia Regulations.

Thanks to all who helped to ensure the University utilizes a diverse supplier base.

Campus Police and Parking Services

There will be limited parking in Lot 14 due to construction for the New Residential Facility. Thank you for your patience.

- Fortunately, the particular loss of parking spaces is temporary.
- We apologize for any inconvenience this may cause and appreciate your patience during this transitional phase of improving the University.

Parking Services Regulations
https://www.nsu.edu/parking-services/regulations

* The Campus Police have launched social media platforms:

Facebook: https://www.facebook.com/NSUPD/
Instagram: https://www.instagram.com/norfolks tatsuniversitypolice/?hl=en
Twitter: https://twitter.com/NorfolkStatePD

* The Campus Police has partnered with REACT to provide 5 alert display monitors for additional notification in case of campus emergencies.
ACCOUNTS PAYABLE UPDATES

LOCAL CHECK REQUEST PROCESS

Local check requests are processed against local funds within Colleague. The reimbursable party must be in Colleague as a vendor. If the party is not in Colleague, you will need to contact Procurement (Cynthia Colvin) to request that they be added. Once added to the Colleague vendor database, a Colleague vendor ID will be generated. You will put that number on the local check request. All local check requests must be submitted on the form.

The Local Check Request form is located on MyNSU.edu
1. Menu
2. Faculty/Staff Resources
3. Accounts Payable
4. Documents & Forms
5. Local Check Requests
   - Supporting documents must be included if a vendor is being paid.
   - If the payment is based on a contract, the executed contract is required as support.
   - The VA Public Procurement Act (VPPA) is applicable when there is a procurement between NSU and a “nongovernmental” entity.

Controller’s Office

- Purchase order numbers should be referenced on the request form.
- All local check requests should be delivered and sent to the Controller’s Office.
- Local checks are issues on Tuesdays and Thursdays and should be submitted by no later than close of business on Mondays, Wednesdays, or Fridays. The approval flow for any local check request should mirror the same approval flow as in your department.
- There needs to be a requestor and an approver.
- The approver will be the person responsible for the stewardship of the funds and ensuring the expenses being processed are valid.
- Please be sure to direct any questions or concerns to Nichole Horton in the Controller’s Office at X8275.

FOOD/CATERING SERVICES

A purchase requisition through Colleague and eVA must be used to initiate the purchase of food/catering services. The requisitions should include:

- Description of food/catering services required
- Location where services will be held
- Date and time of services
- Price quoted by (NAME) and (Date)
- Any special or additional requirements
- A Business Meal Certification form, signed by authorized approver provided to food services contractor

Food/Catering Services Policy

You’re invited to the......
CATERING SHOWCASE

Date: Wednesday, August 29, 2018
Time: 1:00 p.m. – 3:00 p.m.
Location: Scott Dozier Dining Ballroom

Norfolk State University Catering specializes in a variety of catered events, from formal galas to simple gatherings of friends to corporate lunches and celebrations. No event is too large or too small.

Contact Food/Catering Services at 757-823-9476
norfolkcatering@thompsonhospitality.com

Customer Service Tip of the Quarter

Say “Hi” and smile. Greeting a team of health-obsessed professionals on a long day is going to make a difference. Keep NSU really glad I’m here.

Customer Service Tip of the Quarter

FINANCE NEWS YOU CAN USE | Issue 2
**Travel Advance Reminder**

Travel Advances must be repaid in full within 30 days of receipt of receiving the advance. If advances are not paid within the specified time, the amount of the advanced balance will be deducted from the employee’s paycheck.

**Save your receipts**
**Turn them in with your voucher**

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**Employee Pocket Travel Guide**

The Accounts Payable Office has prepared the travel guide to provide NSU travelers, traveling on official state business, with a summary of common travel entitlement and limitations often encountered in routine, overnight travel situations. Travelers and other interested personnel are encouraged to contact the Accounts Payable Office at extension 3-9485 or review the State Travel Regulations (website listed below) for a complete description of the Commonwealth’s travel authorization and reimbursement policies.

**Website**


1. General. The Commonwealth of Virginia requires that all travel costs must be limited to only those expenses that are necessary for providing essential services to the Commonwealth’s citizens. Travelers must seek ways to reduce the cost of essential travel. Therefore, when planning and paying for travel, economy, prudence and necessity are of primary concern. In addition, to be reimbursed, expenses must be reasonable, necessary and actual.

2. Approval for travel. All travel must be approved in advance. This is done by entering a travel requisition in Colleague, and having this requisition approved by traveler’s supervisor as well as the appropriate Vice President/Designee before embarking on travel.

3. Airline reservations. Employees have two options available for purchasing air and rail tickets:

   - University Travel Card
     Reservations are to be made by department, but will be processed via an approved requisition by Procurement Services.

   - Bank of America Travel Card or Personal Credit Card
     Travel tickets charged on BOA Travel Card and/or personal credit card will be reimbursed only after the trip has been completed. Reimbursement for these tickets must be included on travel expense reimbursement voucher, along with other travel expenses. Please make sure to attach a hardcopy of travel itinerary to include total cost. Fees related to changes in travel itinerary must be fully explained.

Airline travel cannot exceed the rates charged for coach/main cabin class accommodations. Upgrades in the coach/main cabin seating area are enhancements to the coach fare and are not reimbursable.

4. Reimbursement of lodging expense. The Commonwealth of Virginia reimburses actual expenses up to a daily maximum rate. These maximums are for single occupancy and exclude taxes and surcharges. However, taxes and surcharges are reimbursable.* List each day’s lodging separately on travel voucher. Minimum/maximum rates vary by location and can be found using the GSA Per Diem Calculator for most of the CONUS (48 states) and through Dept. of Defense. Use GSA Per Diem Rates Look-

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**GSA Per Diem Look-Up** – Verify hotel location using the lodging’s zip code to obtain accurate meal and hotel per diems from the Per Diem Calculator.

https://gsa.gov/portal/category/10012

https://www.gsa.gov/portal/category/10471

https://aoprals.state.gov/web920/per_diem.asp

https://aoprals.state.gov/content.asp?content_id=114&menu_id=78

**Redi Virginia** – website to provide information regarding direct deposits for travel.

https://redivirginia.doa.virginia.gov/

**Trip Calculator** – Perform the cost benefit analysis of rental car versus personal vehicle use.


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Contact Accounts Payable for additional information
AccountsPayableDept@nsu.edu
6. Business Mileage. For reimbursement purposes, please show your total mileage for the trip. A cost benefit analysis must be provided using the Trip Calculator to show that driving your own personal vehicle is more cost beneficial than renting a vehicle from Enterprise. Reimbursement for using personal vehicle is at the IRS business mileage rate per mile (if it's more cost efficient to use your personal vehicle) or $0.246 per mile (-if it's more cost efficient to rent vehicle from Enterprise)

7. Car Rental. Reimbursement for car rental is limited to official state business only. Car rental must be made through Enterprise Leasing Company (official state contractor). Original rental car receipt (issued at the time of return) must be attached to the reimbursement voucher. Copy of rental contract is not acceptable. All state employees should decline any insurance offered by rental car agency while on official state business. Traveler must refuel the rental car himself/herself and save the original itemized receipt for reimbursement purposes. Fuel purchased from rental car agency will not be reimbursed.

8. Reimbursable expenses. The following travel related expenses may also be reimbursed when reasonable and necessary: Registration fees, business telephone and/or internet charges (Full explanation, in writing, of such charges must be attached), parking, tolls, gas (for renting a vehicle), and other transportation cost including rental autos and personal vehicle mileage, taxi, bus, etc.

9. Non-reimbursable expenses. Travelers will not be reimbursed for alcoholic beverages, hotel movies, auto insurances in the U.S., damage to personal vehicle, clothing or other items, lost or stolen articles, services to gain entry to a locked vehicle, towing charges, entertainment expenses, expenses for children, spouses, and companions, and all expenses related to personal negligence of traveler such as fines. This is not an all-inclusive list. Travelers should use prudent judgment and remember that all travel expense accounts are open to the public and must be able to sustain the test of public review.

10. Travel Expense Reimbursement Voucher. Use the Commonwealth’s travel expense reimbursement form to claim reimbursement at the conclusion of your trip. This form is located on “O:" drive (O:\Financial Services\Accounts Payable Forms\Travel Expense Reimbursement Voucher.xls). A copy of conference registration form AND conference itinerary/agenda (showing daily activities) must be attached to the voucher when seeking reimbursement for conference-related travel. Travel reimbursement voucher must be signed by the traveler AND traveler’s supervisor or Department Head. All travel reimbursement vouchers must be submitted within thirty (30) working days upon returning from travel status. Supervisors must approve and submit vouchers within five (5) working days of receipt from the employee.

11. Travel Advances. Travel advances are limited to be only issued to athletic coaches for team travel, recruiters and faculty/staff accompanying students to conferences for student expenses only. Advances must be repaid 30 days after the check issuance date.

12. Direct Deposit of Reimbursements. Reimbursements are automatically deposited directly to your account. However, if it is your first travel, a check with your name, will be available for pick up at the Accounts Payable Office, Wilson Hall Suite 201A. You will be given a call or an e-mail letting you know that you have a check available for pick-up. You must bring a valid ID for verification.

13. Out of Country Travel. Approval for Out of Country travel must be obtained from the Office of the Provost or the President’s office before traveling overseas. The approvals must be attached to the Travel Reimbursement Voucher before it is forwarded to Accounts Payable office for processing. Out of country authorization is needed for any area outside the 48 states. (Alaska, Hawaii, and U.S. territories are considered out of the country.)
New Employees in Finance and Administration

Sandra “Faye” Monroe-Davis - Chief Information Officer
Carlos Spruill - Director of Maintenance and Sustainability
Clayton Odom - Assistant Director Maintenance
Nathan Harden - Custodial Supervisor
Dave Ihrig – Locksmith
Asim Seals - Mail Services Assistant
Teresa Freeman - Housekeeping
Norman Williams - Housekeeping
Rhonda Willoughby - Housekeeping
Tyrone McCafferty - Housekeeping
Angela Baum - Housekeeping
Brenda Medrano - Housekeeping
Dr. Ethel Edwards - Capital Procurement Manager
Vicki Lewis - Procurement Manager/eVA & SPCC Lead
Trenton Walker - Deputy Chief Information Officer
Brian Stump - Grants and Contracts Accountant
Brielle Boyd - Accounts Receivables Specialist
Aviance Sample - Accounts Receivables Specialist
Raymond Johnson - Student Loan Processor in Student Accounts
Darius Whitaker - Police Officer
David McCarson - Police Officer
Lashawn Alexander - Police Officer

Welcome Information Technology Services (ITS) to the Finance and Administration Division

Welcome to Spartan Nation
Auxiliary Services

Customer Appreciation Day
We welcome the faculty, staff and campus community to dine with us for a discounted price.

Birthday Celebrations
It’s all about YOU! Every month is a little different. This month we had an ice cream social where the campus community got a chance to meet the managers.

Earth Bowl
Earth Bowl educates the campus community on fresh, powerhouse foods that boast numerous health benefits and help our customers make more conscious food choices throughout the day.

Premium Events
Having two premium events per month adds fun and excitement to the resident dining program. The Resident Dining Hall is transformed culinary exhibition that makes everyone say “WOW”!

Monotony Breakers
Monotony breakers are sprinkled throughout the month and lift everyone’s spirit with fun and flavorful offerings.

Keeping It Fresh
Dining promotions allow units to take advantage of events and holidays to drive participation and excitement within the dining hall. These promotions break the monotony of the everyday with fun and flavorful offerings.

TH Teaches
TH Teaches is a fun and interactive event assembled by our chefs every month. It’s an opportunity for our chefs to teach students how to make great meals with limited ingredients.
**Facilities Management**

- Cost $52 million
- Four-story Residential Facility with North and South Hall
- Central two-story amenity space
- 193,756 square feet
- 740 beds for students and common hub areas on each floor
- Connects the two residential wings, will house offices, conference room, resource production space, fitness room, movement/yoga studio, multipurpose room, group study spaces, community kitchen and theater
- Several areas of “green space” will be added around the facility, as well as extensive pedestrian walkways
- Phase 1 of the facility will be open with 600 beds in July 2019
- Phase 2 consisting of an additional 140 beds opening in December 2019

- William Dick Price Football Stadium
- Synthetic Turf Cushioning System
- Installation of Underground Storm Drainage System
- Cost $1.6 million
Travel Expense Reimbursement Required Documentation Checklist

The purpose of this checklist is to provide a listing of general documentation required to be submitted with a travel expense reimbursement voucher (TERV) to support the reimbursement request. The Employee Pocket Travel Guide, available on MYNSU>Faculty & Staff Resources>Accounts Payable Office>Documents and Forms, provides additional condensed information for travel planning, completing the travel reimbursement, non-reimbursement expenses and more.

<table>
<thead>
<tr>
<th>Business Purpose of the travel</th>
<th>A description of the travel is required on the TERV. This description must include the business purpose of the travel. If you are attending a meeting, (non-conference related), please include supporting documentation for the meeting confirmation. TERV with supporting documentation must be submitted to Accounts Payable within 30 working days after completion of the trip.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid Purchase Order (PO) number</td>
<td>Before you submit the TERV, check the PO to make sure there is enough funds on the PO to cover the reimbursement request.</td>
</tr>
<tr>
<td>Airline Ticket Expenses (paid by Bank of America Travel Card or Personal Credit Card)</td>
<td>Hard copy ticket receipts (showing payment made) and detail itinerary. The itinerary is used to support the fare/seat purchased (i.e. economy/coach, business class, or first class). Please note the state will only reimburse for economy/coach airline tickets. If personal days are added on to business travel, documentation of airfare comparison is required to separate business from personal.</td>
</tr>
<tr>
<td>Airline Baggage fee</td>
<td>Receipt for the baggage fee paid to the airline. Provide written business justification for baggage fee for more than one checked luggage.</td>
</tr>
<tr>
<td>Conference Related Travel</td>
<td>Copy of the conference registration form and payment and the conference itinerary (showing the daily activity). This is used to verify conference dates and times and the meals provided by the conference.</td>
</tr>
<tr>
<td>Lodging</td>
<td>Itemized lodging receipt showing the room rate and taxes separate. The bill should also show a zero balance, indicating that the bill has been paid. For travel planning, please use the zip code of the hotel to accurately identify the lodging per-diem rate from the GSA Per Diem Rate website (<a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a>).</td>
</tr>
<tr>
<td>Meals and incidental expenses</td>
<td>Hard Copy meal per-diem rates. Use the GSA Per-Diem calculator (<a href="http://perdiemcalc.net/gsa-np/">http://perdiemcalc.net/gsa-np/</a>) to determine the per-diem per day. Meal per-diem must be reduced for the applicable meal when meals are provided at no cost to the traveler during an overnight stay (i.e. conferences, meeting, etc.). Continental Breakfast and breakfast provided by a hotel is considered a meal and should be deducted using the per-diem calculator.</td>
</tr>
</tbody>
</table>
| Business Mileage | A hard copy print out from a website that tracks mileages (i.e. google maps, MapQuest, etc.). This is used to show the total mileage for the trip.  
  Print out of the trip calculator (https://dgs.virginia.gov/fleet/travel-planning/trip-calculator) to show driving your own personal vehicle is more cost beneficial than renting a vehicle from Enterprise. Reimbursement for using personal vehicle is reimbursed at the IRS business mile rate (if it’s more cost efficient to use your personal vehicle) or $0.246 per mile (if it’s more cost efficient to rent vehicle from Enterprise). |
| Car Rental – Virginia Only | - Car return receipt obtain at the time the vehicle is returned is required to verify the rental was paid. A copy of the contract or rental agreement may be needed to verify the size of car rented. Traveler can submit the receipt and the rental agreement/contract with the TERV. When upgrading to a larger vehicle for personal preference the cost of the larger vehicle will not be reimbursed. Gas will also be prorated for vehicle upgrade for personal preference. Taxes and Fees must be remove from the final bill. Remind enterprise of this when picking up the vehicle. If picking up the airport, taxes can be removed as well. Airport fee will still apply and is reimbursable. If taxes and fees (excluding airport fees) are included, the traveler will be responsible for seeking reimbursement from Enterprise.
- Travelers will not be reimbursed for insurance fees or refueling fees purchased for the rental vehicle.
- Written justification is required if requesting reimbursement for the rental fee to add additional drivers. |
| Car Rental – Out of State | - Car return receipt obtain at the time the vehicle is returned is required to verify the rental was paid. A copy of the contract or rental agreement may be needed to verify the size of car rented. Traveler can submit the receipt and the rental agreement/contract with the TERV. When upgrading to a larger vehicle for personal preference the cost of the larger vehicle will not be reimbursed. A comparison must be provided to show the difference between the compact/economy rate and the upgrade rate. Gas will also be prorated for vehicle upgrade for personal preference.
- Taxes and Fees are reimbursable when renting outside of Virginia.
- Travelers will not be reimbursed for insurance fees or refueling fees purchased for the rental vehicle.
- Written justification is required if requesting reimbursement for the rental fee to add additional drivers. |
| Gas/Fuel | - Itemize gas receipt. Traveler paying cash (prepaying) for gas must obtain a final gas receipt for the fuel purchased. Prepaid gas receipts will not be reimbursed. |
| Business Telephone calls, Telegrams, Internet Access, Hotel Business Center charges, and Facsimiles | - Written business justification is required on the TERV along with receipts to support the charges. |
| Toll and parking fees | - A receipt is required for reimbursement claims where each individual claim is greater than $75 per instance. A description and dollar amount must be written on the TERV (for example, parking $5). |
| Taxis, Shuttle vans and other forms of on demand or reserved “for hire transportation” | - Receipts are only required if the reimbursement claim exceeds $75 per instance. A description and dollar amount must be written on the TERV.
- Written business justification is required for reserved “for hire” transportation.
- Tips for taxi cab or shuttle service fare is reimbursement up to 15%. The TERV must separate the amount for the tip from the amount of the fare. |
<p>| Travel Advances | - Limited to athletic coaches for team travel, faculty/staff accompanying students to conferences, and recruiters. Faculty/staff members accompanying students to conferences, field trips, or other such activities may request travel advances for student expenses only. Faculty/staff members accompany students must follow the regular travel procedures for their reimbursement. |</p>
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<tr>
<th>Travel/Trip Cancelation</th>
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<tr>
<td>- University personnel eligible for the travel charge card through the Commonwealth’s travel charge card program are not eligible for cash advances. Travel advances must be repaid in full, within 30 days of receipt of the advance. Unpaid advances will be deducted from the employee’s paycheck.</td>
</tr>
<tr>
<td>- Travelers must make every reasonable effort to obtain updated information regarding travel to ensure cancelation of travel is known prior to departure. A written justification should be attached to the TERV if the travel purpose is canceled by no fault of the traveler after the traveler departs.</td>
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