


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore Drive
Long Beach, California 90802-4210
(562) 951-4610

Date: October 30, 2000 Code: AD 00-07
To: Vice Presidents for Administration
From: 
William P. Musselman
Accounting Director
Business and Finance
Subject: Non-Resident Alien (NRA) Draft Manual and Training

The NRA committee formed by the Chancellor's Office Business and Finance Office and endorsed by the Chief Administrative and Business Officers (CABO) contracted with KPMG to produce a CSU specific NRA manual and to provide training on the topic. Enclosed for your review and comment is a draft version of the manual.

We have also established a date for the NRA training. It will be December 5th and 6th, 2000 at the Renaissance Los Angeles Hotel near Los Angeles International Airport. Cost of attendance is \$130.00 which includes a continental breakfast, lunch and refreshments for both days. Registration forms may be obtained from our website at: <http://www.calstate.edu/tier3/acct/Tax/tax.html>. In addition, rooms are for December 4th and 5th, 2000 at \$99 per night. To reserve a room, please call (310) 337-2800 and ask for "CSU Non-Resident Alien Tax seminar." The cut off date to reserve a room is November 20th, 2000.

Comments on the draft manual are due back by November 22, 2000. We are aware the comment period is short, however, it is necessary so that KPMG can incorporate your suggestions in the final version of the manual that will be distributed at the workshop.

Questions may be directed to Mr. Mark Osborne at (562) 951-4610 or via e-mail at mosborne@calstate.edu.

WPM:tp AD 00-07

Attachment

Distribution:

(w/o Attachment)

Financial Managers
Accounting Officers
Budget Officers
Chancellor's Office

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CSU Office of the Chancellor · Business & Finance

CSU Non-Resident Alien Tax Seminar
Renaissance Los Angeles Hotel-Airport · 9620 Airport Boulevard
Los Angeles, CA
Telephone (310) 337-2800
Fax (310) 216-6681

December 5th & 6th

Registration Form

Please indicate how you would like your name, title and department to appear on your name tag.

| | |
|------------------|--------------------|
| First Name _____ | Campus _____ |
| Last Name _____ | Address _____ |
| Title _____ | City _____ |
| Department _____ | Zip Code _____ |
| E-Mail _____ | Phone Number _____ |

\$130.00 Registration Fee Enclosed

Registration fees must be received by **November 22, 2000**. Please make checks payable to **CSU Trustees**.

Please submit your registration fee, accompanied with this completed registration form to:
Terri Porter, Accounting • CSU Office of the Chancellor • 401 Golden Shore, 5th Floor
Long Beach, California 90802-4210 • Telephone (562) 951-4610 • Fax (562) 951-4865

REFUND POLICY

To receive a refund of the registration fee less 10%, please make requests in writing to **Terri Porter** at the address listed above. Requests for refunds will be honored up to one week prior to the workshop.

HOTEL RESERVATIONS and PARKING

Hotel reservations must be made separately with Renaissance Los Angeles Hotel-Airport by calling (310) 337-2800. **Registration deadline is November 20, 2000.** The Renaissance Los Angeles Hotel-Airport is offering us a rate of \$99.00 per night, single occupancy. (Tax Exemption Form is accepted with CSU ID, or if paying with a CSU issued Credit card. A block of rooms has been set aside under **CSU Non-Resident Alien Tax Seminar**.) **PLEASE ADVISE HOTEL THAT YOU ARE WITH THE CALIFORNIA STATE UNIVERSITY at time of reservation.** Check-IN is 3:00 p.m., and Check-OUT is 12:00 p.m. Guests use courtesy phone at LAX to call for complimentary shuttle. Parking is \$6.00 for self-parking and \$14.00 for valet.