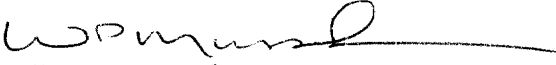


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore Drive
Long Beach, California 90802-4210
(562) 951-4610

Date: February 1, 2001 **Code:** AD 01-04

To: Vice Presidents for Administration
Vice Presidents for Academic Affairs

From: 
William P. Musselman
Director of Accounting
Business and Finance

Subject: Non-Resident Alien (NRA) Training

The NRA committee, endorsed by the Chief Administrative and Business Officers contracted with KPMG to produce a CSU specific NRA manual and to provide training on the topic. Initial training took place in December of last year. In preparation of the March 14th NRA reporting deadline, we will hold another training session on February 26th and 27th, 2001 at the Marriott Los Angeles Hotel near the Los Angeles International Airport.

As requested by several campuses, we have asked KPMG to open the first day with an overview of the topic for those individuals who need only an introduction to the topic and a broad understanding of the issues.

The training selected by the NRA committee is of the highest quality available in the country today. To attract this level of expertise at an affordable price to the campuses, it was necessary for the Chancellor's Office to subsidize the majority of the initial training session. The CO will also greatly subsidize the upcoming seminar to assure that campus personnel new to the subject, have the opportunity to take advantage of this superior resource.

Based upon the expected participation of this seminar, the cost of attendance is \$300. The fee includes materials, a continental breakfast, lunch and refreshments for both days. Please register on-line at:

<http://www.calstate.edu/tier3/acct/GenInfo/Workshops/Tax2001.html>.

Rooms have been set aside for February 25th and 26th, 2001 at \$99 per night. To reserve a room, please call (310) 641-5700 and ask for the "CSU Non-Resident Alien Tax Training rate." This is a special rate available for only a very short period of time. The cut off date to reserve a room at this rate is February 9, 2001. After this date, rooms are available for \$119.00 and above.

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

WPM:tp AD 01-04

Distribution:

Financial Managers
Accounting Officers
Budget Officers
Chancellor's Office

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