



BUSINESS MEAL APPROVAL FORM

Official business meals must involve substantial and bona fide business discussions and must be recommended for payment by the department head and approved by the Office of the Controller. Please plan ahead and incorporate any meals that are necessary into the meeting agenda.

***Please note that alcoholic beverages cannot be charged to any University funds.**

Date _____

Prepared By _____

Requested By _____

Vendor _____

Fund Number _____

Meal Start Time _____

Meal End Time _____

Estimated Cost _____

Location _____

Meeting Title _____

Start Time _____ End Time _____ Meeting Date _____

Justification of
Business Meal

The purpose of business meals are to provide food/beverage during a meeting to allow business affairs to continue uninterrupted. This interpretation has been indicated with the policy offices of both the Department of Health & Human Services (DHHS) and the National Science Foundation (NSF). When a meeting is interrupted to physically travel to a restaurant, the meal is no longer considered by these agencies to be business in nature. Such activity is considered to be an entertainment cost and not an appropriate charge to public funds.

Where a consultant is involved and would be eligible for reimbursement under the terms of the agreement for services, the meal of the consultant normally will be allowable, regardless of whether or not it is a business meal.

Participants and Affiliations

- | | |
|---------|----------|
| 1 _____ | 6 _____ |
| 2 _____ | 7 _____ |
| 3 _____ | 8 _____ |
| 4 _____ | 9 _____ |
| 5 _____ | 10 _____ |

Allowable business meal functions cannot consist entirely of university employees from one department or college and they normally include non-Virginia Tech employees.

All business meals must be pre-approved by the Biocomplexity Institute of Virginia Tech's Director of Financial Services



Kimberly Lyman <klyman@vt.edu>

Application for EBC support

Sanjay Raman <sraman@vt.edu>

Mon, Jun 19, 2017 at 12:25 PM

To: Gizem Korkmaz <gkorkmaz@bi.vt.edu>

Cc: Gizem Korkmaz <gkorkmaz@vbi.vt.edu>, Sallie Keller <sallie41@vbi.vt.edu>, "Aaron Schroeder (VBI)" <aschroed@vbi.vt.edu>, Kim Lyman <klyman@vbi.vt.edu>, Lauren Bulka <lbulka@vt.edu>, Dianka Murphy <dmurphy1@vt.edu>

Dear Gizem: That is great news.

I am pleased to inform you that NCR will commit \$3,514* in funding for your "Data Science for Public Good Research Forum" scheduled for Jul. 27, 2017.

*Please note that this award is contingent upon NCR receiving it's FY18 budget allocation for this program subsequent to July 1st. However, we do not anticipate this to be a problem.

Please coordinate with Larissa LaCour, Executive Briefing Center manager, to secure your desired dates and assistance with meeting planning.

Also, please note that costs should be incurred by your organization up front, and the NCRO will reimburse costs up to the funded amount subsequent to your meeting(s).

A few additional comments from the proposal review:

-We typically do not fund travel for VT personnel between Blacksburg and NCR under this program. Therefore, please use your \$1500 sponsorship funds to cover those costs, and use NCR funds for EBC meeting space rental and F&B charges.

-Please acknowledge the support of the Office of the VP for the NCR in your workshop materials, webpage, news releases, introductory remarks, etc.

At the conclusion of your program, I would appreciate it if you would please send me a brief report on the outcomes of your meeting.

Best regards, Sanjay

From: Gizem Korkmaz [mailto:gkorkmaz@bi.vt.edu]

Sent: Monday, June 19, 2017 11:32 AM

To: Sanjay Raman <sraman@vt.edu>

7/18/2017

Virginia Tech Mail - Application for EBC support

Cc: Gizem Korkmaz <gkorkmaz@vbi.vt.edu>; Sallie Keller <sallie41@vbi.vt.edu>; Aaron Schroeder (VBI) <aschroed@vbi.vt.edu>; Kim Lyman <klyman@vbi.vt.edu>; Lauren Bulka <lbulka@vt.edu>

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[Quoted text hidden]



Kimberly Lyman <klyman@vt.edu>

Application for EBC support

Lori Conerly <loric17@bi.vt.edu>
To: Kimberly Lyman <klyman@vt.edu>

Tue, Jul 18, 2017 at 8:27 AM

----- Forwarded message -----

From: **Murphy, Dianka** <dmurphy1@exchange.vt.edu>
Date: Mon, Jul 17, 2017 at 4:43 PM
Subject: RE: Application for EBC support
To: Lori Conerly <loric17@bi.vt.edu>

Hi Lori,

FYI, NCRO's process is to reimburse departments after all costs have been incurred. As such, your department will need to purchase and manage expenses first, and then submit supporting documentation for repayment. Examples include copies of receipts, proof of purchases, and/or Banner/MicroStrategy transaction detail reports. Please also include the fund number that is to be credited.

Repayments are made using E&G funds. If the account being reimbursed is E&G, we will process an online transfer. If you are using another fund type (overhead, sponsored, etc.), your department will need to submit a journal transfer to NCRO for processing by the Controller's Office.

Please feel free to contact me directly if you have any questions.

Thanks.

Dianka A. Murphy

Office: (571) 858-3016 Fax: (571) 858-3015

dmurphy1@vt.edu // www.ncr.vt.edu

From: Lori Conerly [mailto:loric17@bi.vt.edu]
Sent: Monday, July 17, 2017 3:52 PM
To: Murphy, Dianka <dmurphy1@exchange.vt.edu>

Subject: Fwd: Application for EBC support

Hi Dianka,

I am requesting your assistance in submitting the correct paperwork to the EBC manager for the funds that have been provided by NCR to the Biocomplexity Institute for the upcoming Data Science for Public Good Symposium on July 27, 2017. I am unsure of what I need to do because this is a new process for me. Please see the attached contract with EBC, and letter from Sanjay. I appreciate your help with this matter.

Best,

Lori

[Quoted text hidden]

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Regards,
Lori

Lori Conerly
Administrative Support Specialist
Social and Decision Analytics Lab (SDAL)
Biocomplexity Institute of Virginia Tech

loric17@vbi.vt.edu

loric17@vt.edu
571-858-3132

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Regards,
Lori

Lori Conerly
Administrative Support Specialist
Social and Decision Analytics Lab (SDAL)
Biocomplexity Institute of Virginia Tech

loric17@vbi.vt.edu
loric17@vt.edu
571-858-3132

VT Executive Briefing Center
900 N Glebe Rd
Arlington VA 22203
571-858-3030 / 571-858-3015

Facility Use Agreement

Group

Kim Lyman
Biocomplexity Institute of Virginia Tech (VBI)
900 N. Glebe Rd
Arlington, VA 22203

Reservation: 6566

Event Name: DSPG Symposium
Status: Tentative
Phone: 571-858-3100
Email Address: klyman@vbi.vt.edu
Event Type: Internal
Billing Reference: VTCLNT-VT
Event Coordinator: Anna Smith
Salesperson: Larissa LaCour
Estimated Attendance: 80

Bookings / Details

Quantity

Price

Amount

Virginia Tech's Outreach Program Development unit responds to diverse needs of communities by engaging and serving citizens of the Commonwealth of Virginia, the nation, and the world. Programs advance Virginia Tech's land grant values of discovery, learning, and engagement and promise to:

- Engage and benefit communities
- Meet market needs
- Involve stakeholders and academic faculty in the program development process
- Use ethical and effective business practices

Virginia Polytechnic Institute and State University is pleased to offer the following function space at the Virginia Tech Research Center – Arlington (VTRC) based on our understanding of your present needs and subject to the Terms and Conditions noted below. Please review the detailed information outlined within to assure that this accurately reflects your requirements.

Thursday, July 27, 2017

11:30 AM - 5:30 PM DSPG Symposium (Tentative) VTRC-A East/West Falls

Ch

Special Setup - See Notes for 80

Room Charge: (6 hours @ \$121.00/hr)

1

\$726.00

\$726.00

Base Rate: \$129/hr

Half Date Rate (5+ hrs): \$121/hr

Full Day Rate (10+ hrs): \$115/hr

Room Setup:

Cocktail Table

4

30" diameter

Height options: 24" or 40"

When used for meal space/dining, client must provide table linens.

-Client to provide linen

Bookings / Details

Quantity

Price

Amount

- 4 high cocktail tables inside the Falls Church Room for people to mingle around the poster set ups

11:30 AM - 5:30 PM DSPG Symposium (Tentative) VTRC-A Foyer

Existing for 80

Special Notes/Other:

Catering set up in the Falls Church Foyer

Client to coordinate details and share with the EBC

12:00 PM - 4:00 PM DSPG Symposium (Tentative) VTRC-A Ballston

Classroom for 50

Room Charge: (4 hours @ \$197.00/hr)

1

\$788.00

\$788.00

Base Rate: \$197/hr

Half Date Rate (5+ hrs): \$184/hr

Full Day Rate (10+ hrs): \$175/hr

A/V Equipment:

Projection Capability

1

Client to bring own laptop

Microphone

1

Special Notes/Other:

Presentation Room

12:00 PM - 4:00 PM DSPG Symposium (Tentative) VTRC-A Hospitality Zone

Special Setup - See Notes for 50

Room Setup:

Cocktail Table

3

30" diameter

Height options: 24" or 40"

When used for meal space/dining, client must provide table linens.

-Client to provide linens

-3 high cocktail tables for people to mingle around the posters

Special Notes/Other:

Overflow poster area

A/V Equipment

\$0.00

Room Charge

\$1,514.00

Room Setup

\$0.00

Subtotal

\$1,514.00

Grand Total

\$1,514.00

All rates are hourly and discounts are provided for bookings lasting 5+ hours and 10+ hours. Adjustments to the event times may impact the final costs. The rates quoted in this agreement are good through December 31, 2017. Any rates noted beyond that date are subject to change.

Audio-Visual and Internet: Audio-visual services included in this agreement are the capability in each room to display content from client-provided laptops to each room's display devices and provision of a touch panel interface to control the display of AV content. Wireless internet connectivity is also provided for participants throughout the Executive Briefing Center.

Terms and Conditions:

1. CANCELLATION: When received by written notice, this agreement is subject to cancellation without penalty by either party, up to sixty days prior to the scheduled date of arrival. Cancellations inside of the sixty day window will be assessed as follows:

- Cancellation between date of signing and 60 days of event: waived
- If notified between 59 and 31 days in advance of the event: 60% of the facilities fee
- If notified 30 days or less prior to the event: 80% of the facilities fee

2. OVERTIME: You agree to begin your event promptly at the scheduled start time and agree to have your guests, invitees, and other persons vacate the designated event space at the end time indicated on the final Event Order. You further agree to reimburse the university for any overtime wage payments or other expense incurred because of your failure to comply with these regulations.

3. CATERING: The Client or Client designee is responsible for his/her own catering arrangements and shall ensure that caterers or any person acting in the catering role understand and comply with these requirements. Caterers must maintain a minimum of \$1,000,000 general liability insurance with a \$2,000,000 aggregate limit at all times during the event and furnish a copy of their insurance policy listing Virginia Tech and the Commonwealth of Virginia as additional insured prior to the scheduled event.

a) BUILDING ACCESS

o The Client or Client designee must notify the Virginia Tech Executive Briefing Center manager of dates and times catering services are scheduled so that security can provide building access (to loading dock and/or door) and appropriate trash and recycling provisions can be made.

b) SET UP

- o Food and drinks are strictly prohibited in the Ballston Room (tiered executive room) and the Foggy Bottom Room (visualization room).
- o Sterno-fired food warmers/chafing dishes should not be left unattended.

c) KITCHEN/STAGING AREA

- o A kitchen/staging area is available for catering located on the second floor near the break area (room# 2-221). This room features professional grade microwaves, refrigerator, and ice-maker.

d) ALCOHOLIC BEVERAGES

- o The Client or designated caterer must follow Virginia Tech University Alcohol Policy for necessary licensing requirements and approvals. For more information, please see Policy No. 1015 <<http://www.policies.vt.edu/1015.pdf>>. Alcoholic beverages may only be served with appropriate university approval and a banquet license issued by the ABC Board for facilities in Virginia.

e) CLEAN UP

- o The Client or designated caterer is responsible for removing all leftover food, drinks, serving pieces, and containers from the event and kitchen/staging areas no later than one hour after service is completed or the event is over. The Client will be assessed \$150 each time food, containers, or excessive trash are left following an event.
- o The cost to clean food or beverage stains from the carpet will be the responsibility of the Client.
- o The Client or their designated caterer is responsible for returning all furniture to its original set up.
- o Caterers should be instructed to send all invoices to the Client and not leave them in the event or kitchen/staging areas.

4. TRASH REMOVAL: The Client is responsible for ensuring that event space is returned to a clean and orderly state at the conclusion of the event. Another Client may be booked immediately following the event for the use of the same space. Trash and recycling bins are located throughout the event center. The Client will be assessed additional fees and charges for excessive clean up.

5. SHIPPING ADVANCED MATERIALS: The Client or Client designee must notify the Virginia Tech Executive Briefing Center manager of anticipated materials to be shipped in advance of event. Approximate dates, size and description of shipment, carrier, and special instructions must be shared with the Executive Briefing Center manager prior to shipment. Advanced materials may be shipped to:

Attention: Executive Briefing Center Manager
Virginia Tech Research Center - Arlington
900 Glebe Road (0379)
Arlington, VA 22203-1809

6. LOSS/THEFT/DAMAGE: Virginia Tech assumes no responsibility for the loss or theft of personal property, damage to personal property of the Client or its conferees. Virginia Tech assumes no responsibility whatsoever for any property placed by the conference group in Virginia Tech buildings, properties, or facilities. Loss or theft should be reported to the Virginia Tech Executive Briefing Center manager immediately.

7. PAYMENT/COLLECTION COSTS: The Client shall pay all amounts due hereunder within thirty days after the receipt of the applicable invoice.

8. CURTAILMENT: In the event that Virginia Tech buildings, property, or facilities are destroyed or substantially damaged by fire or other casualty, or in the event of other circumstances, such as accident, strike, labor dispute, sickness or death of key personnel, energy shortage, governmental directive, act of God, or circumstance beyond the control of the University, render the fulfillment of this agreement impractical or impossible, the Client hereby waives any claim for damages or compensation resulting from these circumstances causing curtailment of this agreement. Virginia Tech's obligations under this agreement are contingent upon its ability to perform and accordingly are subject to the circumstances described above or any circumstances beyond the control of Virginia Tech, which prevents the university from performing its obligations. Virginia Tech will, in good faith, provide all items and services agreed upon, but reserve the right to make a substitution with a similar item or service for any item or service not readily available in the open market with the prior consent of the conference and at a reasonable price.

9. OPTION DATE & ACCEPTANCE: Accommodations and facilities outlined in this agreement are being held on a tentative basis for two weeks past date of agreement issuance. If this agreement has not been returned by this date, space will be released for general resale and only made available on a space available basis. The function space listed above will be considered definite commitments upon signing of this agreement by both parties, and will be subject to the Terms and Conditions set forth. The person signing below agree that they are authorized representatives of the above indicated group and university who have authority to enter this contract. This agreement and the Terms and Conditions may not be changed or amended unless done so in writing and signed by both parties.

Dated: 01/31/2017 By:(Print) Kimberly Lyman

Signature: 

Organization/Department: SDAL, Biocomplexity Institute

Dated: _____ By: _____ For: Virginia Tech - Executive Briefing Center



Kimberly Lyman <klyman@vt.edu>

DSPG 2017 Sponsorship Invoice

1 message

Becky Morgan <b0287253@bi.vt.edu>

Fri, Jun 16, 2017 at 3:07 PM

To: camille.gamboa@sagepub.com

Cc: Kimberly Lyman <klyman@vt.edu>

Dear Ms. Gamboa,

Please find attached the invoice you requested for SAGE's sponsorship of the DSPG 2017 Symposium reception. The sponsorship check should be made payable to "Virginia Tech Foundation" and mailed to the address below.

Virginia Tech Foundation

University Gateway Center, Ste 4601

902 Prices Fork Road

Blacksburg, VA 24061

Please make sure to reference fund #876852 in the memo line of the check so the gift is routed appropriately. Let me know if you have any questions. We appreciate your sponsorship!

Have a nice weekend!

Becky

Becky Morgan

Assistant Director, Financial Services

Biocomplexity Institute at Virginia Tech

1015 Life Science Circle (MC 0477)

Blacksburg, VA 24061

[540-231-4044](tel:540-231-4044)b0287253@vbi.vt.edu**VBI465CF- SAGE Publications.pdf**

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