MONTHLY BUSINESS MANAGERS’ MEETING

“LACARTE CARD PROGRAM POLICY & ADMINISTRATIVE CHANGES, TRAVEL RISK AUDIT 2014 & OPEN ENROLLMENT”

Tuesday, September 9, 2014
9:30 am – 11:00 am
LSU Student Union – Atchafalaya Room

Presented by Accounting Services & HRM
Announcements

Update on AssetWorks

“Train the Trainer” is scheduled for late September!
Next Month’s Meeting & Topic

When: Tuesday, October 14th at 9:30 am

Where: LSU Student Union – Atchafalaya Room

What: “PM-76 & Fraud Hotline”

Suggestions for future topics or specific questions regarding the referenced topic should be sent in advance to Maria Cazes at mcazes@lsu.edu.
Accounts Payable & Travel

Patrice H. Gremillion
Director
Accounts Payable & Travel
Office of Accounting Services
Topics

- LaCarte Card Program Policy & Administrative Changes
- Travel Risk Audit 2014
LaCarte Card Program Policy

2,643
# of LaCarte Cardholders

149
# of Departmental CBAs

FY 2014

$50,529,516
Total Expenditures

50,617
# of entries

152,617
# of transactions
Administrative Changes

**STATE OF LA:**
Annual Online Certification training of all Cardholders, Supervisors, Approvers, Program Administrators, CBA Approvers, Approvers, etc.

A new Program Agreement form must be signed by all cardholders annually.

**LSU:**
- Renewal cards will no longer be distributed in bulk to departments. Renewal cards will now be distributed in the same manner as new LaCarte cards.
- Online Renewal Certification training must be completed by all cardholders in order to receive their renewal card. *Note: LaCarte cards are renewed every 3 years.*
- A LaCarte Renewal Agreement form (AS-701R) must be signed by the cardholder at the time the renewal card is picked up.
Administrative Changes

**LSU:**

- Department personnel (i.e., LaCarte Contacts, Supervisors, Approvers (i.e., PROAUTH), CBA Approvers, Program Administrators) with responsibilities related to the LaCarte Card Program Policy are also required to maintain continuous training of the program.

**Resources for Continuous Training:**

1. Online LaCarte trainings (i.e., LaCarte Distribution and Online Renewal Certification)
2. Monthly LaCarte Card Program training
3. Monthly Business Managers’ meetings
4. Monthly Accounting Services newsletters
Administrative Changes

**STATE OF LA:**
Cancel inactive cards greater than 12 months unless prior approval is provided.

**LSU:**
- Department Heads will be required to conduct an annual review of their LaCarte cardholders’ profiles, spending limits and last usage date.
- The listing of cardholders will be provided to the Department Heads by **Sept 15th** with a return date of **Sept 30th**.
Administrative Changes

**STATE OF LA:**
Policy must clarify in detail responsibilities of the Cardholder, Approvers (i.e., Supervisors, etc.) and define consequences of card misuse/policy violations.

**LSU:**
FASOP: AS-20 “LaCarte Card Program Policy” defines the responsibilities of Cardholders, LaCarte contacts and Approvers, as well as, the consequences of card misuse/policy violations.
Cardholder vs Department Responsibilities

**CARDHOLDER**

1. Safeguard the card at all times.
2. Never use card for personal use.
3. Never attempt to access cash or accept cash in lieu of a credit.
4. Never include the account number in an e-mail (reference last 4 digits).
5. Do not allow the merchant to continue to swipe a card if a card declines.
6. Retain (or turn in) all receipts and provide a description when the receipt or purpose of purchase is not clear.
7. Review transactions reflected on the LaCarte entries as the weekly e-mail notifications are received.
8. Continue to stay abreast of program policy and procedure changes.

**DEPARTMENT**

1. Ensure the LaCarte entry is completed by the 30-day requirement.
2. Review and reconcile the LaCarte entry in the PCARD system and ensure all supporting documentation (i.e. itemized receipts) is attached to the LaCarte entry.
3. Correct the account number and/or object code.
4. Ensure the LaCarte entry has acceptable documentation to support the purchase.
5. Ensure the LaCarte entry has an appropriate business purpose and that the purchase is for official University business.
6. Ensure the LaCarte entry has all required AS forms and/or approvals.
7. Ensure the transaction is not a duplication of a personal request and/or a Travel Expense Reimbursement Request.
8. Continue to stay abreast of program policy and procedure changes.
Consequences of Card Misuse

For cardholders who fail to comply with the LaCarte Card Program Policy, the following actions may be taken:

- Loss of card privileges
- Notification to management, Internal Audit and/or campus security for further investigation
- Assignment of wages
- Disciplinary measures that may include employment termination
Consequences of Policy Violations

LaCarte and CBA entries must be “Released to AP” (RAPS status) using the online PCARD system with complete cost documentation no later than 30 days from the date of the purchase/transaction.

**LaCarte card privileges will be suspended if:**
- LaCarte entries are greater than 45 days outstanding and not in RAPS status
- LaCarte entries in RAPS status have incomplete cost documentation

**LaCarte card privileges will be revoked if:**
- Repeat offenders who violate LSU’s Procurement Rules and Regulations and/or FASOP: AS-20 “LaCarte Card Program Policy”
- LaCarte card privileges have been suspended three times
- Suspended cardholders are non-responsive in resolving their delinquent entries
Administrative Changes

**STATE OF LA:**
Exit procedures must be established to account for all LaCarte charges, receipts and supporting documentation prior to the departure of the employee/cardholder. Also, the exit procedures include obtaining the card and returning it to the Program Administrator to be canceled/deactivated.

**LSU:**
- Departments must have exit procedures in place to account for and destroy the card (immediately) as well as obtain receipts and any other supporting documentation from the cardholder.
- Department’s exit procedures must include contacting the LaCarte Administrator (Kathleen Elders) upon notification of the employee’s termination to ensure the cardholder’s entries are audited prior to the employee’s last day of work.
Administrative Changes

**STATE OF LA:**
Ability to report abuse anonymously

**LSU:**
Report financial irregularities to the LSU Ethics & Integrity Hotline anonymously via phone at 1-855-561-4099 or internet at www.lsu.ethicspoint.
FYE Close-out Procedures

- 30 day requirement is reduced to 7 days

- Any LaCarte entries not in “RAPS status” by close of business on the final due date will be rolled over into the next fiscal year

- Cardholder privileges may be suspended or revoked if these entries roll over into the next fiscal year
Travel Risk Audit 2014

FINDING:
Expiration of Unused Travel Tickets/Credits

Potential Personal Use of Unused Travel Tickets/Credits

ACTION ITEM:
Departments are required to have procedures in place to monitor Unused Tickets which includes ensuring travelers are not applying Unused Tickets toward personal travel.

University Resources Available:
1. Travelers receive 120, 90, 60, 30 and 14 day automated Unused Ticket e-mail notifications directly from Shorts Travel.
2. Campus Heads receive monthly Unused Ticket Reports.
3. AP & Travel publishes the Unused Ticket Report by campus on the AP & Travel website by the 15th of each month.
**Finding:**

Duplication of Travel Payments

- Departments are required to monitor travel expenses paid through various payment methods to avoid duplication of travel payments.

- The **AS300** form has been updated for travelers to document in detail all travel expenses paid directly with personal funds and indirectly by the LaCarte card or departmental CBA.

- Travelers are certifying the reimbursement is for out-of-pocket expenses only.

**Action Item:**

- Departments are required to monitor travel expenses paid through various payment methods to avoid duplication of travel payments.

- The **AS300** form has been updated for travelers to document in detail all travel expenses paid directly with personal funds and indirectly by the LaCarte card or departmental CBA.

- Travelers are certifying the reimbursement is for out-of-pocket expenses only.
Travel Risk Audit 2014

**FINDING:**
Lack of self-disclosure of personal travel by the travelers

**ACTION ITEM:**
- Personal travel destinations should not be included in business travel airfare. FASOP: AS-02 “University Travel Regulations” clarifies the policy for reimbursement limitations.
- Travelers are required to self-disclose personal dates and travel destinations coupled with university business travel.
- **AS292 & AS516 forms** have been updated and are available on the AP & Travel website.
Q & A
Benefits: Open Enrollment

Brad Spring
Assistant Plan Administration
Office of Human Resource Management
LSU Benefits: Health and Supplemental Overview

- Annual Enrollment
  - OGB Members
  - LSU First Members
  - Voluntary Benefits
  - LSU Benefits Fair
  - Communications
Office of Group Benefits (OGB)

- New plan names and offerings
- Current OGB participants (HMO, PPO, CDHP, Vantage HMO)
- Have you seen the papers?
  - Facts vs Fiction
- Fully research your options
- Once a choice is made, you will not be able to change until next October for January 2016
Don’t just DEFAULT

- You must make an **Active** choice!
- Be ENGAGED
- RESEARCH OGB plan offerings
- UNDERSTAND you and your families’ health care needs prior to making your decision
- ATTEND an OGB meeting!
- UTILIZE educational tools: cost calculators, OGB website, call centers, meetings, etc.
LSU First Members

- **NO** positive enrollment

- Unless you want to change health plans, **NO** action is required during annual enrollment

- Changes to health plan can be made through the LSU MyLSU INS Annual Enrollment starting October 1!
OPEN Enrollment

ALL VOLUNTARY LINES, with the exception of Long Term Care
WILL HAVE AN OPEN ENROLLMENT FOR ALL ELIGIBLE EMPLOYEES
Dental: Basic Plan

- New vendor: UnitedHealthcare
- No premium change for 2015
- Annual $50 deductible up to $150/family
- Preventative and diagnostic no longer to apply to annual maximum!
Dental: Enhanced Plan

- New vendor: UnitedHealthcare

- Annual max $1,500; currently $2,000

- Preventative and diagnostic no longer to apply to annual maximum!

- Rollover benefit will be available next year with a max of $400
  - Extra $100 if you utilize all in-network providers and for your preventive visits
Vision

- New vendor: UnitedHealthcare

- Effective January 1: 4% reduction in premiums

- No longer an LSU First and non-LSU First option, all employees get the better benefit!
Life Insurance

- New vendor: UnitedHealthcare

- Effective January 1: 40% reduction in premiums!

- Guaranteed open enrollment for employees up to 3x annual salary up to $300k

- Guaranteed open enrollment for spouses up to $5k
Long Term Disability

- New vendor: UnitedHealthcare

- Effective January 1: 14% reduction in premiums

- There has been no change in plan design
AD&D

- New vendor: UnitedHealthcare

- Effective January 1: 17% reduction in premiums

- There has been no change in plan design
Two NEW Voluntary Options

- New vendor: UnitedHealthcare
- Accident Insurance
- Critical Illness (CI)
Accident Insurance

- The **Accident Protection Plan** from UnitedHealthcare provides financial protection from expenses incurred due to qualifying injuries from a covered accident.

- These benefits are paid directly to you and can help you pay expenses for services such as: *emergency room visits, physician visits, x-rays and hospital charges.*

- Open enrollment every year
Critical Illness

- The **Critical Illness Protection Plan** from UnitedHealthcare provides you with a lump sum benefit that can help you pay medical expenses, offset lost income for you or your spouse or just help with everyday living expenses.

- **Wellness Benefit** included

- Two options: $20k or $10k

- Open enrollment every year
Flexible Spending Plan

- Boon Chapman to remain as Flexible Spending vendor
- Employees must re-enroll health care spending and dependent care spending accounts
- Administration fees to remain the same
- *Benny Card* to remain the same
- Employees may re-enroll through the MyLSU Flex Annual Enrollment tab beginning October 1!
LSU Benefits Fair

THURSDAY, OCTOBER 16
COTILLION BALLROOM
LSU Union
10 a.m. – 3 p.m.
(Chance to meet with vendors!)
Communications

- THERE ARE A LOT OF CHANGES GOING ON OUTSIDE OF LSU First, BE ADVISED!
- OGB participants will receive OGB mailings
- OGB and on campus meetings during October
- LSU News & Notes, Faculty Senate Newsletter, Reveille, Benefits Buzz, broadcast e-mails, social media, etc.
LSU Benefits Team

- **Amy Kirby**, Benefits Manager  
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- **Ryan Barnette**, Insurance  
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- **Brad Spring**, Assistant Plan Administrator  
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