Jennifer Driggers
Accounts Payable & Travel
Effective June 1, 2024, Lod Cook will no longer invoice catering provided by Unique Cuisine for events held at Lod Cook.

- **AS540, Request for Approval of the Cook Conference Center**, form has been updated to remove the catering section. The updated form can be found on the AP & Travel website.

- The **AS499, Request for Approval of Special Meal**, form should be used.

- Unique Cuisine will send invoices to departments.

- The direct charge invoice process should be followed and sent to the aptravel@lsu.edu.

- Unique Cuisine invoices should not be paid with LaCarte.
The AS540 form is required as follows if LSU is responsible for payment:

<table>
<thead>
<tr>
<th></th>
<th>Individual</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging</td>
<td>AS540 is required if direct billed and invoice is sent to AP &amp; Travel</td>
<td>AS540 and contract are required, and invoice is sent to AP &amp; Travel</td>
</tr>
<tr>
<td></td>
<td>AS540 is not required if lodging is paid with LaCarte</td>
<td>LaCarte cannot be used</td>
</tr>
<tr>
<td>Conference Room Rental</td>
<td>AS540 &amp; contract required</td>
<td></td>
</tr>
</tbody>
</table>

Lodging documentation required:
- Approved Spend Authorization ECM
- Lod Cook Room Confirmation

The AS540 (Direct bill form) should be submitted prior to the stay and/or event. Please email the form to Jennifer Driggers at jdrigg@lsu.edu. Please allow for processing time.
Patrice Gremillion
Accounts Payable & Travel
High Risk Travel Request Reminders

- Cost Center Managers/Approvers of Spend Authorization - please review international travel requests for the country and ensure the appropriate prior approval is obtained before approving the Spend Authorization.

- High Risk travel request, including travel to foreign adversary countries, should be submitted at least 30 days in advance to allow for processing time by the ITOC and Academic Affairs.

- We are experiencing during the expense report audit that prior approval by Academic Affairs for travel to foreign adversary countries is not being obtained before the travel which results in after-the-fact approvals.

- First annual report of travel to foreign adversary countries for FY24 is due in July 2024.

- Compliance with the legislation is important to avoid any penalty, including having the travel deemed a personal expense.
Successful Yearend Reminders

- Adhere to the important dates provided by Budget & Planning, Procurement, and Accounting Services.
- Take immediate action to address unresolved or outstanding issues.
  - Prioritize approvals – impacts to Payroll, I-9 Compliance, Grant Billings, etc.
  - Review and reconcile ledgers
  - Review “in progress” transactions
  - Investigate and correct errors
- Ensure supporting documentation is provided to avoid the following:
  - Delaying final approval of expense reports, journal entries, etc.
  - Returning CARD entries
Successful Yearend Reminders

- Be available & respond to emails timely!
- Adhere to the Payroll schedule. Make sure all forms and/or work hours are submitted by the deadlines.
- Review the Business Process for comments and/or status of expense reports, journal entries, etc.
- Anyone with outstanding expense reports awaiting to be audited, please do not call or email the staff for updates. It will disrupt the time spent auditing.
THANK YOU!

- Continued support and participation of the Business Managers meetings
- Presenters who contribute to the meetings and make them very informative & productive
- Promote the FIN Best Practices
  - Share institutional knowledge within your units & collaborate across departments/campuses
  - Utilize Resources
    - Workday Finance Job Aids
    - Newsletters – Finance & Administration, Accounting Services, Procurement, etc.
    - Departmental Internal Documents – Checklists, Cheat sheets, FAQ summaries
- Teamwork makes the dream work!
- We appreciate you! Thank you for all you do for LSU!