# Office of Accounting Services Newsletter



## October 2026 Edition

**Jump to section**


AP & Travel - New Information
Bursar Operations
Financial Accounting & Reporting
Payroll
Sponsored Program Accounting
Business Managers' Meeting Topics
Training Opportunities


---

# AP & Travel



# INVOICE PROCESSING

**Important Reminder: Personal Credits**
Personal credits, store credits, gift cards, or personal unused tickets/e-credits may not be applied toward any LSU business purchases or travel expenses. This requirement applies to all faculty, staff, students, university guests, and visitors.

Departments, please remind anyone who is responsible for making their own travel arrangements of this restriction, as reimbursement will be limited if personal credits, store credits, gift cards, or personal unused tickets/e-credits are applied toward the purchase or travel expense.

Most importantly, please also remind university visitors coming to campus for interviews or other university business that if they pay for their own travel expenses and seek reimbursement from LSU, reimbursement will be limited if personal credits, store credits, gift cards, or personal unused tickets/e-credits are applied toward their travel expenses.

For questions, please contact Patrice Gremillion at 578-3366 or pgremill@lsu.edu.

**University's Sales Tax Exemption Form**
The University's state sales tax exemption form is provided solely for eligible University business purchases and should never be used for personal purchases. Employees are reminded that using the University's tax exemption for personal purchases may result in disciplinary action, up to and including termination of employment.

The sales tax exemption form is available upon request and should be safeguarded to ensure it is used only for its intended purpose. For a copy of the tax exemption form, please contact Deana Delage at 578-1539 or at dcleme2@lsu.edu.

**Supplier Invoices**
Direct charge and purchase order invoices should be sent to aptravel@lsu.edu. Please respond to Direct Charge and PO staff e-mails to ensure continuous processing of all invoices. For any on-demand or special handling requests for extenuating circumstances, please contact Jessica Hodgkins at 578-1541 or jhodgkins1@lsu.edu or Valery Sonnier at 578-1531 or vsonnier@lsu.edu.

**Special Handling**
As a reminder, LSU outsourced the check-printing function to JP Morgan. If special handling is requested for a check, the check is returned to LSU via UPS overnight. This means that there is a 24-hour delay for the check to be available for pick-up. Please plan accordingly.

**Aged Listing of Outstanding Encumbrances Report**
Departments are encouraged to utilize the Aged Listing of Outstanding Encumbrances Report to review purchase order balances and to ensure payments have been processed. The following filters are available on the report:

- Search by worktag or multiple worktags
- Search for supplier
- Search by purchase order date
- Ability to remove "zero" dollar lines from the report

**Purchase Order Invoices**
Please do not attach purchase order invoices to the Receipt. The purchase order invoice should be forwarded to the respective Accounts Payable office to be matched against the PO and Receipt.

**For questions concerning supplier invoices, please contact a member of the Invoice Processing staff:**

**Direct Charge:**

- Deana Clement-Delage, 578-1539 or dcleme2@lsu.edu
- Anna Le, 578-8911 or ale29@lsu.edu
- Jessica Hodgkins, 578-1541 or jhodgkins1@lsu.edu

**Purchase Order:**

- Maci Jones, 578-1620 or macijones1@lsu.edu
- Niya Barnett, 578-8292 or Haniyyah.Barnett@lsu.edu
- Laura Grossimon, 578-7134 or Laura.Grossimon@lsu.edu
- Jessica Hodgkins, 578-1541 or jhodgkins1@lsu.edu

## SPECIAL MEALS

**Special Meal Clarification**

Special meal events are subject to the requirements of PM-13, University Travel Regulations. The policy is intended to ensure that special meal events meet one or more of the allowable criteria established in PM-13 and that the associated expenses are reasonable, properly documented, and within the established meal allowances.

The special meal audit relies on the AS499 form as the primary source document for determining the allowability of a special meal event. The purpose/justification section should be completed with sufficient detail to support an appropriate evaluation during the initial review. Providing clear, complete, and descriptive information helps minimize follow-up questions and avoid delays in the approval process.

**Helpful Guidelines**

- When planning a special meal event, departments should consider the scheduled time of the event and select menu options that are appropriate for the meal type. Before making any commitments, departments should ensure the estimated cost per attendee is within the applicable meal allowance.
- Departments are encouraged to obtain vendor quotes that identify costs by meal type, including beverages, before finalizing arrangements. This practice helps ensure the proposed expense is reasonable, appropriately classified, and within the established meal allowance.
- Complete the AS499 form with sufficient detail in the Purpose/Justification section to clearly explain the business purpose of the event and support the allowability of the expense during the audit review.

**Types of Meals & Allowances:**

- **Breakfast** (7:00 a.m. – 10:30 a.m.) – **$18.00 per person**, including beverages
  Typical breakfast items may include pastries, fresh fruit, breakfast sandwiches, coffee, juice, and other breakfast selections.
- **Lunch** (11:00 a.m. – 3:00 p.m.) – **$25.00 per person**, including beverages
  Typical lunch options may include boxed lunches, buffets, or plated meals.
- **Dinner** (5:00 p.m. – 9:00 p.m.) – **$45.00 per person**, including beverages
  Dinner service typically consists of a plated meal; however, a reception ($8.00 per person, including beverage) may also be appropriate depending on the nature and setting of the event.
- **Refreshments – $5.50 per person**
  Refreshments consist of light snacks and beverages (e.g., coffee, water, cookies, fruit, chips, or similar items).
- **Reception – $8.00 per person**, including beverages
  Reception menus may be scheduled at any time and typically feature light hors d'oeuvres or other easy-to-eat items appropriate for a standing or networking event.

To facilitate the special meal audit and minimize processing delays, departments should work with the vendor before the event to ensure the final invoice includes a detailed breakdown of charges by meal type (e.g.,

breakfast, lunch, dinner, refreshments, or reception), including beverages, as applicable. For questions concerning special meals and/or events, please contact one of the following:

Special Meals/Events:

- Maci Jones, 578-1620 or macijones@lsu.edu
- Jessica Hodgkins, 578-1541 or jhodgkins1@lsu.edu
- Valery Sonnier, 578-1531 or vsonnier@lsu.edu

Travel-related Special Meals:

- DeAnna Landry, 578-8593 or deannal@lsu.edu
- Jennifer Driggers, 578-1538 or jdrigg@lsu.edu

## LACARTE

**Expense Reports** should be created for LaCarte transactions (not related to travel) with complete cost documentation and submitted for approvals no later than 30 days from the date of the purchase/transaction. Failure to adhere to this policy will result in the suspension of the cardholder's privileges.

**Delinquent LaCarte Transactions**
Several cardholders have experienced suspension of LaCarte card privileges due to delinquent procurement transactions. To restore privileges, outstanding LaCarte transactions must be reconciled immediately. As a reminder, LaCarte card transactions, not related to future travel, must be reconciled within 30 days of the transaction date to avoid suspension of card privileges. For assistance, please contact Theresa Oubre at 578-1543 or talber3@lsu.edu.

**LaCarte Delivery vs. Billing Address**
When placing an order with your LaCarte card, the delivery address should be your department's campus delivery address. Purchases should never be delivered to 204 or 217 Thomas Boyd Hall.

Please remember that your delivery address is different from the LaCarte billing address. As referenced in PM-78, LaCarte Card Program policy, the billing address for all LaCarte cards should always be:

**Office of Accounting Services**
**204 Thomas Boyd Hall**
**Baton Rouge, LA 70803**

Using the correct delivery and billing addresses will help ensure purchases are delivered to the appropriate location and prevent issues when processing your payment. For questions, please contact Theresa Oubre at 578-1543 or talber3@lsu.edu.

**Annual Cardholder Review**
Each Department Head is required to conduct an annual review of their unit's LaCarte cardholder profiles, spending limits, and last usage date. The review is to determine whether each employee should retain a card and/or if limits need adjustment. A cardholder list has been provided to the departments for review and certification by Department Heads. Certified lists must be returned to AP & Travel by **October 23, 2026** to be maintained in the files.

**For LaCarte related questions, please contact a member of the LaCarte staff:**

- Theresa Oubre, 578-1543 or talber3@lsu.edu
- Christian O'Brien, 578-1544 or cobrien2@lsu.edu
- Peyton Delatte, 578-1406 or pdelatte@lsu.edu

- DeAnna Landry, 578-8593 or deannal@lsu.edu

# TRAVEL

**Travel Policy Changes for October 1, 2026**
PM-13, University Travel Regulations, has been updated to reflect the changes to the travel policy effective October 1, 2026.

- **Declared Emergency Meals and Incidental Expenses (effective date 7/1/2026)**
  - Eligible employees may be reimbursed for Meals and Incidental Expenses (M&IE) at a rate up to 75% above the applicable GSA M&IE rate.
  - Reimbursement only applies to employees who are deployed in direct response to a declared emergency or disaster and only during the period specified in the Governor's emergency declaration/order.
  - A copy of the applicable emergency declaration/order must be attached to the expense report, along with a justification explaining how the emergency declaration/order applies to the travel.
  - All reimbursements along with supporting documentation will be provided to the Commissioner of Administration thirty (30) days after the termination date of the declaration.

- **Travel Authorization**
  - **Clarification**
    - The Spend Authorization should be fully approved before making travel arrangements or incurring any travel expenses (i.e., airfare, registration, first night lodging, etc.), and before the start date of the travel. This requirement also includes any prior approvals (i.e., high risk travel) that may be required outside the Spend Authorization business process.

- **Appendix A Update**
  - Lod Cook – Baton Rouge only (July 1, 2026 – Sept 30, 2026) $126
  - Lod Cook – Baton Rouge only **(Oct 1, 2026 – June 30, 2027) $129**

- **Appendix B Update**
  - Section VIII – International Travel
  - Person authorized to approve travel for **Research Compliance**, and the Approver position has been added for participating campuses

**Research Compliance**
Effective October 1, 2026, the Spend Authorization business process will include an approval step for Research Compliance review (e.g., export control) for international travel, as defined in PM-13. The approval step will occur before final approval by the Entity Head designee.

The Research Compliance approval step will be campus specific and refer to Appendix B in PM-13 for the designated approver for your campus. As a reminder, the **Spend Authorization should be created as soon as international travel is determined.** This will allow sufficient time for the required Research Compliance review and all applicable approvals to be completed prior to making travel arrangements or incurring travel expenses.

**Christopherson Business Travel (CBT)** is the State of Louisiana contracted travel agency. The contact information for CBT is provided below. For more information on CBT, please refer to the Travel Agency section on the Accounts Payable & Travel website.

**CBT UNIVERSITY TRAVEL TEAM**
Monday – Friday
7a.m. – 7p.m. CT

P: 800-961-0720
E-mail: Statelauniv@CBTravel.com

**Summary of pertinent information:**

1. Christopherson Business Travel normal business hours are 7:00am to 7:00pm CST Monday-Friday.
2. The agent-assisted transaction fee is $24 for domestic and $31 for international.
3. Any calls to (800) 961-0720 made between 7pm and 7am CST will roll over to the After-Hours Service Provider. After-Hour services should be for limited to true emergencies. Airfare bookings should be made during normal business hours.

**CBT's Concur Online Booking System** is transitioning to a new Global Distribution System (GDS), which will result in a new user interface. The University's transition is scheduled for **Friday, October 9, 2026,** and the online booking system will be unavailable on this day. **Please plan accordingly!**

While the online system is unavailable, if there is an urgent need to book airfare, please contact a CBT agent for assistance. Once the transition is complete, the online booking system will be available and online bookings may resume. **All new bookings, whether made online or agent-assisted, will be processed through the new GDS.**

**After the Transition**

- **Review your profile:** Travelers are encouraged to review their profile before booking through the new interface to ensure all information is accurate and up to date.
- **Changes or cancellations to existing airfare:** Airfare purchased prior to October 9 that requires a change or cancellation must be handled by a CBT agent, as the airfare will not be in the new GDS.
- **Unused tickets/credits:** Contact a CBT agent to reuse an unused ticket or airfare credit. The online booking system should not be used to apply for unused tickets or credits.
- **Training:** New training videos demonstrating the new interface will be available on the Accounts Payable & Travel website after the transition is complete. The new videos will replace the existing training videos.

**Travel-Related Contracts**

Departments are to be reminded that they do not have authority to sign any contracts on behalf of the University. Travel-related contracts should be sent to Patrice Gremillion at pgremill@lsu.edu for submission to the Office of General Counsel for review before contract approval.

**Hotel Deposits and Advance Payments**

Departments are reminded that hotel contracts should not require a deposit or full payment prior to arrival. As referenced in PM-13, only the first night's lodging may be paid, if required, at the time the reservation is made. The remaining balance should be paid upon check-in. **Exception:** For trips coordinated through Study Abroad, the MBA Program, or another LSU department where the LSU-paid portion is funded through student participant fees (SC0013), advance payments may be made when supported by a contract with clearly defined payment terms, conditions, and cancellation policies. For questions, please contact Patrice Gremillion at 578-3366 or pgremill@lsu.edu.

**Travel Summary Information for Contract Review**

To assist with the review and approval process for contracts, the following **Travel Summary** information should accompany the request for contract approval. This information will help the reviewer and approver better understand the purpose and scope of the travel, facilitate the review process, and support timely approval.

**Travel Summary**

- Event/Program:
- Term (when applicable):
- Fiscal Year:
- Host/Faculty Member(s):
- Event/Program Dates:
- Destination(s):
- Number of Faculty:

- Number of Students:
- Hotel Lodging Rate:
- GSA Lodging Rate:
- Source of Funds:
- Supplier:
- Currency:
- Signature Deadline:

**Hotel Cancellation Policy**

When negotiating with hotels, please review the hotel's cancellation policy before requesting a contract to ensure it aligns with the University's cancellation guidelines. Identifying and addressing any discrepancies during the negotiation process can help avoid delays in contract review and approval.

Please refer to the University's sliding-scale cancellation guidelines below for reference:

- 1–7 days prior to arrival: 100%
- 8–14 days prior to arrival: 75%
- 15–30 days prior to arrival: 50%
- 31–60 days prior to arrival: 25%
- 61–90 days prior to arrival: 10%
- 91–120 days prior to arrival: 5%
- 121 or more days prior to arrival: No fee

**For Travel related questions, please contact a member of the Travel staff:**

- Jonathan Fresina, 578-3672 or jfresi1@lsu.edu
- Henry Woodard, 578-8928 or hwooda4@lsu.edu
- Kalyn Lewis, 578-2007 or mayfield1@lsu.edu
- Julian White, 578-2780 or jwhite22@lsu.edu
- DeAnna Landry, 578-8593 or deannal@lsu.edu



# Bursar Operations

**Important Deadlines**
**Fall 2026**

- LSU Undergrad & Grad
  - **October 8-9:** Fall Holiday
  - **October 12:** Charge Due Date for 2nd Fall
  - **October 12:** Last Day of Classes for 1st Fall
  - **October 19:** First Day of Classes for 2nd Fall
  - **October 23:** 100% Charge Adjustment for 2nd Fall
  - **October 23:** Final Day to Drop without Record End for 2nd Fall
  - **October 23:** Last Add Date for 2nd Fall

- LSU Online
  - **October 12:** Charge Due Date for 2nd Fall
  - **October 12:** Last Day of Classes for 1st Fall
  - **October 19:** First Day of Classes for 2nd Fall
  - **October 23:** 100% Charge Adjustment for 2nd Fall
  - **October 23:** Final Day to Drop without Record End for 2nd Fall
  - **October 23:** Last Add Date for 2nd Fall

- LSU Law
  - **October 30:** Final Day to Drop with "W" Grade for Fall

- LSU Vet Med
  - **October 8-9:** Fall Holiday

**Reminders**
**CARD Entries**
CARD entries are no longer manually scanned into CARDOBO@lsu.edu. The system now automatically routes non-cash entries to FAR. It is recommended that you retain supporting documentation in your files for audit purposes. Cash CARD entries (including Cash, Checks, and Money Orders) must be **hand-delivered to the University Cashier**, and the carrier is required to **wait until the entry is confirmed** before leaving. All CARD entries must be **approved, signed, and submitted with the proper supporting documentation** to be accepted for processing. For questions about CARD entries or procedures, you may contact CARDOBO@lsu.edu.

**University Cashier**
Departmental deposits can be dropped off in-person between 10:00am – 11:30am and 12:30pm – 4:00pm, Monday – Friday.

**Foreign Source Reporting**
Federal and state requirements mandate that LSU and Affiliate Organizations report on any foreign-sourced gifts, contracts, grants, donations, scholarships, and pledges during a calendar year. Reports are filed with the respective agencies semi-annually. The next report date is December 31, 2026, and is due by January 31, 2027. Bursar Operations is responsible for information gathering and reporting from individual departments. More information can be found at FASOP: AS-35 and questions can be directed to John Milligan at jmilligan@lsu.edu or Matthew Nelson at mnelson1@lsu.edu.

**Credit Card Merchants**
Any questions concerning the recording of revenue for credit cards should be directed to Jennifer Richard at jgendr1@lsu.edu or John Milligan at jmilligan@lsu.edu.

**eMarkets**
eMarkets allow departments to provide customers with a secure, PCI compliant, online payment option for conferences, summer camps, advertising, etc. eMarkets cannot be used for any student-related charges. Questions regarding eMarkets can be directed to John Milligan at jmilligan@lsu.edu or Matthew Nelson at mnelson1@lsu.edu.

**International Payment**
Transact International Payments offers international students and their parents a secure and seamless way to pay for tuition and fees in your currency of choice. Without leaving the student portal, you can quickly and conveniently make an international payment from over 160 countries, using more than 130 currencies.

---

# Financial Accounting & Reporting

**Requests for New Workday Dimensions**
Departments that need new dimensions established in Workday should submit one of the following forms that can be found on the Accounting Services, Financial Accounting & Reporting webpage:

- AS502: Request for Agency/Clearing
- AS505: Request for Program
- AS509: Request to Establish Endowed Scholarship
- AS551: Request for Project
- AS600: FDM Request Form – Sales Item, Expense, Ledger, Revenue, Spend
- AS600-A: FDM Request Form - Cost Center
- AS600-B: FDM Request Form – Budget, Classification, Debt, Loan, Transfer Company

Appropriate approvals must accompany any request.

**Reporting**
Below is a list of commonly used reports in Workday and can be accessed by typing the Report name into the Workday search box.

- **Data Audit** – Provides a list of values for FDM dimensions (various reports)
- **Journal Line Details** – Provides a list of detail journal entries by period
- **Journal Line Details with Employee Name** – Provides a list of detail journal entries by period, with employee name included
- **Payroll Accounting per Worktag** – Provides payroll detail by organization
- **Trial Balance** – Displays beginning balance, debits, credits, and ending balance for worktags chosen
- **Revenue & Expense** – Provides budget, current month actuals, cumulative encumbrances, tentative and balance (various reports by dimension chosen)

**Workday Security Access**
Workday Access can be requested through myLSU:
- Financial Services
    - Workday Security Access Request

**Bank Reconciliation**
Contact us at bankrecon@lsu.edu for questions/requests related to the following:

- Stop payment requests
- Check copy requests

- Check status requests
- Unclaimed property
- Unrecorded deposits
- Expected wire or ACH payments

In addition, the AS32: Stop Payment Request and AS500:Request for Copy of an LSU Check forms can be found at FAR forms. Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

**Petty Cash**
The university will no longer accommodate petty cash funds within departments and units. If funds are needed for an event, an AS750: Petty Cash Check Request should be e-mailed to Jennifer Richard at jgendr1@lsu.edu using **Mary Catherine Smiley (SPL-67627)** as the supplier. Once received, the check can be cashed at the vault in Bursar Operations, 125 Thomas Boyd Hall. When the event is over and the cash is no longer needed, the deposit of funds should be recorded in the Customer Accounts Receivable and Deposit (CARD 2.0) application to record the deposit of the funds. A job aid is available for the CARD 2.0 application.

Employee reimbursements will be processed by submitting an expense report in Workday. A job aid for this process is posted under Expenses on the Finance Training tab of the Workday website.

For non-worker reimbursements (university guests or non-employed graduate or undergraduate students), **Expense Reports for Non-Workers** should be created in Workday in lieu of submitting the paper forms AS300-NW: Travel Expense Reimbursement Request and AS541-NW: Reimbursement to a Non-worker. For international guests/visitors, the paper AS300-NW and AS541-NW forms are required to be submitted to the AP & Travel Office and will be processed via the Supplier Invoice Workflow for the payment to be sent by WIRE. Expense Report for Non-Workers job aid can be found on the Workday Training website.

---

# Payroll

**Partial Payments**
A partial payment is issued to an employee when the appointment transaction or timesheet has not been completed by the payroll processing date.

For a detailed explanation of the partial payment procedure, please refer to the Payroll website and the Partial Payments guidelines.

Before requesting a partial payment, departments must ensure that the employee has reviewed and understands the partial payment process. The department should also send Payroll an acknowledgement confirming that the employee is requesting a partial payment.

Please note that partial payments are generally not issued for extra earnings.

**International Employees**
**Tax treaty benefits expire** December 31, 2026. Departments and affected employees will be receiving detailed instructions soon on the renewal process.

**VISA and Passport Information**
Please ensure that all employees complete the **Edit VISA and Passport** task in a timely manner. The Payroll Office uses the VISA information provided through this task to monitor when an international employee reaches **substantial presence**.

Once an employee reaches substantial presence, they may become eligible for a retirement plan and/or be required to pay **OASDI and Medicare taxes**. Without accurate and timely VISA information, Payroll cannot effectively identify this population or coordinate with Human Resources to ensure that the employee's tax and retirement deductions are coded correctly.

An alert, similar to the notifications employees receive for personal information changes and onboarding tasks, will be added to help remind employees to complete this requirement.

Departments are asked to review their employees' records and ensure that all employees complete the **Edit VISA and Passport** task promptly.

**Employee Benefits Annual Enrollment**
LSU's Annual Enrollment period will be held from **October 1, 2026, through November 13, 2026 @ 4 p.m.** During this period, employees may make changes to their benefit plans for an effective date of **January 1, 2027**.

All eligible active employees will receive an **Open Enrollment event in Workday** during October. The event will be delivered to the employee's Workday Inbox and will remain available through close of business on **November 13, 2026**. After the deadline, the Open Enrollment event will no longer be available in the employee's inbox.

Retirees will not have access to Workday. Instead, retirees will receive an **Annual Enrollment Change Form** by mail. Completed forms must be returned to LSU to make benefit plan changes.

After submitting the Open Enrollment event in Workday, employees are encouraged to review the "View 2027 Benefit Statement" from their submitted benefit event. Employees should carefully review their records and verify that all benefits, contact information, personal information, dependent information, and benefit plans are accurate and correctly reflected. Reviewing and confirming this information after the Open Enrollment process can help prevent issues such as not receiving identification cards or tax documents and ensure employees receive the benefits they have elected. Employees are also encouraged to save their benefit statement to compare to December premium deductions.

Employees currently participating in **Flexible Spending Account (FSA)** or **Health Savings Account (HSA)** options must **re-enroll for the 2027 plan year**. Employees may enroll in eligible Flexible Spending Account options through their Workday Open Enrollment event.

---

# Sponsored Program Accounting

**SPA reminders**
**Sponsor Checks**
If a check is received for a sponsored agreement in your department, please forward it to **Accounting Services, SPA, 204 Thomas Boyd**, to be logged in. Please include the following information on the check; award or grant number, principal investigator name, proposal number, and a name and phone number to contact if necessary.

**LaCarte Expenses**
In order for LaCarte expenses to be allowable on a sponsored agreement account, items purchased using LaCarte must be **received** during the grant's period of performance.

**Office Supplies**

General purpose office supplies (such as computers and toner cartridges) are not normally allowable on federally sponsored agreements. General purpose supplies are part of facilities and administrative costs which are not considered allowable direct cost.

**Source Documents**
Requested information from sponsors should be routed to the appropriate SPA contact (Grant Manager). The Grant Manager can be found on the **Roles tab** of the grant in Workday.

**Overdrawn Accounts**
University policy states that restricted accounts are the responsibility of the department and should not be in an overdraft status. However, some accounts may be in an overdraft status which are acceptable due to extenuating circumstances (such as, a multi-year agreement or incrementally funded agreement or a pending request for additional funding). It is imperative that immediate attention be given to such accounts and appropriate action is taken to clear any overdraft accounts.

**ASP**
If you are new to Sponsored Program administration, please consider becoming a member of **LSU Administrators of Sponsored Programs (ASP)**. ASP provides it's members with information and resources regarding administrative policies and regulations that govern sponsored programs. An individual may become a member by subscribing to the ASP-LISTSERV via the LSU Office of Sponsored Programs website.

---




***Note: Travel Arrangers/Travel Coordinators are encouraged to attend.***

Registration is required.

---

# ACCOUNTING SERVICES SCHEDULE

## OCTOBER 2026

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| | | | 1<br>GLS c/o 10 am | 2<br>Student Payday period ending 9/25/26<br>Access Online Ledgers |
| 5 | 6<br>Wage time for period ending 10/2/26 locked @ 11:59 am | 7 | 8 | 9<br>Wage Payday period ending 10/2/26 |
| 12<br>Columbus Day - Bank Holiday | 13<br>Student time for period ending 10/9/26 locked @ 11:59 am | 14 | 15 | 16<br>Student Payday period ending 10/9/26 |
| 19 | 20<br>Wage time for period ending 10/16/26 locked @ 11:59 am | 21<br>Academic Payday period ending 10/14/26 | 22 | 23<br>Wage Payday period ending 10/16/26 |
| 26 | 27<br>Student time for period ending 10/23/26 locked @ 11:59 am | 28 | 29 | 30<br>Student Payday period ending 10/23/26<br>Professional Payday period ending 10/31/26 |

## TRAINING OPPORTUNITIES

| Description | Division | Date | Time | Location |
|---|---|---|---|---|
| Intro to Post Award | SPA | Wed, 10/7 | 9:00 am – 11:00 am | Online via Zoom |
| Business Managers' Meeting | --- | Thus, 10/8 | 9:30 am - 11:00 am | Online via Teams |
| Travel | AP & Travel | Thus, 10/8 | 1:30 pm - 3:00 pm | Online via Zoom |
| Sole Source Procurements | Procurement | Fri, 10/9 | 10:00 am - 11:00 am | Online via Zoom |
| LaCarte | AP & Travel | Tues, 10/13 | 1:30 pm - 3:00 pm | Online via Zoom |
| Cost Transfers | SPA | Wed, 10/14 | 9:00 am - 11:00 am | Online via Zoom |
| Budget Instructor Led | Budget & Planning | Wed, 10/14 | 10:00 am - 11:30 am | Online via Zoom |
| Procurement Institute | Procurement | Wed, 10/14 | 1:30 pm – 3:00 pm | Online via Zoom |
| Payroll 101 | Payroll | Tues, 10/20 | 9:30 am – 11:00 am | Online via Zoom |
| Invoice Processing and Special Meals | AP & Travel | Tues, 10/20 | 1:30 pm - 3:00 pm | Online via Zoom |
| Professional, Specialty & Consulting Services | Procurement | Tues, 10/20 | 2:00 pm - 3:00 pm | Online via Zoom |
| Cost Sharing | SPA | Thurs, 10/22 | 9:00 am – 11:00 am | Online via Zoom |
| Workday Reporting & Financial Data Model (FDM) | FAR | Wed, 10/28 | 10:00 am – 11:00 am | Online via Zoom |
| Post Award Management Reports | SPA | Thurs, 10/29 | 9:00 am – 11:00 am | Online via Zoom |
| Specs and More Specs | Procurement | Thurs, 10/29 | 10:00 am - 11:30 am | Online via Zoom |

## COMMON ACRONYMS AT LSU

Below is a list of common acronyms affiliated with LSU and used on campus. It is very likely you will come across these acronyms in the Accounting Services newsletter or in training classes.

| Common Terms & Documents | | Workday Terms | |
|---|---|---|---|
| ASP | Administrators of Sponsored Programs | AG | Agency Clearing |
| CBA | Central Billed Account | AJ | Accounting Journal |
| CBT | ɔherson Business Travel | AWD | Award |
| CR | Cost-Reimbursable | AWDC | Award Conversion |
| CSWS | Community Service Work Study | BA | Budget Adjustment |
| CWSP | College Work Study Program | BG | Basic Gift |
| DT | Departmental Transmittal | BP | Business Process |
| EMV | Europay Master Card & Visa | CC | Cost Center |
| ERP | Enterprise Resource Planning | CCH | Cost Center Hierarchy |
| F&A | Facilities & Administrative Costs | CCM | Cost Center Manager |
| FASOP | Finance and Administration Operating Procedure | CI | Customer Invoice |
| FB | Fringe Benefits | CO | Change Order |
| FP | Fixed Price | EG | Endowed Gift |
| GA | Graduate Assistant | FD | Fund |
| GL | General Ledger | FDM | Financial Data Model |
| ITIN | Individual Taxpayer Identification Number | FN | Function |
| JE | Journal Entry | FS | Funding Source |
| LSUID | LSU's Identification Number (replaces SSN in LSU's computer systems) | GR | Grant |
| M&IE | Meals and Incidental Expenses | GRC | Grant Conversion |
| MyLSU | Personalized online resource center for LSU Faculty, Students, and Staff | PAA | Payroll Accounting Adjustment |
| NCE | No Cost Extension | PAP | Period Activity Pay |
| OTP | One-Time Payment | PG | Program |
| PCI DSS | Payment Card Industry Data Security Standard | PJ | Project |
| PI | Principal Investigator | SO | Supervisory Organization |
| PM | Permanent Memorandum | TC | Transfer Company |
| PO | Purchase Order | | |

| | | | |
|---|---|---|---|
| PO ALT | Purchase Order Alteration | **Departments & Organizations** | |
| PPCS | Personal, Professional & Consulting Services | AP | Accounts Payable |
| PS | Policy Statement | AS | Accounting Services |
| PSAP | President Student Aid Program | BOR | Board of Regents |
| RFP | Request for Proposal | BOS | Board of Supervisors |
| RFQ | Request for Quote | DOE | Department of Energy |
| SSN | Social Security Number | FAR | Financial Accounting & Reporting |
| WAE | Wages As Earned | FBI | Federal Bureau of Investigation |
| | | FDN | Foundation |
| | | FEMA | Federal Emergency Management Agency |
| **Financial Systems** | | NIH | National Institutes of Health |
| ABS | Advanced Billing System | NSF | National Science Foundation |
| CARD | Customer Accounts Receivable & Deposit | ORED | Office of Research and Economic Development |
| DIR | Directory System | OSP | Office of Sponsored Programs |
| FAMIS | Facility Services' Computerized Maintenance Management System | OBO | Office of Bursar Operations |
| FMS | File Management System | Pay | Payroll |
| GG | GeauxGrants | Proc | Procurement |
| SAE | Student Award Entry System | PROP | Property Management |
| SWC | Workers' Compensation System | SACS-COC | Southern Association of Colleges and Schools Commission Colleges |
| TIS | Treasurer Information System | SPA | Sponsored Program Accounting |
| WD | Workday | SSA | Social Security Administration |
| | | TAF | Tiger Athletic Foundation |
| | | UAS | Auxiliary Services |
| | | USDA | United States Department of Agriculture |

Office of Accounting Services
204 Thomas Boyd Hall
Baton Rouge, LA 70803

**Outlook Newsletters**
Empowering creators to build communities.
Get started