

Office of Accounting Services

Monthly Newsletter



204 Thomas Boyd Hall Baton Rouge, LA 70803 (225) 578-3321
www.fas.lsu.edu/AcctServices

Issue 362

December 2014

Payroll

TAX TOPICS

W-4 Updates

Please remind employees to review their withholding status. Employees can complete and update their W-4, L-4 and L-4E forms through myLSU by selecting the Employee Resources link from the myLSU desktop, then select Tax Withholding. Changes will take effect within two business days.

2015 Contribution Limits

The IRS has announced the dollar limits applicable to pension plan contributions for calendar year 2015. Elective deferral limits are as follows:

403(b) Plans - \$18,000

457 Plans - \$18,000

Both 457 and 403(b) plans allow catch-up contributions for individuals age 50 or over. The catch up contribution increased to \$6,000 for 2015.

Employees who wish to change contribution amounts to their supplemental retirement account should submit a new Salary Reduction Authorization/Deferral form to Payroll. Forms can be found at the following links:

403(b) [www.fas.lsu.edu/acctservices/forms/pay/403\(b\).pdf](http://www.fas.lsu.edu/acctservices/forms/pay/403(b).pdf)

457(b) <http://uiswcmweb.prod.lsu.edu/hrm/PDF/item58915.pdf>

No Mismatches Please

Employee names as reported on Form W-2 must match Social Security Administration (SSA) files. Employers are subject to a \$50 penalty for name mismatches. Additionally, employees may not receive proper credit for Social Security or Medicare earnings if SSA cannot identify the individual.

The name and Social Security number (SSN) on the employee's card should match the name and SSN that appears on HRS and Directory. If

December Business Managers' Meeting

Presentation topics will include:

- * Dan Layzell, Vice President of Finance & Administration/CFO will provide an update on the transition of University Administration and LSU
- * HRM - Title IX; 403b supplemental retirement opportunities
- * Mobile Device Policy

Tuesday, December 9, 2014

9:30 - 11:00 am

Atchafalaya Room, LSU Union



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Payroll continued...

the employee wishes to be employed under another name, they must first go to the Social Security Administration and have their card changed before Payroll or HRM can make the change.

Direct Deposit

When entering direct deposit information via myLSU, please verify the bank routing number and account number as these fields drive the ACH process including the bank name and address. Employees cannot change the bank name or address since these fields are populated based upon the ACH routing number. Make sure to click on Submit at the bottom of the page to update the changes made to your direct deposit information.

Address Changes or Corrections

Please verify that the address is correct on the HRS Directory tab for employees who work in your department. Having a correct address is important when payroll information has to be mailed to an employee. The employee can update their address information via myLSU by selecting the Personal Preferences link and changing the address on the Directory Information link.

Note: Employees will need to submit a written request to change an address for any insurance carrier. The Change of Address form can be found on the Payroll or HRM websites.

Aid Allocations Reaching Limit

Many students with Federal Work Study and Chancellor's Student Aide are exhausting their funding. Please watch these accounts closely. The ETA time report is a good monitoring tool. When a student is within \$300 of their allocation limit, the report will indicate a double asterisk (**) next to their name.

A Change in Source of Funds (XCSF) form must be processed to place a student on the correct account. Timely submission is imperative as the Payroll Office does not process *retroactive* transfers on students.

Insurance Premium Changes

New premiums for the 2015 plan year for current LSU First members and employees electing to move to the LSU First Health plan and Vantage Medical Home HMO

plans during Annual Enrollment, will be reflected in December paychecks.

Current LSU First members electing to move to an OGB health plan during Annual Enrollment will be defaulted into the Blue Cross PPO, Blue Cross HMO, or Consumer Driven Health plan effective January 1, 2015. Health premiums for employees being defaulted into an OGB plan will be reflected in their December check.

Voluntary Products

Employees currently enrolled in Dental, Vision, Life, & AD&D will be rolled over to the new vendor, United Healthcare, effective January 1, 2015. New rates for current employees with coverage, and newly elected coverage during Annual Enrollment, will be reflected in their December pay check. Employees should report any discrepancy to Payroll as soon as possible.

Flex & Long Term Disability Deductions for the new plan year will be reflected on January pay checks.

Diplomas will not be issued to graduating students who have outstanding wage/salary overpayments. In order to receive their diploma on Commencement Day, students must clear overpayment balances by 4:30 pm on Thursday, December 11, 2014.

Separation Dates for GAs and students must be the actual last day worked. For academic GAs the last day worked for the fall semester is 12/19/14.

Appointment Dates for GAs must be on an actual work day. The first day of work for the spring semester is 1/08/15. Please consult the academic completion table to determine work days.

Pay basis 13 academic employees must either be separated or continued for the Spring semester **NOW**. It is imperative that separation forms be loaded timely as Payroll must notify insurance providers via separation form if the employee has health insurance. Insurers have a small window to offer COBRA insurance to a separated employee.



Payroll continued...

Academic GA Appointed in the Spring Semester -

When an academic appointment begins in the spring semester it is NOT necessary to use the spring only pay basis of 84. The GA can be appointed as a regular 9 month academic GA using pay basis 81. By using pay basis 81, the GA will receive a 1/2 check in January for the portion of January academic salary due. If appointed as pay basis 84, the GA will receive checks only February through May.

Form Information

To view the **Remarks** section of a form, select the form on HRS, then hover over the action button on the right of the form, finally select form remarks in the drop down box. Helpful information such as payments made on supplemental payrolls, retirement, or leave information may be noted.

Wage and Student Timesheets due early

Payroll	Voucher #	Timesheets Due
Student	065-27	Tuesday, December 16, 2014 at 10:00 a.m.
December 22, 2014 Supplement (Final for CY 2014)	065-36	Monday, December 15, 2014 at 4:30 p.m.
Wage	075-15	Monday, December 22, 2014 at 10:00 a.m.
Student	075-27	Friday, January 16, 2014 at 10:00 a.m.

Special Delivery

Timely submission of ETA timesheets is especially important when there are **holidays in the pay period**. Calculations for overtime and holiday pay are performed automatically when ETA timesheets are submitted correctly **by the due date**. When adjustments are received for prior pay periods, Payroll Office personnel must spend valuable time to manually determine if overtime earnings are due, what rate should be used for overtime, etc.

Holiday Pay for Eligible Employees

If an employee is in a paid status (including paid leave) on the work day before or the work day after the holiday, the employee is due holiday pay for the entire holiday period. Please call Payroll or HRM with questions about an employee receiving holiday pay.

ETA Holiday Time for Part-Time Employees

ETA automatically loads holiday hours for all employees listed on ETA. Be sure to remove or adjust holiday hours as needed for part-time employees.

Time Should Be Estimated Carefully

Remember that we are approaching the end of the year which means due dates and estimating hours worked. Please be careful as some students chronically overestimate their time causing overpayment. Their W-2 earnings cannot be adjusted for overpayments unless the earnings are repaid in the same calendar year.

Supplemental Timesheets should include LSUID, legal name, and hours worked for week 1 & 2. Saturday-Friday hours must match hours in the total column for each week. Be sure to reference the correct pay period. Please double check these timesheets for accuracy and sign and date before sending them to Payroll. Backup timesheets should be included for Work Study if applicable.

When negative supplemental vouchers are sent to Payroll, please write "Negative Timesheet" in red at the top of timesheet.

The Fair Labor Standards Act dictates that employees must be paid for all hours worked and the payment should be made for the pay period in which the work was performed.

Payroll continued...

Payroll Fraud is Illegal - Do not let it happen!

Ensuring proper controls are in place is the first step to preventing payroll fraud. Each department should have payroll processing procedures that cover student employment eligibility and completion, processing, approval and submittal of employee timesheets. Additional tips for preventing payroll fraud are listed below:

- **Employee timesheets** should be completed for hours **actually** worked, including dates and times of work.
- **Supervisors** are required to approve employee timesheets and should ensure the timesheets are accurate.
- **Never** return a completed and approved timesheet back to the employee.
- **Do not accept** a timesheet that is written in pencil or erasable ink.
- **Changes** to a timesheet should be initialed by the employee and the supervisor.
- **Never** load time for a previous pay period on ETA. Process separation forms immediately for terminated employees and remove them from ETA.
- **Investigate** unexplained variances in pay such as a large increase in total pay for an employee or an employee working on non-scheduled work days.
- **Reconcile** University records such as payroll distribution reports and ledgers on a timely basis and investigate questionable items immediately.
- **Call Payroll** immediately for instructions regarding a current appointment form, if a new employee does not show up to work.



Financial Accounting & Reporting

December GLS cutoff is scheduled for January 2, 2015.

Reporting Tools

Online ledgers/reports can be accessed by:

- Logging into myLSU
- Selecting Financial Services
- Selecting Reporting Tools

Important Notes

- Populate all parameters marked with an asterisk (*).
- Verify the data being entered is in the proper parameter format – for example December 31, 2014 month end date should be entered as 20141231 (YYYYMMDD).
- Verify mainframe access for that account, department or college.
- Adjust the print area through the Print Preview toolbar function when printing reports.

Object Code Update

An updated list of object codes is available on the Office of Accounting Services website under Financial Accounting & Reporting. This webpage is updated at least every six months in order to keep the object code list current. The new list can be found at http://www.fas.lsu.edu/acctservices/far_b/.

Internal Transactions (ITs)

An IT is an entry type in GLS that enables departments to bill other departments or campuses for services rendered or merchandise sales. ITs should be initiated by the **rendering** department.

Important Reminders

- Appropriate documentation including detailed information about the services or merchandise must be attached to the IT
- There should be no travel object codes on an IT
- Rendering departments must be an established service center to charge a sponsored agreement account (excluding gift, University Foundation, and expired fixed price)

Deposits/Wire Transfers

Departments that are expecting deposits/wire transfers or missing funds should e-mail bankrecon@lsu.edu. Please include as much information as possible related to the funds.

Sponsored Program Accounting

University Foundation Accounts

Refunds of credit balances on University Foundation accounts for LSU, Law Center, and AgCenter require approval of the Foundation and Sponsored Program Accounting. Refunds will only be processed to resolve overdrafts in the associated Foundation project ID or in extenuating circumstances. In most cases, correction of an error is not an extenuating circumstance, and requests of this nature will require detailed justification. Questions regarding refunds of credit balances can be directed to Kate Spikes at 578-4165 or kspikes@lsufoundation.org.

Cost Transfers

The item description on cost transfers involving sponsored agreement accounts must be entered exactly as it appears in the description on the ledger for the expenditure being transferred. Also, if there is a source document referenced for the expenditure being transferred, it should be entered in the source document section on the cost transfer. A copy of the HTML online ledger or a screen print from GLS of the expenditure being transferred must also be attached and highlighted. If GLS is used as backup, please include a printout of EDL in addition to the line item description. All expenditures must be in current status in order to be transferred. In addition, please staple the entry, HTML ledger or GLS backup, and an AS226 "Request for Non-Payroll Cost Transfer" (if required) before submitting. An AS226 must be attached if expenditures are being transferred to a sponsored agreement account.

AS227 "Justification for Retroactive Personnel Form"

When processing a retroactive personnel form, an AS227 must be attached with the form if salary expenditures are being transferred to a sponsored agreement account. The AS227 must include how a person's effort benefits the project being charged. The justification must explain in detail the work being performed and not simply that the employee worked on the account. The AS227 must explicitly state duties the individual is performing and how these tasks benefit the sponsored agreements being charged. As a reminder, personnel transfers cannot be done to clear an overdraft or to spend out unexpended funds. The AS227 form can be found on SPA's website at <http://www.fas.lsu.edu/AcctServices/forms/spa/as227.pdf>.

This form can be completed online and saved. The completed form needs to be attached in HRS under the Attach tab. Select SJ-SPA Justification for Attach Type. For File, click the Browse button to select the completed AS227 then click the Attach button.

Fixed Price Agreements

Fixed price agreements should be treated like cost reimbursable agreements during the agreement period. If the work is not completed by the expiration date, a no cost extension should be requested through your campus Office of Sponsored Programs (OSP) to the sponsor.

Normally, a fixed price agreement should have a 10% or less unexpended balance when the project is completed. A large unexpended balance could mean that project charges were charged to another sponsored agreement or to state funds. It could also mean that the proposed budget was improper (non-project related costs were included).

Service Centers

Salary for employees charged to accounts established as a service center cannot be used as cost sharing on a sponsored agreement. If the employee was committed to cost share on a project, one of the following actions must occur:

1. Assign a replacement person who will work on the project to fulfill the cost sharing obligation. If the person is considered key personnel, the sponsor must be notified of the change in personnel. Request must be routed through OSP.
2. Request a reduction in the cost sharing commitment. A letter would have to be submitted to the sponsor and routed through OSP.
3. Process a change in source of funds for the employee to put them on the appropriate departmental funds. In this case, the charge rate for the service center will be reduced.

Internal Request for Equipment

When processing an OSP-2 form for internal approval of equipment acquisitions, a budget adjustment must be attached to transfer the funds from the appropriate categories to the equipment category. Equipment is defined as an article of nonexpendable, tangible

Sponsored Program Accounting continued...

personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Internal No-Cost Extensions

LSU can only grant one no-cost extension up to 12 months on certain grants and cooperative agreements using the OSP-2 Form. If a PI requests a six-month extension internally and additional time is subsequently required, another request must be submitted by the PI to the sponsor through your campus OSP.

Sponsor Deadlines

In order for SPA to meet agency deadlines for submission of invoices and financial reports, we request principal investigators (PIs) or their designees to ensure that:

1. Appropriate charges are reflected on the official University ledger,
2. Cost sharing is documented,
3. The required monitoring/technical reports are submitted, and
4. Property and patent reports are returned promptly to the SPA contact.

Monthly and quarterly invoices and financial reports are usually due within 10 to 30 days of month-end and final invoices within 10 to 90 days of expiration.

Final invoices will not be revised for additional expenditures. It is essential that departments notify SPA of any pending items in process, such as personnel action forms, before the final is billed.

Subrecipient invoices should be forwarded to SPA for review after it has been approved by the PI. SPA will review the invoice and forward it to the appropriate campus Accounts Payable for processing. Please remember to reference the LSU account number on the invoice prior to sending it to SPA. AgCenter subrecipient invoices must have the Subcontractor Invoice Approval form attached.

In addition, refer to the PI Checklist for Subcontractor Invoices on the SPA webpage at <http://www.fas.lsu.edu/acctservices/spa/paaManual/Post%20Award%20Manual%202013.pdf> to expedite processing of invoices.

Travel Expense Reimbursement Requests

When charging travel expenditures to a sponsored agreement account, the purpose on the travel expense reimbursement request must relate to and/or benefit the sponsored project and the travel must be within the time frame of the agreement.

Early Termination

If an agreement is terminated for any reason, please notify OSP and SPA in writing (e-mail is preferred). If the sponsor sent any written correspondence relating to the termination, including e-mails, it must also be forwarded to both offices. Our offices will work with the PI, department, and sponsor to close the project.

Board of Regents (BOR) Graduate Fellows

Please forward graduate fellowship status reports to SPA. SPA must include the reports with the invoices which are due to the BOR by January 31, 2015.

Personnel Activity Reports

The following FY 2015 PARs have been forwarded to departments:

PAR A & B	Due 11/17/14
PAR C & D	Due 12/01/14
PAR 5	Due 11/24/14

Please certify and return all outstanding 2014 PARs. If applicable, please ensure cost sharing is documented before returning the PARs. Also, copies of PARs should be kept in the departments for three years.

Procurement

Expenditure Freeze

Departments are reminded to add a comment and attach necessary documentation in the Remarks section in PRO or in the Internal Notes section in LSU GeauxShop to identify the exemption the purchase falls under PRIOR to submitting orders. **Failure to add the exemption note will result in processing delays.**

LSU GeauxShop Welcomes Office Depot

Due to the OfficeMax/Office Depot merger, the university will be switching to the Office Depot ordering platform in January 2015. In support of LSU's re-launch of the office supply contract, Office Depot will host a **Vendor Expo and Platform Showcase** on Thursday, January 15, 2015.

Procurement continued...

The Vendor Expo, will be held in the Royal Cotillion Ballroom of the LSU Student Union from 10:00 am - 2:00 pm and will feature the suppliers within the Office Depot distributor network. The Platform Showcase will allow end users to view the new ordering system and functionality. These classroom sessions will be held in the Capital Chamber Room and are open to the entire LSU community and registration is not required.

Professional, Personal and Consulting Services

- ◆ The PUR-SS (Scope of Services) form can be found as a standard form on the attachments screen in PRO, or downloaded from the forms section on the Procurement website at <http://www.fas.lsu.edu/purchasing/forms.htm>. This form is required for requisitions with a maximum amount greater than \$2,000 (including travel expenses).
- ◆ An approved AS516 form (Request to Reimburse Expenses) **must** be attached to the requisition for travel expenses even if the department will pay for the travel outside the contract. Remember, dates and amounts must match the contract terms on the vendor 2 screen in PRO.

Procurement Reminders

- ◆ Gifts (including cards, invitations, etc.) for employees or students for any occasion, including Christmas, birthday, graduation or Secretary's Day, are the personal responsibility of the individual wishing to send the gift. University funds are not to be used for these items.
- ◆ Some state contract purchases with a total cost greater than \$25,000 require that a Request for Response (RFR) is issued to at least three Louisiana Pricing Schedule (LaPS) contract holders which offer equivalent products or services. Departments have the option to solicit the RFR on behalf of the University, or to create a requisition as normal and Procurement will process the solicitation. Additional information regarding this process is available on our website at <http://www.fas.lsu.edu/purchasing/PDFs/PUR%2009-01.pdf> and http://www.fas.lsu.edu/purchasing/PDFs/RFR_Instructions.pdf.
- ◆ Purchases of appliances (household and laboratory items with a plug) require prior written approval from LSU Facility Services (regardless of cost). Requests for approval are to be sent either via e-mail dmaharrey@lsu.edu or by adding David

(Dave) Maharrey, Jr. as a reviewer to the requisition in PRO or LSU GeauxShop, and are to indicate if the appliance is new or if it will be a replacement and the building and room number. Facility Services needs to determine if adequate power, infrastructure, space and drainage are available for the proposed location.

Accounts Payable & Travel

Expenditure Freeze

Governor Jindal issued Executive Order BJ 14-16 that directed executive branch agencies including higher education to cease spending in support (non-personnel) categories. In response, LSU has developed operating guidelines (**LSU Implementation of Executive Order BJ 14-16; "Expenditure Freeze"**) which became effective **November 21, 2014**, to meet the spirit of the order through June 30, 2015. These guidelines apply only to expenditures using state appropriated funds that are included in the University's FY 2014-15 Operating Budget and so identified with a zero (0) in the sixth digit of the account number.

In order to expedite the procurement of supplies and services that meet the guidelines of LSU Implementation of Executive Order BJ 14-16; "Expenditure Freeze", the exemption number must be referenced for each transaction and, if the exemption requires written justification and approval from a Vice President, Vice Chancellor, Dean, Director, Department Head, or Chair, the new form, AS900 "Request for Expenditure Freeze Exemption", must also be completed and included as part of the supporting cost documentation. The AS900 form is available on the AP & Travel website in a fillable .pdf format under AS Forms or can be found at <http://www.fas.lsu.edu/acctservices/forms/ap/AS900.pdf>. The procurement or payment process will be delayed if the exemption number and/or the required AS900 form is not included.

Additionally, a **Quick Reference Summary of LSU's FY15 Expenditure Freeze Guidelines** for the LSU Implementation of Executive Order BJ 14-16; "Expenditure Freeze" has also been created and is available on the AP & Travel website or can be found at:

<http://www.fas.lsu.edu/AcctServices/freeze.html>. The Quick Reference Summary is a helpful tool to assist department personnel with meeting the documentation requirements for processing the procurement or payment transactions subject to the Expenditure Freeze.

For questions regarding LSU's "Expenditure Freeze", please contact Patrice Gremillion at pgremill@lsu.edu or 578-3366.

The **final APS check run for 2014** will be **Friday, December 19, 2014**. Please plan accordingly to ensure vendor payments (especially construction payments) are made by the final APS check run.

Special Handling Form (AS209) must be **attached to the top** of the invoice or document in order for the special handling request to be processed timely and accurately. If a check is required by a certain date, please make sure the due date is specified in the Priority Handling section of the form. For questions, please contact Patti Bruce at 578-1549 or pmbruce@lsu.edu.

For **PRO questions** regarding Aged Listings, Pending Invoices or Receiving Reports, please contact one of the following Invoice Processing contacts:

☎ Angie Mann 578-1620 or amann7@lsu.edu
☎ Valery Sonnier 578-1541 or vsonnier@lsu.edu
☎ Vanessa Santos 578-1531 or vsantos@lsu.edu

LSU GeauxShop questions regarding the invoice workflow, please contact one of the following Invoice Processing contacts:

☎ Jessica Hodgkins 578-1545 or jhodgkins@lsu.edu
☎ Valery Sonnier 578-1541 or vsonnier@lsu.edu
☎ Vanessa Santos 578-1531 or vsantos@lsu.edu

For all other **LSU GeauxShop questions**, please e-mail geauxshophelp@lsu.edu.

Payments to international visitors must be in accordance with the *FASOP: AS-04 "Nonresident Alien Consultant, Contractor, Scholarship and Fellowship Payments"* located on the Finance and Administrative Services website at <http://www.fas.lsu.edu/fas/procedures.htm>. Payments made to international

visitors, with the exception of travel expense reimbursements, are subject to federal income tax withholding. The tax is required to be withheld at the rate of 30% unless a tax treaty provides exemption from withholding or withholding at a reduced rate. Payments subject to withholding include professional service payments, royalty payments, and participant payments.

The visa classification and/or other circumstances related to the foreign visitor are critical information needed to determine when to allow for payment of any kind. If the visa classification does not allow the international visitor to receive payment or reimbursement of expenses, no payment request will be processed.

Documentation Requirements:

With the exception of certain Canadian visitors, all payments to international visitors require a copy of INS Form I-94, "Departure Record", which must be obtained from the visitor before he/she leaves the University. When the visitor leaves the U.S., he/she relinquishes the I-94 Departure Card to INS and a copy cannot be obtained at that point.

Additional documentation may be required depending on:

1. Visa classification
2. Purpose of the payment
3. Whether or not visitor requests exemption from tax withholding
4. Institution sponsoring visitor (LSU or another institution)
5. Whether a fee is involved in place or in addition to reimbursement expenses

For questions related to payments to international visitors, please contact:

☎ Valery Sonnier 578-1541 or vsonnier@lsu.edu
☎ Vanessa Santos 578-1531 or vsantos@lsu.edu



LACARTE

LaCarte and CBA BF entries must be released to AP using the online PCARD system with complete cost documentation no later than 30 days from the date of the purchase/transaction. Please make sure all entries are released to AP (RAPS status) when the final approvals

are made.

Departments are encouraged to utilize the **Search screen in the PCARD system to monitor for outstanding LaCarte entries that are not in RAPS status.** To search by department, click on the Procurement Card link under “Financial Services” in myLSU. On the Search screen, enter the first five digits of the departmental account number in the Department field and click “Search.” All entries not released to the General Ledger System (RGLS status) will be listed

FASOP: AS-20 “LaCarte Card Program Policy” defines the responsibilities of LaCarte cardholders and the department. As a reminder, the following is a summary of the responsibilities:

Cardholder Responsibilities:

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

Departmental Responsibilities:

1. Review and reconcile each transaction in the LaCarte entries in the PCARD system and ensure all supporting documentation (i.e. itemized receipts) is attached to the LaCarte entry
2. Ensure the correct the account number and/or object code are being used
3. Ensure the LaCarte entry has acceptable cost documentation to support the purchase
4. Ensure the LaCarte transactions have appropriate business purposes and that the purchases are for official University business
5. Ensure the LaCarte entry has all required approvals
6. Ensure the transaction is not a duplication of a

personal request and/or a travel expense reimbursement

7. Account for entries on a timely basis and contact the cardholder to ensure the 30-day requirement is met
8. Continue to stay abreast of program policy and procedure changes

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

- | | |
|-------------------|--|
| ☎ DeAnna Landry | 578-1544 or deannal@lsu.edu |
| ☎ Theresa Oubre | 578-1543 or talber3@lsu.edu |
| ☎ Kathleen Elders | 578-8593 or kelder1@lsu.edu |



TRAVEL

Supplement to FASOP AS-02 “University Travel Regulations - Travel at University Expense to and from Ebola-Affected Nations” has been amended for the duration of Travel Warnings/Travel Alerts related to Ebola issued by the Centers for Disease Control & Prevention. The Supplement provides detailed regulations for travel at University expense by any employees or student employees who plan to travel to areas affected by the Ebola virus outbreak. The Supplement can be found on the AP & Travel under High Risk Travel or select the link directly at <http://www.fas.lsu.edu/acctservices/forms/travel/LSUProtocol.pdf>.

President and Chancellor F. King Alexander issued a **“Presidential Directive - Guidelines Regarding Personal Travel by University Employees and Students to and from Ebola-Affected Nations”** for the duration of Travel Warnings/Travel Alerts related to Ebola issued by the Centers for Disease Control & Prevention. The Presidential Directive can also be found on the AP & Travel website under High Risk Travel or select the link directly at: <http://www.fas.lsu.edu/acctservices/forms/travel/Presidential%20Directive.pdf>.

Short’s Travel Management Contact Information:

SHORT’S TRAVEL MANAGEMENT
Toll Free - (888) 846-6810
Fax - (319) 433-0847

E-mail: state@shortstravel.com
Website: www.shortstravel.com/lsu

Summary of pertinent information:

1. Short's Travel Management's normal business hours are 8:00 am to 5:00 pm CST Monday-Friday.
2. The agent-assisted transaction fee is \$24.
3. Short's Travel Online (STO) should be used for University business travel only.
4. A 24-hour Emergency Travel Service at (888) 846-6810 is available 24 hours/7 days a week. The 24-hour Service is designed to support travelers in the event of a "true emergency". There will be a \$15 per call transaction fee for use of the after hour services. The fee will be reimbursable only if the service was used for a "true emergency". In the event the 24-hour Service is used for any non-emergency transactions, the transaction fee will not be reimbursed.

Requested Additional Travel Information via the "Blue Sheet"

When returning information requested by Travel, please return the "Blue Sheet" with the requested documentation. Any information received without the Blue Sheet slows down the reimbursement process because it is sometimes unclear as to which pending travel expense reimbursement request the information pertains.

CBA Approval Reminders

1. Travelers should be conscientious of the days and time when making airfare bookings. Airfare bookings should not be made late on Friday afternoons or on the weekends if the department's CBA is to be used to pay for the airfare. The e-mail notifications are sent out immediately and the CBA approvers may not be aware of the requests within the 24 hour period to provide a response.
2. All departments must have a primary and secondary approver assigned to the CBA. The e-mail notifications are sent to both individuals, the person who is primarily responsible should take action of either approving or denying the requests. If the primary approver is out of the office, the secondary approver should take action on the request to ensure a response is provided within the 24 hour period. No request should go into a "No Response" status.
3. CBA approvers should always make sure that they have the approved travel authorization form prior to approving the airfare request. If the approved travel authorization form is not provided to the CBA approver, the request to purchase the airfare

should be denied and the reason documented in the Notes section.

Unused Airline Tickets

Travelers/departments are required to monitor unused airline tickets on a continuous basis to ensure all unused airline tickets are being applied to new airline reservations when applicable. Therefore, departments are required to have procedures in place to monitor Unused Airline Tickets. The procedures should include obtaining written justifications from the travelers as to the business reason for the cancellation and the resulting unused airline ticket. This documentation should be kept in a departmental unused airline ticket central file. However, if the airline ticket is reused, this documentation must also be included with the employee's travel payment request for audit with the travel expenses. ***For any questions regarding the reusing of an unused airline ticket, please go to the Accounts Payable & Travel website, under Travel for the Airline Fee Guide listed under Airline Information. The Airline Fee Guide provides airline specific information on reusing unused tickets. If additional information is needed, please contact a Short's Travel Agent at (888) 846-6810 or state@shortstravel.com.***

University Resources Available to monitor Unused Airline Tickets:

1. Travelers receive 120, 90, 60, 30 and 14 day Ticket e-mail notifications regarding unused airline tickets in their name directly from Shorts Travel.
2. Each campus receives Unused Airline Ticket Reports on a monthly basis directly from Short's Travel.
3. The Unused Airline Ticket Report by campus is available on the AP & Travel website by the 15th of each month.

IMPORTANT ENHANCEMENT TO SHORT'S TRAVEL ONLINE (STO)

Effective *Tuesday, December 9, 2014*, STO users will have the ability to make a request to apply an unused ticket credit toward the purchase of a new ticket.

Travelers and Travel Arrangers will have the capability to see unused ticket credits within STO's Search Results to assist them with choosing the best flight. They will be able to easily request to apply an unused ticket credit toward the new ticket purchase at check-out. *STO will only display fully open unused tickets with a value exceeding the airline penalty fee.*

Accounts Payable & Travel continued...

When purchasing a ticket, the travelers will see their unused tickets for the airline selected and can request the credit be applied to their online booking. The reservation will be routed to a Short's Travel Consultant to validate and apply the ticket credit less any airline exchange fees. The functionality does not exist today in the Global Distribution System (GDS) that allows for automating exchanges and for this reason if a traveler elects to apply an unused ticket credit, an agent transaction fee of \$24 will apply. This is clearly stated on the check-out page, and the fee will also change from \$5 to \$24 if the user selects to use an unused ticket credit.

If the reservation requires pre-trip approval, the total cost of the ticket (before exchange) will be displayed to the Travel Approver. The Travel Approver will see a message on the approval request when the traveler has requested to use an unused ticket credit. After the Short's Travel Consultant exchanges the ticket, the confirmation invoice will reflect the final ticket cost including the original ticket amount, new ticket amount and airline exchange penalties. For a detailed booking example, please go to the AP & Travel website under Short's Travel Management and select "Applying an Unused Ticket on Short's Travel Online" or select the link directly at <http://www.fas.lsu.edu/acctservices/forms/travel/Applying%20Unused%20Tickets.pdf>.

Unused Airline Ticket E-mail Notifications

Department Heads and Business Managers, including those individuals with a business manager profile, are copied on the automated unused airline ticket e-mail notifications sent from Short's Travel to the travelers. This allows departments the ability to address the use of any unused airline tickets prior to expiration.

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

- ✈ Arianna Elwell 578-6052 or acreech@lsu.edu
- ✈ Ashley Matt 578-3697 or amatt3@lsu.edu
- ✈ Chantal Benjamin 578-3698 or cbenja6@lsu.edu
- ✈ Jennifer Driggers 578-3699 or jdrigg@lsu.edu



Administration

December Business Managers' Meeting

The topics to be presented at the December 9th meeting are as follows: Dan Layzell, Vice President of Finance & Administration/CFO will provide an update on the transition of University Administration and LSU. HRM will present Title IX and 403b supplemental retirement opportunities and the Mobile Device Policy will be discussed.

There is NO meeting in January. Meeting dates for the remainder of the fiscal year are as follows: February 10, March 10, April 14 and May 12 (Fiscal Yearend Seminar). Meetings are normally held in the Atchafalaya Room of the LSU Union (room 339) at 9:30 – 11:00 am. To be added to the Business Managers Mailing List, submit an idea for a future topic, or submit specific questions on topics announced for future meetings, please contact Maria Cazes at mcazes@lsu.edu. Information on prior meetings can be found at <http://www.fas.lsu.edu/acctservices/archive.html>.

Are You a CPA?

If you are a CPA working within the LSU System, please send an e-mail to Maria Cazes at mcazes@lsu.edu stating your name, title, agency/campus, and e-mail address. There are some occasions in which Accounting Services comes across free or discounted courses that may count towards CPE credit.

Newsletter Mailing List

The Accounting Services newsletter is no longer printed and available electronically only. The .pdf version is e-mailed by Danita King monthly once the newsletter is available. In addition, the on-line version is posted to the Accounting Services home page by the 5th of each month – click "Newsletter". Newsletters for the prior year can be found at <http://www.fas.lsu.edu/acctservices/archive.html>. To be added to the Newsletter Mailing List, contact Danita King at dcking@lsu.edu.

W-9 Requests

All requests for a W-9 should be forwarded to Brenda Wright at bwright4@lsu.edu or Desiree Esnault at desnault@lsu.edu. This document must be signed by Associate Vice Chancellor Donna Torres on behalf of the university. The W-9 will be sent directly to the vendor from Accounting Services with a copy sent to the requesting department.

Vendor Applications

When LSU does business with an organization, the University (department) must enroll or register in that organization's vendor database. This will oftentimes be referred to as the vendor application or enrollment process. During the registration process, various documents may be requested by the vendor such as a vendor application referenced above. It is the responsibility of the department to initiate the vendor application process by completing as much information as possible on the vendor application or enrollment form. This form will vary by vendor and will ask for specific information pertaining to the department, contact information, goods/services, etc. Note: it is common for a W-9 to be requested during this process. Upon completion, forms should be forwarded to Maria Cazes at mcazes@lsu.edu. The proper signature will be obtained and the documents will be returned to the requesting department or

Picking up Checks

When picking up and signing for a check from Accounting Services, the individual must have a picture ID. Contact Desiree Esnault at desnault@lsu.edu with any questions.

Unclaimed Property Notifications

If a department receives notification regarding unclaimed property due to their department, please submit the correspondence to Maria Cazes at mcazes@lsu.edu. Any information or history related to the referenced unclaimed property would be helpful in determining if the claim is legitimate and LSU is actually due any money. The claim will be researched within Accounting Services. If LSU is due the unclaimed property, Accounting Services will complete the paperwork, obtain appropriate signatures, and submit the claim. Maria will keep the department informed of the claim status from submission to the receipt of funds.



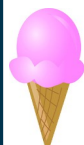
Employee Scoop



Welcome **Kristin Delaughter** to Student and Wage Payroll as an Accountant. She is located in 204 Thomas Boyd Hall and can be reached at kristend@lsu.edu or 578-2018.



As Patricia Territo transitions to retirement after 30 years of service at LSU, Janet Parks and Keri Tweed have been named Interim Co-Directors of Sponsored Program Accounting. Questions related to account numbers, budgets, accounts receivable and PARs should be directed to Keri Tweed at ktweed@lsu.edu or (225) 578-2032. For all other questions, please contact Janet Parks at jparks@lsu.edu or (225) 578-4878.



University Holidays
December 24 - January 1



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

AMAF	Award & Award Modification Approval Form
BA	Budget Adjustment
BF	Batch Feed
CBA	Central Billed Account
CJ	Compound Journal Voucher
CR	Cost Reimbursable
CS	Cash Journal Voucher
CSAP	Chancellor Student Aid Program
CWSP	College Work Study Program
DJ	Departmental Journal Voucher
DT	Departmental Transmittal
EI	Encumbered Internal Transaction
ERP	Enterprise Resource Planning
F&A	Facilities & Administrative Costs
FASOP	Finance and Administrative Services Operating Procedure
FB	Fringe Benefits
FP	Fixed Price
GA	Graduate Assistant
GL	General Ledger
GLS	General Ledger System
HRS AUTH	HRS Authority
IPARF	Internal Prior Approval Request Form
IT	Internal Transaction
ITB	Invitation to Bid
ITIN	Individual Taxpayer Identification Number
JV	Journal Voucher
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
MC	LaCarte entry (similar to CS, DT, IT, JV)
NCE	No Cost Extension
PAF	Personnel Action Form
PAR	Personnel Activity Report
PAWS	Personal Access Web Service
PI	Principal Investigator
PM	Permanent Memorandum
PO	Purchase Order
PO ALT	Purchase Order Alteration
PPCS	Personal, Professional & Consulting Services
PRAF	Proposal Routing & Approval Form
PROAUTH	PRO Authority
PS	Policy Statement
RAPS	Released to AP status
RFP	Request for Proposal
RGE	Record of Grant Establishment
SJ	Simple Journal Voucher
SSN	Social Security Number
STO	Short's Travel Online
TERR	Travel Expense Reimbursement Request

Departments & Organizations

AP	Accounts Payable & Travel
AS	Accounting Services
BOR	Board of Regents
DOE	Department of Energy
FAR	Financial Accounting & Reporting
FBI	Federal Bureau of Investigation
FDN	LSU Foundation
FEMA	Federal Emergency Management Agency
NIH	National Institutes of Health
NSF	National Science Foundation
ORED	Office of Research and Economic Development
OSP	Office of Sponsored Programs
PAY	Payroll
PROC	Procurement
PROP	Property Management
SACS-COC	Southern Association of Colleges and Schools Commission on Colleges
SPA	Sponsored Program Accounting
SSA	Social Security Administration
TAF	Tiger Athletic Foundation
UAS	University Auxiliary Services
USDA	United States Department of Agriculture



Financial Systems

ABS	Advanced Billing System
APS	Accounts Payable System
BGT	Budget
COA	Chart of Accounts
DIR	Directory
ETA	Employee Time & Attendance
FMS	File Management System
GLS	General Ledger System
GSP	GeauxShop
HRS	Human Resources System
INS	Insurance
IPM	Investment Portfolio Management
LVT	Leave Tracking
PAR	Personnel Activity Reporting
PAY	Pay Control
PCARD	Procurement Card
PRO	Procurement
RCN	Bank Reconciliation
SAE	Student Award Entry
SPS	Sponsored Program System
SWC	Workers' Compensation
TIS	Treasurer Information System
USM	University Stores Management

