

Office of Accounting Services

Monthly Newsletter



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

December 2021
Issue 446

December Business Managers' Meeting

- Payroll Deadlines
- Final AP Settlement Run & Payment Requests
- Travel Updates
- International Travel Approvals

Online via Zoom
December 14, 2021
9:30 - 11:00 am



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Bursar Operations

Annual PCI training

The annual PCI training course is now available online through CampusGuard. The training is required for any employee or student worker that is involved in processing or managing payment card transactions. A link to the training portal has been sent from CampusGuard to all registered employees.

Cashnet 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 Daniel Butcher (dbutch1@lsu.edu).

International Payments

International students may pay their student account balance using Flywire. The Flywire payment option is included on the Fee Bill. Flywire commits to providing the best exchange rates.

Did you know some CARD entries can be submitted via e-mail?

CARD entries that do not contain cash, checks or money orders can be scanned and e-mailed to cardobo@lsu.edu.

All approvals and supporting documentation are still required for the CARD entry to be worked. If you do not have access to a printer and/or scanner, we will accept any of the following:

- ◆ Sign electronically (using phones and/or computer mouse).
- ◆ Provide images of the CARD entry with all supporting documentation that contain signatures and have the signature clearly visible.
- ◆ The approval can be obtained via an e-mail directly from student/faculty/staff. If the authorization is received via e-mail without a signature, it must come directly from the user's authenticated myLSU account, and not a secondary e-mail account.

University Cashier

Departmental deposits can be dropped off in person between 10:00 am – 11:45 am and 12:30 pm – 4:00 pm, Monday through Friday.

Social Media

Follow Bursar Operations on social media where we post reminders and tips about registration, payment dates, refunds, and other helpful information.

- ◆ Facebook: LSU Bursar Operations
- ◆ Twitter: lsubursar
- ◆ Instagram: lsubursar

ChatBot

Bursar Operations has a virtual assistant, Nummus, on our webpage. After a few seconds, a dropdown will appear with some common topics of interest and users can type specific questions or keywords to engage with Nummus. Please visit our website at [LSU Bursar Operations](#) to chat with Nummus.

Sponsored Program Accounting

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 ensure that:

1. Appropriate charges are re-lected on the official University ledger,
2. Cost sharing is documented,
3. Key personnel commitments are met,
4. The required monitoring/technical reports are submitted, and
5. Property and patent reports are returned promptly to the SPA contact.

All invoices and financial reports must be submitted by SPA. The SPA Director has signature authority to sign the documents on behalf of LSU.

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 changes in costing allocations, before the final is billed.

Board of Regents (BOR) Graduate Fellows

BOR Graduate Fellowship Status Reports are due to the BOR by **January 31, 2022** along with the invoice. Please forward Graduate Fellowship Status Reports to SPA so that they can be included with the invoices.

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.

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.
- ◆ Fixed price agreement should have a 10% or less unexpended balance when the project is completed so the account balances should be reviewed routinely to ensure charges are proper.
- ◆ Large unexpended balances are red flags for audits and could mean the one of the following:
 - Project charges were charged to another sponsored agreement or to state funds. If this is the case, cost transfers need to be processed to move the charges to the correct account ASAP.
 - That the proposed budget was improper (non-project related costs were included). If this is the case, does a rebudget need to be submitted? Or, does the sponsor need to be refunded?

Internal No-Cost Extensions

LSU can only grant one no-cost extension up to 12 months on certain grants and cooperative agreements. These requests should be routed in GeauxGrants. 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.

Participant Travel

Travel for participants is not subject to F&A. In order for F&A to calculate correctly on Participant Support Costs please use the correct ledger/spend category.

- * Ledger Account - **6270:Participant Support Costs**
- * Spend Category - **SC0289:Participant Travel**

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. The 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 costing allocation and PAA (if needed) to change the 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.

Travel Expense Reimbursement Requests

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

Financial Accounting & Reporting

CARD

When completing a CARD entry, please be sure to include attachments in the CARD system so that the approver can easily verify accuracy of the transaction. The attachment should include the purpose and source of deposit.

Internal Billings

An [Internal Billing](#) is a Manual Journal in Workday that enables departments to bill other departments or

campuses for services rendered or merchandise sales. Internal Billings should be initiated by the department rendering the service or sale.

A step-by-step Job Aid can be found on the Workday Training webpage at

- Financial Accounting
 - Create Journal Entry: Internal Billing

Important Reminders

- Worktags on Internal Billings must match the attached supporting documentation – please do not use Legacy Account numbers
- Internal Billings should be initiated by the rendering department
- Appropriate documentation, including detailed information about the services or merchandise, must be attached
- There should be no travel spend categories on Internal Billings
- Rendering departments must be an established service center to charge a sponsored agreement account (excluding gift, University Foundation, and expired fixed price)
- **Verify the Company on the line matches the Driving Worktag used** – for example, PG003159 LSUAM | Accounting Services must have Company: Louisiana State University and Agricultural and Mechanical College

Cost Transfers

The following are tips when completing cost transfers:

- The journal source should be “Manual Journal” not “Accounting Journal – Corrections.”
- A cost transfer cannot be completed until the original charge is posted.
- The journal line needing correction must be reversed with all related worktags. All information should be the same as on the original entry, with only the amount moving from debit to credit or vice versa.
- Run the report “Journal Line Details” and print it to PDF to use as backup. Avoid printing, highlighting, and rescanning the report because the size of the text causes it to become illegible. Instead, use the highlight and comment tools in Adobe to note which lines to use or if a partial transfer is being done.
- On partial transfers, note the amount being moved.
- FD940 is not required on an entry – please only use if balancing error is received when submitting the

journal.

The [“Create Journal Entry: Correcting Journal”](#) job aid provides specific instructions on completing a cost transfer and can be found on LSU’s Workday training webpage.

Reporting

Below is a list of commonly used reports in Workday that can be accessed by typing the Report name into the Workday search box or going to the Business Resource Management Dashboard:

- **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 [Financial Accounting and Reporting 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 Stephanie Laquerre at slaquer@lsu.edu with **Beth R. Nettles (SPL-23055)** 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) application to record the deposit of the funds. A job aid is available for the [CARD 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.

Directory (DIR)

In order to reduce duplicate records in DIR and subsequent merges, departments should verify that an individual does not already have a DIR record prior to adding them. The following search options are available in DIR:

- By Social Security Number (UCHG Screen)
- By 89 ID number (VCHG Screen)
- By PAWS ID (VCHG or VLID screen) if an LSU e-mail already exists
- By name (VNAM Screen)

Any questions related to Directory merge requests or corrections should be directed to M.E. Hart at mehart@lsu.edu.

Questions related to Workday merges should be directed to Human Resources.

Payroll

TAX TOPICS

W-4 Updates

Employees are reminded to review their withholding status for the new tax year.

The IRS has a [withholding calculator](#) to help employees determine the proper withholding amount. Answers to [frequently asked questions](#) about using the calculator are also available on the IRS website.

Employees can complete and update their W-4, L-4 and L-4E forms through Workday. The job aid for changing withholding elections can be found at [Training for Employees \(Employee as Self\)](#). Changes will take effect within two business days.

Remote Workers and Louisiana State Withholdings

For any employee to work remotely including but not limited to: work performed outside the LSU campus, work outside of the state of Louisiana, telecommuting, and/or work from home arrangements, a **Flexwork Agreement** must be reviewed and **pre-approved** by Departmental/College leadership, the Office of Human Resource Management, and the Office of the General Counsel **prior to work commencing**. Please contact your designated Compensation Consultant to obtain Flexwork Agreement or ask questions on eligibility or the approval process.

From a Payroll perspective the worker location determines if the employee is to have Louisiana state tax withholdings.

2022 Contribution Limits

The IRS has announced the dollar limits applicable to pension plan contributions will increase for calendar year 2022. Elective deferral limits are as follows:

403(b) Plans - \$20,500
457 Plans - \$20,500

Both 457 and 403(b) plans allow catch-up contributions for individuals age 50 or over. The catch up contribution limit remains at \$6,500 for 2022.

403(b) plans allow for a 15 year catch-up with a lifetime maximum of \$15,000 and a yearly maximum of \$3,000. In order to determine eligibility the employee must contact Payroll or HR.

Employees who wish to change contribution amounts to their supplemental retirement account should refer to the [Human Resource Management](#) website for further instructions.

International Employees

Tax treaty benefits expire December 31, 2021. If you have an international employee that was unable to attend the zoom renewal meeting in November a link to a copy of the meeting can be found at [Tax Treaties | LSU Payroll](#)

Renewal documents need to be sent ASAP via files to geaux to taxtraties@lsu.edu to avoid any delay in 2022 benefits. An original signature is required on the renewal form since the form is forwarded to the IRS which does not accept an electronic signature.

Invalid or Temporary Social Security Number

A valid social security number is required for employment, and for W-2 reporting of employee earnings to the Internal Revenue Service. Please make sure that all employees with temporary 999 numbers have obtained a valid U.S. Social Security Number and that the U.S. SSN has been updated in Workday. LSU may face a monetary penalty from the IRS for failing to include the employee's correct SSN on W-2s and other wage reports.

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 in Workday. If 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.

Address Changes or Corrections

Please verify that the address is correct on the Contact tab in Workday for employees who work in your department. Having a correct address is important when payroll information including the W-2 has to be mailed to an employee. The job aid [Home and Emergency Contact Info](#) provides instructions on updating address information in Workday.

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

Insurance Premium Changes

Newly elected benefit coverages and premiums for the 2022 plan year will be reflected in December paychecks.

Annual Enrollment elections for flexible spending healthcare and dependent care accounts will be reflected in employee January paychecks.

Employees electing to participate in the Health Savings Account must submit a new payroll deduction form each calendar year. The form GB-79 can be found on the LSU [HRM Benefits](#) webpage. The GB-79 forms can be e-mailed to insurancepayroll@lsu.edu. Employees must be enrolled in the Pelican HSA_775 Medical Plan to participate in the Health Savings Account. Effective date of deduction will be based on when changes are entered in the OGB enrollment system. Deductions will start based on the effective date assigned by the OGB system.

Employees who submitted enrollment changes should report a discrepancy to Human Resources as soon as possible in order to ensure a correction can be made.

Insurance E-mail

An email address has been established specifically for the Insurance section of Payroll. Please send any questions related to insurance deductions to insurancepayroll@lsu.edu.

Wage and Student Early Deadline For Holidays

Payroll	Period Ending	Time Locked
♦ Wage	December 17, 2021	Thursday, December 16, 2021 at Midnight Balance of Week 2 will need to be estimated
♦ Student	December 24, 2021	Monday, December 20, 2021 at 3:00 p.m. Only Estimate Time if Certain Student is Working

Early Retro Pay Deadlines due to Early Payroll Runs

Pay Group	Retro Date	Completion Date
Academic	Pay Period Beginning Prior to November 15, 2021	COB Dec. 08, 2021
Professional	Pay Period Beginning Prior to December 1, 2021	COB Dec 10, 2021
Wage	Pay Period Beginning Prior to December 4, 2021	COB Dec. 14, 2021
Student	Pay Period Beginning Prior to December 11, 2021	COB Dec. 17, 2021

Special Delivery

Timekeepers please remind employees and managers to submit and approve time by the designated payroll deadlines. Timely submission of time is especially important when there are **holidays in the pay period**. Calculations for overtime and holiday pay are performed automatically when time is submitted correctly **by the due date**.

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 if you have a question about an employee receiving holiday pay.

Holiday Time for Part-Time Employees

Employees who are less than 50% effort will not see the holidays populated on the time entry calendar. The time keeper will use the **Holiday Adjustment** to enter the correct number of hours the employee should be paid. Example: if an employee's regularly scheduled hours are 20 hours per week Monday through Friday, the time keeper will enter 4 hours per day using the Holiday Adjustment for the periods of 12/19 and 12/26. Please

Accounts Payable & Travel

refer to the [Holiday Quick Guide](#) job aid for instructions on adjusting time for part-time employees.

Holiday Trigger

If no changes are required and the employee should be paid 8 hours per day: please use the **Holiday Trigger** time entry code for the week of 12/25/2021. The employee, manager or time keeper will enter .01 hours in the unit field. Once this step is complete, the totals will update to include the 8 hours per day for holiday pay for full time employees. Remember to make sure the time is in an approved status to ensure payment.

Please note that a time off request initiated through the Time Off calendar (the suitcase worklet) will not trigger the holiday hours to populate on the Time Entry Calendar. To identify employees who requested leave through the Time Off Calendar who need the Holiday trigger loaded, please run the following reports: **Time Holiday Hours 0(zero) and Time Off GT 0 (Greater Than Zero)**. These reports will be helpful during the weeks of 12/18/21 and period. Please refer to the [Holiday Quick Guide](#) job aid for instructions on using the holiday trigger.

Time Should Be Estimated Carefully

Remember that we are approaching year end when early due dates mean time may have to be estimated. Please be careful as some students chronically overestimate their time and this causes an overpayment. Employee W-2 earnings cannot be adjusted for overpayments unless the earnings are repaid in the same calendar year.

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.

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 **4:00 pm Tuesday, December 7, 2021**.



Mark your calendars...

The final AP Settlement run for 2021 will be **Wednesday, December 22, 2021**. Please plan accordingly to ensure supplier payments (especially construction payments) are processed and approved by the final settlement 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 handled timely and properly. 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 Catherine Herman at 578-1549 or cherman@lsu.edu.

Direct Charge Worksheet (AS580) must be attached to **each Direct Charge invoice** sent to AP & Travel. **Do not** use the AS580 form for Purchase Order invoices as this may cause a delay in processing. For questions, please contact Catherine Herman at cherman@lsu.edu.

Invoice Processing

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 Valery Sonnier at vsonnier@lsu.edu or Patrice Gremillion at pgremill@lsu.edu.

For questions concerning direct charge supplier invoices, please contact the DC Invoice Processing staff:

☎ Jessica Morris 578-1536 or jmor116@lsu.edu
☎ Deana Clement-Delage 578-1539 or dclleme2@lsu.edu
☎ Catherine Herman 578-1549 or cherman@lsu.edu

New Feature - Receipt Notifications

Receipt notifications will be sent to the PO Requesters and Cost Center Managers whenever there is a punch-out supplier invoice awaiting a receipt to be created. These notifications will be sent every Monday at 7:00 AM, with the first batch sent on Monday, November 22, 2021.

Aged Listing of Outstanding Encumbrances Report

Departments are encouraged to utilize the Aged Listing of Outstanding Encumbrances Report to review purchase

orders balances and to ensure payments have been processed. The following filters are available on the Aged Listing of Outstanding Encumbrances Report:

- ⇒ Search by worktag or multiple worktags
- ⇒ Search by 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 purchase order supplier invoices, please contact the PO Invoice Processing staff:

- Maci Jones 578-1620 or macijones1@lsu.edu
- Brennan Johnson 578-1545 or bjohnson4@lsu.edu
- Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu



LACARTE

Expense Reports should be created for LaCarte and CBA transactions 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.

Non-Expensed FY21 LaCarte Transactions

There are still **148** LaCarte procurement transactions outstanding for FY21. Cardholders may experience a suspension of card privileges for not adhering to the deadline. It is imperative that immediate action is taken by creating expense reports and attaching the completed AS900 form, if applicable, to have the transactions reconciled. Cardholder privileges will not be affected for outstanding transactions related to future travel. For questions, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

LaCarte Card Distribution

LaCarte card distribution is being handled by appointment only. Cardholders will be notified by e-mail of available dates, times, and location to pick up the card. **It is imperative that cardholders take the correct**

training prior to the card distribution. For questions or special requests concerning the LaCarte card, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

Helpful – Reports!

- ⇒ **Find Credit Card Transactions by Employee Cost Center**
 - Provides a list of all employees with credit card transactions for all statuses
- ⇒ **Find Outstanding Credit Card Transactions by Employee Cost Center**
 - Provides a list of LaCarte/CBA transactions that have not been submitted on an Expense Report
- ⇒ **Find Expense Report by Worktag**
 - Provides a list of expense reports by employee and/or by a particular worktag
 - Select only “**Draft**” and “**In-Progress**” statuses to view tentative transactions.

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



TRAVEL

INTERNATIONAL TRAVEL APPROVALS

The special approval process initiated due to COVID-19 for international travel, using the TEMP2 form, Request for International Travel during COVID-19 Outbreak, will expire on **December 31, 2021**; however, in the event of a resurge in cases, the special approval process may be reinstated.

Effective January 1, 2022, international travel approvals will revert back to the standard process in accordance with FASOP AS-18, High Risk Travel to Restricted Regions.

As indicated in FASOP-18, international travel request to a restricted region with a U.S. Department of State Travel Advisory of either a **Level 3: Reconsider Travel** or **Level 4: Do Not Travel** requires prior approval from the Office of Academic Affairs via a recommendation from the International Travel Oversight Committee (ITOC) **at least**

30 days in advance of the proposed departure date or as soon as the trip is known. Travelers are advised to read the entire travel advisory for countries with a level of 1 or 2 as regions within the country may have an increased advisory of a level 3 or 4. Also, late requests cannot be guaranteed a decision prior to the proposed departure date, and may result in a denied application and/or delayed start date of travel. The University reserves the right to withhold reimbursement and/or take disciplinary actions for unauthorized travel.

The high risk travel forms listed below must be submitted to Patrice Gremillion at pgremill@lsu.edu:

- ⇒ AS295, Request to Travel to Restricted Regions for Individual Travelers, or
- ⇒ AS296, Request to Travel to Restricted Regions for Student Study Trips

The Office of Academic Affairs will return the forms to the requesting department with a final decision. If the high risk travel is approved, a Spend Authorization should be initiated with the approved high risk travel forms attached. Since the high risk travel approval process is handled outside of Workday, there is no need to add Patrice Gremillion as an approver on the Spend Authorization, unless the travel is greater than 30 days.

FASOP AS-18 and the related high risk travel forms can be found on the Accounts Payable & Travel website. For questions, please contact Patrice Gremillion at pgremill@lsu.edu or 578-3366.

Hertz Rentals

We were informed by the State Travel Office that the Hertz corporate discount code “70592” will expire on November 30, 2021. **Effective December 1, 2021**, the new Hertz discount codes created by campus should be used. The following is a summary of the discount codes by campus for both Enterprise/National and Hertz:

LSU Eunice	L142797	2227234
LSU Shreveport	L51CD45	2227236
Pennington Biomedical Research Center	L142794	2227231

Christopherson Business Travel (CBT) has been informed of the new discount codes for Hertz. For questions, please contact Jennifer Driggers at jdrigg@lsu.edu or 578-1538.

Unused Tickets Update

We are still waiting for an update on the **American Airlines** unused tickets refund. Once we receive the refund, journal entries will be created to credit the original account for the eligible unused American Airlines tickets. For questions regarding unused tickets, please contact Jennifer Driggers at jdrigg@lsu.edu.

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 New 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**.
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 Concur Online Booking System is available on myLSU!

The link to CBT Concur Online Booking System is located on myLSU under Travel Resources. Upon myLSU login and clicking the link, users will land on the Header screen in Airportal. Users must click, **Book a Trip** on the left-hand side of the screen to be taken into the Concur site. The online booking fee is **\$7**.

RENTAL VEHICLE CORP. CONTRACT CODES		
CAMPUS	ENTERPRISE NATIONAL	HERTZ
LSU A & M	L142792	2227133
LSU Ag Center	L142793	2227230
LSU Alexandria	L51CD44	2227235

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

- ➔ Arlyn Becnel 578-3697 or abecnel1@lsu.edu
- ➔ Andrea Chu 578-3698 or andreachu@lsu.edu
- ➔ Kathleen Patrick 578-3699 or kelder1@lsu.edu

TRAININGS

To register for LSU Finance training classes:

- ❖ Log in to myLSU
- ❖ Click on 'Employee Resources'
- ❖ Click on 'LSU Training and Event Registration'
- ❖ Locate the appropriate training then click on 'View Classes'
- ❖ Click on the appropriate Training Date
- ❖ Click 'Register'
- ❖ E-mail confirmation of the registered course will be immediately received

Description	Division	Date	Time	Location
LaCarte Card	AP & Travel	Tues, 12/7	1:00 pm - 3:00 pm	Online via Zoom
Travel	AP & Travel	Wed, 12/8	9:00 am - 11:00 am	Online via Zoom
Invoice Processing	AP & Travel	Thurs, 12/9	9:00 am - 11:00 am	Online via Zoom
Business Managers' Meeting	—	Tues, 12/14	9:30 am - 11:00 am	Online via Zoom
Budget Instructor Led	Budget & Planning	Tues, 12/14	9:30 am - 11:30 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 12/15	10:00 am - 12:00 pm	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

AMAF	Award & Award Modification Approval Form
CBA	Central Billed Account
CR	Cost Reimbursable
CSWS	Community Service Work Study
CWSP	College Work Study Program
DT	Departmental Transmittal
EMV	Europay Master Card & Visa
ERP	Enterprise Resource Planning
F&A	Facilities & Administrative Costs
FASOP	Finance and Administration Operating Procedure
FB	Fringe Benefits
FP	Fixed Price
GA	Graduate Assistant
GL	General Ledger
IPARF	Internal Prior Approval Request Form
ITIN	Individual Taxpayer Identification Number
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
NCE	No Cost Extension
OTP	One Time Payment
PAWS	Personal Access Web Service
PCI DSS	Payment Card Industry Data Security Standard
PI	Principal Investigator
PM	Permanent Memorandum
PO	Purchase Order
PO ALT	Purchase Order Alteration
PPCS	Personal, Professional & Consulting Services
PRAF	Proposal Routing & Approval Form
PS	Policy Statement
PSAP	President Student Aid Program
RFP	Request for Proposal
RFQ	Request for Quote
SSN	Social Security Number
STO	Short's Travel Online
WAE	Wages As Earned

Financial Systems

ABS	Advanced Billing System
CARD	Customer Accounts Receivable & Deposit
DIR	Directory System
FAMIS	Facility Services' Computerized Maintenance Management System
FMS	File Management System
SAE	Student Award Entry System
SPS	Sponsored Program System
SWC	Workers' Compensation System
TIS	Treasurer Information System
WD	Workday

Workday Terms

AG	Agency Clearing
AJ	Accounting Journal
AWD	Award
AWDC	Award Conversion
BG	Basic Gift
BP	Business Process
CC	Cost Center
CCH	Cost Center Hierarchy
CCM	Cost Center Manager
CI	Customer Invoice
CO	Change Order
EG	Endowed Gift
FD	Fund
FDM	Financial Data Model
FN	Function
FS	Funding Source
GR	Grant
GRC	Grant Conversion
PAP	Period Activity Pay
PG	Program
PJ	Project
SO	Supervisory Organization
TC	Transfer Company



Departments & Organizations

AP	Accounts Payable & Travel
AS	Accounting Services
BOR	Board of Regents
BOS	Board of Supervisors
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
OBO	Office of Bursar Operations
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	Auxiliary Services
USDA	United States Department of Agriculture