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, Withholding Elections. Changes will take effect within two business days.

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

2023 Contribution Limits
The IRS has announced the dollar limits applicable to pension plan contributions will increase for calendar year 2023. Elective deferral limits are as follows:

- 403(b) Plans - $22,500
- 457 Plans - $22,500

Both 457 and 403(b) plans allow catch-up contributions for individuals age 50 or over. The catch up contribution limit increased to $7,500 for 2023.

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 Resources website for further instructions.

**International Employees**

Tax treaty benefits expire December 31, 2022. If you have an international employee who was unable to attend the tax treaty workshop in November, they can access the forms on the Payroll website - [Tax Treaties | LSU Payroll](https://www.lets VECTOR/). Nonresident aliens would submit form 8233, the attachment letter and the Alien Tax form. Resident aliens would submit form W-9, the attachment page and the Alien Tax form. Questions regarding residency status can be e-mailed to taxtreaty@lsu.edu.

Renewal documents need to be sent ASAP via FilesToGeaux to taxtreaty@lsu.edu to avoid any delay in tax treaty benefits. An original signature is required on the forms and attachments since they are forwarded to the IRS.

**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. If you have questions, contact Dianne Bohn at dbohn1@lsu.edu.

**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 Human Resources 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](https://www.lets VECTOR/), 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 websites.

**Insurance Premium Changes**

Newly elected benefit coverages and premiums for the 2023 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](https://www.lets VECTOR/) can be found on the LSU HRM Benefits website. The GB-79 form can be e-mailed to Jennifer Popov in HRM Benefits at jpopov1@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.
Payroll continued...

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 e-mail address has been established specifically for the Insurance section of Payroll. Please send any questions related to insurance deductions to insurance-payroll@lsu.edu.

Payroll Deadlines For University Holidays

<table>
<thead>
<tr>
<th>Payroll</th>
<th>Period Ending</th>
<th>Time Locked or Last Day for Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>December 14, 2022</td>
<td>COB on December 12, 2022</td>
</tr>
<tr>
<td>Professional</td>
<td>December 31, 2022</td>
<td>COB on December 14, 2022</td>
</tr>
<tr>
<td>Wage</td>
<td>December 16, 2022</td>
<td>Thursday, December 15, 2022 at Midnight Balance of week 2 will need to be estimated</td>
</tr>
<tr>
<td>Student</td>
<td>December 23, 2022</td>
<td>Monday, December 19, 2022 at 3:00 p.m. Only estimate time if certain student is working</td>
</tr>
<tr>
<td>Wage</td>
<td>December 30, 2022</td>
<td>Tuesday, January 03, 2023 at Midnight This is the day we return from University Holidays</td>
</tr>
</tbody>
</table>

Early Retro Pay Deadlines due to Early Payroll Runs

<table>
<thead>
<tr>
<th>Pay Group</th>
<th>Retro Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Pay Period Beginning Prior to November 15, 2022</td>
<td>COB Dec. 07, 2022</td>
</tr>
<tr>
<td>Professional</td>
<td>Pay Period Beginning Prior to December 1, 2022</td>
<td>COB Dec. 09, 2022</td>
</tr>
<tr>
<td>Wage</td>
<td>Pay Period Beginning Prior to December 3, 2022</td>
<td>COB Dec. 13, 2022</td>
</tr>
<tr>
<td>Student</td>
<td>Pay Period Beginning Prior to December 10, 2022</td>
<td>COB Dec. 15, 2022</td>
</tr>
<tr>
<td>Wage</td>
<td>Pay Period Beginning Prior to December 17, 2022</td>
<td>COB Dec. 21, 2022</td>
</tr>
</tbody>
</table>

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 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 12/24/2022. 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
Payroll continued...

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 12/17/22 and 12/30/22 to ensure every classified employee’s time is loaded correctly during the Holiday 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 on Wednesday, December 07, 2022.

Bursar Operations continued...

Spring 2023. The registration payment due date is December 19. If students are interested in a Deferred Payment Plan for the Spring Semester, one can be set up on the student’s myLSU under Registration Services > Deferred Payment Plan > Spring 2023.

Credit Card Merchants
During the month of December, our credit card processor will begin converting how American Express is settled on the backend. Merchants should see no change in the accepting of American Express. The reports from Elavon will show one deposit for all credit card transactions. After conversion, merchants will no longer have to break out the American Express MOP on their CARD entries. Any questions concerning the recording of revenue for credit cards should be directed to Jennifer Richard at jgendr1@lsu.edu or 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 and Billing Statement. Flywire commits to providing the best exchange rates.

Scanned CARD Entries
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.

Deferred Payment Plan for Fall 2022 Semester
For semester students that selected a Deferred Payment Plan for Fall 2022, the third payment is due on December 1, and considered late at 4PM CST on December 12.

Fee Bills for Spring 2023 Semester
Fee Bills for Spring 2023 are available on the student’s myLSU as of November 28. Student Fee Bills can be viewed on myLSU > Registration Services > Fee Bills >
and not a secondary e-mail account.

**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).

**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 – Friday.

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**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 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 Stephanie Laquerre at slaquer@lsu.edu with Melanie Powell (SPL-44555) 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.
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:

* Appropriate charges are reflected on the official University ledger,
* Cost sharing is documented,
* Key personnel commitments are met,
* The required monitoring/technical reports are submitted, and
* 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, 2023** along with the invoice. Please forward Graduate Fellowship Status Reports to Lakedra Fisher ([lfisher@lsu.edu](mailto:lfisher@lsu.edu)) in SPA no later than by January 18, 2023 so 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** 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.
**Accounts Payable & 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:

* 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.
* Request a reduction in the cost sharing commitment. A letter would have to be submitted to the sponsor and routed through OSP.
* 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.

**Congratulations**

To the following employees who have completed the SPA Post Award Administration Certification Program:

Amy Senegal Trahan  
Danielle de Tarnowsky  
Danielle Wall  
Emily Richards  
Gretchen Stein  

Jolie Cornay  
Lauren Zabaski  
Tanner Thibodeaux  
Victor Lockwood  
Wanda Azema-Watts

**Mark your calendars...**
The final AP Settlement run for 2022 will be **Wednesday, December 21, 2022**. Please plan accordingly to ensure supplier payments (especially construction payments) are processed and approved by the final settlement run.

**Invoice Processing**
Direct charge and purchase order invoices should be sent to aptravel@lsu.edu. Please respond to Direct Charge and Purchase Order 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.

**Non-Purchase Order/Direct Charge Invoices**
In an effort to optimize the payment process, please ensure that LaCarte is used to pay for non-purchase order/direct charge invoices from suppliers who accept credit cards as a means of payment. We appreciate your continued support!

**Special Handling**
As a reminder, LSU outsourced the check printing function to JPMorgan. If special handling is requested for a check, the check is returned to LSU via FedEx overnight. There is a 24-hour delay for the check to be available for pick up. Please plan accordingly.

**For questions concerning direct charge supplier invoices, please contact the Direct Charge Invoice Processing staff:**

♫ Jessica Prather  578-1536 or jmor116@lsu.edu  
♫ Deana Clement-Delage 578-1539 or dcleme2@lsu.edu  
♫ Jessica Hodgkins  578-1541 or jhodgkins1@lsu.edu  
♫ Arlyn Becnel  578-3697 or abecnel1@lsu.edu
Accounts Payable & Travel continued...

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 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 purchase order and receipt.

For questions concerning purchase order supplier invoices, please contact the Purchase Order Invoice Processing staff:

👩‍💼 Maci Jones  578-1620 or macijones1@lsu.edu
👩‍💼 Austin Ledet  578-1545 or aledet@lsu.edu
👩‍💼 Jessica Hodgkins  578-1541 or jhodgkins1@lsu.edu

LaCarte transactions. For questions, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

LaCarte Card Distribution
We are still holding LaCarte cards that have been awaiting pickup greater than 30 days. If the LaCarte card is no longer required, please contact DeAnna Landry. Cardholders are encouraged to complete the appropriate online training (i.e., LaCarte Distribution or Renewal Certification Training), and will be notified by e-mail to pick up the card at the location designated in the e-mail. It is imperative that cardholders take the correct training. If the correct training is not taken, the cardholder will be unable to receive his/her new/replacement card. For cardholder questions and/or special requests, please contact DeAnna Landry at deannal@lsu.edu or Jennifer Driggers at jdrigg@lsu.edu.

Prior Approvals
Several administrative units require prior approval for certain purchases. The required prior approval must be included in the supporting documentation attached to the expense report. The following is a list of purchase examples that require prior approval(s). Any questions regarding the approval process should be directed to the respective administrative unit.

<table>
<thead>
<tr>
<th>Example of Purchase</th>
<th>Administrative Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising – Employment</td>
<td>HRM</td>
</tr>
<tr>
<td>Appliances</td>
<td>Facility Services</td>
</tr>
<tr>
<td>Artwork/Logo on any product</td>
<td>Trademark Licensing (via PUR-522) regardless of source of funds</td>
</tr>
<tr>
<td>Computer hardware allowing access to university server</td>
<td>ITS</td>
</tr>
<tr>
<td>Domain Names</td>
<td>Trademark Licensing</td>
</tr>
<tr>
<td>Postage outside of metered mail</td>
<td>Mailing Services</td>
</tr>
<tr>
<td>Promotional items/ giveaways – with or without logo</td>
<td>Procurement (via PUR-522)</td>
</tr>
<tr>
<td>Software, Digital Media, Digital Goods, Digital Books/ Periodicals</td>
<td>ITS PMO and/or Digital Resource Center for ADA accessibility review (via IT100)</td>
</tr>
<tr>
<td>Supplies for modification and/or repairs to the facility</td>
<td>Facility Services</td>
</tr>
</tbody>
</table>

LaCarte Expense Reports should be created for LaCarte transactions not related to travel 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.

LaCarte Card Suspensions
We still have some cardholders with suspended card privileges due to delinquent FY22 procurement transactions. For the card privileges to be restored, immediate action should be taken to reconcile the

LACARTE
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

**Hertz Car Rental**

Hertz rental vehicle rates will increase December 1, 2022. The new rates are available on the AP & Travel website. For questions, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu.

**Travel Expense Report Reminders**
- Expense reports should be created for travel expenses with complete cost documentation and submitted for approval by the 15th of the month following the completion of the trip.
- CBA transactions should be submitted no later than 30 days from the date of the purchase/transaction.
- For cancelled trips, it is recommended that Expense Reports be created promptly to ensure all travel transactions are expensed/charged in the appropriate fiscal year. The Expense Report should include all expenses, refunds, etc. related to the trip. A justification as to the reason the trip was cancelled should be stated in the Justification and/or included in the supporting documentation. If the trip was cancelled by a host/organizer, documentation from the host/organizer must be attached to the Expense Report.
- Departments are encouraged to respond timely to the Travel staff e-mails to ensure continuous processing of all travel reimbursements.

**Christopherson Business Travel (CBT)**

CBT is the State of Louisiana contracted travel agency. As a reminder, faculty, staff and LSU students are required to use CBT for airfare bookings. 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

**Contact Information**
Toll Free Phone: 1.800.961.0720
Local Phone: 205.874.8538
E-mail: Statelauniv@CBTravel.com
After Hours: 1.800.961.0720
-Reference ID code 9AW
International After Hours: 801.327.7742
-Reference ID code 9AW

**Domestic and International Travel Advisors**
- **Darryl Truelove**: 720.200.4118
- **Ericka Krzykwa**: 801.327.7724
- **Kelley Kokes**: 801.327.7678
- **Kelly Arens**: 801.327.7707
- **Jay Rowley**: 801.327.7634
- **Michelle Yanez Newcomb**: 801.327.7635
Accounts Payable & Travel continued...

Group Travel Agents*
Tonja Smith: 205.874.8540
Charlotte Liner: 205.874.8530

*Note: Travelers/Departments are encouraged to send e-mails to the main CBT e-mail address, but it is also acceptable to contact one of the Advisors directly. However, please do not send an e-mail to all Advisors at once as it will delay the response time for other requests.

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 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.

Guest airfare booking
When booking guest travel, please ensure that the guests mobile phone number and e-mail are added as this information is required by the travel agency and airline to contact the traveler if necessary.

For travel related questions, please contact a member of the Travel staff:
→ Andrea Chu 578-3698 or andreachu@lsu.edu
→ Caitlin Cox 578-6052 or ccox40@lsu.edu
→ Kathleen Patrick 578-3699 or kelder1@lsu.edu

<table>
<thead>
<tr>
<th>Trainings</th>
<th>Description</th>
<th>Division</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Special Meals</td>
<td>AP &amp; Travel</td>
<td>Mon, 12/5</td>
<td>1:00 pm - 2:00 pm</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td></td>
<td>Invoice Processing</td>
<td>AP &amp; Travel</td>
<td>Tues, 12/6</td>
<td>9:00 am - 10:30 am</td>
<td>Online via Zoom</td>
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<tr>
<td></td>
<td>Department Solicitations</td>
<td>Procurement</td>
<td>Wed, 12/7</td>
<td>10:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td></td>
<td>Travel</td>
<td>AP &amp; Travel</td>
<td>Wed, 12/7</td>
<td>1:00 pm - 3:00 pm</td>
<td>Online via Zoom</td>
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<tr>
<td></td>
<td>LaCarte Card</td>
<td>AP &amp; Travel</td>
<td>Thurs, 12/8</td>
<td>1:00 pm - 3:00 pm</td>
<td>Online via Zoom</td>
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<tr>
<td></td>
<td>Business Managers’ Meeting</td>
<td>—</td>
<td>Tues, 12/13</td>
<td>9:30 am - 11:00 am</td>
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<tr>
<td></td>
<td>Workday Reporting &amp; Financial Data Model (FDM)</td>
<td>FAR</td>
<td>Wed, 12/14</td>
<td>10:00 am - 12:00 pm</td>
<td>Online via Zoom</td>
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<tr>
<td></td>
<td>Professional, Specialty &amp; Consulting Services</td>
<td>Procurement</td>
<td>Wed, 12/14</td>
<td>2:00 pm - 3:00 pm</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td></td>
<td>Budget Instructor Led Workday Training</td>
<td>Budget &amp; Planning</td>
<td>Thurs, 12/15</td>
<td>2:00 pm - 3:30 pm</td>
<td>Online via Zoom</td>
</tr>
</tbody>
</table>

To register, go to Training & Events
# 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
- **CBT**: Christopherson Business Travel
- **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
- **JE**: Journal Entry
- **LSUID**: LSU’s Identification Number (replaces SSN in LSU’s computer systems)
- **M&IE**: Meals and Incidental Expenses
- **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**: Proposal, 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
- **WAE**: Wages As Earned

## Workday Terms
- **AG**: Agency Clearing
- **AJ**: Accounting Journal
- **AWD**: Award
- **AWDC**: Award Conversion
- **BA**: Budget Adjustment
- **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
- **PAA**: Payroll Accounting Adjustment
- **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

## 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