April Business Managers’ Meeting

> Facility Services Purchase Approval Form
> Chemical Purchasing & Laboratory Close out Procedure
> Early Payment Discounts
> Enterprise Rent-A-Car
> Travel Update & Travel Approvals

Online via Zoom
April 13, 2021
9:30 - 11:00 am

In this issue...

FAR 2
SPA 4
Payroll 6
LaCarte 9
Travel 9
LSU Acronyms 13

Bursar Operations

GLBA Training
If you have not already completed the GLBA training and were identified as having access to the Treasury Information System (TIS), Financial Aid (FAD), or Athletics (ATH) mainframe systems, please reference the e-mail sent from TheLearningPortal@nelnet.net on March 1 for instructions on how to access and complete the training.

ChatBot
Bursar Operations has launched a virtual assistant, Nummus, which is now available on our webpage. After a few seconds, a dropdown will appear with some common topics of interest. Additionally, users can type specific questions or keywords to engage with Nummus.

Deferred Payment Plan for Spring 2021
The third installment is due May 1 for students who selected the Deferred Payment Plan for Spring 2021.

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.

University Cashier
Departmental deposits can be dropped off in person between 10:00 – 11:45 am and 12:30 – 4:00 pm, M – F.

Campus Federal Depository
The university has partnered with Campus Federal Credit Union to provide a secure depository for funds as an alternative to in-person payments and deposits.

Student payments and CARD entries including cash, check or money order can be dropped off 24 hours a day/7 days a week to:
Deposit Instructions
- All deposits must be in a sealed envelope with your initial or signature along the seal for tamper proofing.
- The envelope should clearly and legibly have "LSU Bursar Operations" written on the front.
- Student deposits must include the 89# to ensure they are recorded properly.
- Envelopes thicker than .75" can be placed in the commercial slot. A commercial key will be in the lock for envelopes up to 6” in thickness.

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, and not a secondary e-mail account.

Checks Sent to Departments
Additionally, departments who receive checks intended for any division of Accounting Services can also use the CFCU Night Deposit Box.

Deposit Instructions
- Checks should be placed in a sealed envelope with your initial or signature along the seal for tamper proofing.
- The envelope should clearly and legibly have the Accounting Services department name (i.e. LSU Payroll, LSU Accounts Payable, etc.) written on the front.

1098-T Forms
2020 1098-T forms can be accessed at myLSU > Financial Services > Tax Documents. Questions regarding 1098-T forms can be directed to bursar@lsu.edu.

Campus Merchants Payment Card Transition from First Data to Elavon: Communication from Bursar Operations is ongoing to merchant contacts regarding information needed to migrate credit card processing from Bank of America/First Data to US Bank/Elavon. The conversion of merchant processes to Elavon will require new backup to be attached to CARD entries. Bursar Operations will provide job aids and individual training to merchants as they are migrated from the current processor to Elavon.

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).

Financial Accounting & Reporting

Yearend Preparation
The following are some reminders in preparation for fiscal yearend:

- Review and reconcile ledgers
- Monitor budget to actual expenses on a quarterly basis
- Process budget adjustments, cost transfers, and internal billings for services rendered
- Process needed correcting entries and payroll accounting adjustments
- Request inactive worktags to be closed

Monthly Close Dates
The monthly closeout is scheduled to take place the first working day of the new month.

<table>
<thead>
<tr>
<th>Month End</th>
<th>Close Date</th>
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<tbody>
<tr>
<td>March</td>
<td>Thursday, April 1</td>
</tr>
<tr>
<td>April</td>
<td>Monday, May 3</td>
</tr>
<tr>
<td>May</td>
<td>Tuesday, June 1</td>
</tr>
</tbody>
</table>
In order for the monthly closeout process to be completed in Workday, all “In Progress” manual journal entries must be approved. Otherwise, the accounting date on the entry must be moved into the next open month. When the accounting date is changed, the entry reroutes through the entire business process.

In an effort to mitigate having entries reroute, initiators of manual journals should:

- Track entries by following the Find Journal job aid posted on the Workday Training page to find “In Progress” entries
- Initiate entries as early as possible in the month to allow enough time for them to make it through the entire business process prior to closeout. Since July 1, 2016, entries initiated in the last five days of the month typically end up having their accounting date changed to the next month

Cost Center Managers and all other approvers on journals should:

- Approve any entries in their inbox in a timely manner
- Make an extra effort to clear inboxes the last week of the month

Reports
A list of the recommended reports for departmental use to assist with reconciliations and management of funds is available on the Workday Training webpage under Reporting. The report is an Excel file called “Finance Reports by Functional Area”. All finance related job aids are available on the Workday Training webpage.

Payroll Accounting Adjustments (PAA)
The following are some tips when preparing a Payroll Accounting Adjustment:

- Multiple periods can be adjusted at one time
- Please remove any “current journal lines” that are not being corrected
- Verify that correct worktags are populated on the proposed journal lines
- Attach supporting documentation needed
- Job aid: Payroll Accounting Adjustment

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
- Financial Accounting
- Create Journal Entry: Internal Billing

Important Reminders
- Worktags on Internal Billings must match the attached supporting documentation
- 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 Grant (excluding 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

Credit Card Merchants
Please ensure daily CARD entries are being made to record credit card revenue received. If assistance is needed with obtaining backup documentation from First Data/Bank of America or Elavon, please contact Jennifer Richard at jgendr1@lsu.edu.

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

- Stop payment requests AS32 *
- Check copy requests AS500 *
- Check status requests
- Unclaimed property
- Unrecorded deposits
- Expected wire or ACH payments
Financial Accounting & Reporting continued...

* Please ensure the most recent version is used when requesting information and ALL check information is provided along with department contact name and number. Forms can be found at Financial Accounting & Reporting Forms and may be scanned and e-mailed to bankrecon@lsu.edu.

Sponsored Program Accounting continued...

National Science Foundation (NSF)
NSF normally limits salary compensation for senior project personnel on awards made with NSF funds. Please note the following:

* The limit only allows LSU to bill two months of the senior project personnel salary in an annual time period.
* The limit is based on a fiscal year and includes salary received from all NSF funded grants including NSF pass through funds.
* Salary is to be paid at a monthly rate not in excess of the base salary divided by the number of months in the period for which the base salary is paid.
* Any compensation for such personnel in excess of two months must be approved internally. Requests should be routed in GeauxGrants or through your Sponsored Program Office.

Update Forms
The following forms have been updated and can be found on the Accounting Services website:

AS505 – Request for Program
AS551 - Request for Project

Sponsored Program Accounting

Tentative Account Number
A tentative account number should be requested when a PI has received notice that an award will be issued, but an official contract has not been processed.

* A tentative account number should only be established when a PI is sure of funding.
* AS494/AS496 Tentative Account Number Request - Obtaining a tentative account number will allow a PI to begin working on a project in anticipation of the award and costing allocations can be established.
* The tentative account number will be the account number of the agreement when it is received.
* The Request Form must be approved by the PI’s department chair/director, and OSP.
* The Department that certifies the form will be responsible for any unallowable charges, or for costs incurred should the project not be funded.

The AS494/AS496 forms can be found on the SPA website.

If your department has a tentative account number with a state sponsor (FD 250) and expenditures have been incurred in FY 21, please check with the sponsor or PI on the status of the agreement. Normally FY 21 expenditures for state accounts must be billed by the state deadline of July 15. Please route fully executed agreements through the appropriate channels so that these accounts may be billed to the state sponsors in a timely manner. Questions can be directed to Jessica LeBlanc at jleblanc2@lsu.edu.

LA Board of Regents (BOR) Graduate Fellowships
Principal investigators must forward their annual BOR Graduate Fellowship progress reports to Sponsored Program Accounting by May 15, 2021. SPA will attach the report to the annual financial status reports and forward to BOR. Questions can be directed to Lakedra Fisher at lfisher@lsu.edu or Falynn Rivere at frivere1@lsu.edu.

LA Board of Regents (BOR) Contracts
Requests for no-cost extensions and/or budget revisions for BOR contracts expiring June 30, 2021 must be received by BOR no later than April 30, 2021. Please allow time for reviewing and processing. If you have any questions regarding your account, please contact the SPA contact.

Industrial Match commitment letters
* Due to BOR on March 31, 2021.
* PIs should have forwarded the original Industrial Match letters directly to BOR with a copy to SPA as long as there are no changes to the sponsor, amount or terms.
* If changes are necessary, the PI must contact their respective Sponsored Program Office.

Key Personnel
LSU A&M and the AgCenter have repeat audit findings related to Key Personnel meeting effort requirements. SPA has successfully implemented a detective control by creating a Key Personnel tab in Workday for faculty, department and central administrators to better track effort. To avoid future audit findings, LSU must
implement preventative controls.

Preventative controls begin in the department and includes the following:

1) Meeting with faculty when a new award is received and thereafter to plan for appropriate salary distribution consistent with all of the individual’s committed effort.
2) Establishing a tracking system to ensure key personnel is met by budget period and update costing allocations when needed.
3) Running Award Key Personnel Commitment report in Workday to review current commitments by award and identify any shortages early. (This report can be run by employee, role, or cost center). Job Aids can be found at Award Key Personnel and Award Key Personne Commitments.
4) Requesting Sponsor Prior Approval through OSP if any changes to key personnel or disengagement if needed.
5) Timely respond to SPA Staff when contacted about Key Personnel issues.

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 the PI’s respective Sponsored Programs Office 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).

Progress Reports
Any financial information included in progress reports to sponsors must be reviewed by SPA. Please allow sufficient time for SPA personnel to review this information before it is submitted to the sponsor. If possible, financial information should not be included in progress reports.

Invention Statements
LSU is required to report inventions to sponsors. In order to ensure inventions are accurately reported, Invention Statements must be certified by the PI and forwarded to their respective Intellectual Property office. If there are no inventions on a particular project, PIs must certify “NONE” on the Invention Statement.

Proposal Costs
Individuals working on proposal preparation should not be appointed 100% to sponsored agreements.

Maintenance/Repair Costs
Equipment maintenance/repair costs are not allowable as a direct charge to federally funded projects, to include federal pass through. There is one exception – maintenance/repair costs for equipment dedicated to the project through which the equipment was acquired are allowable as direct costs to that project. (AS550 not required.)

Maintenance/repair costs are permitted to be charged as direct costs on non-federal agreements when used exclusively on a sponsored project or proportional benefit can be established by departmental documentation. The PI must submit form AS550 to SPA for review to determine whether the charges meet the test of reasonableness, allocability, and allowability.

Checks Received for Sponsored Agreements
Payments received for sponsored agreements and gifts payable to LSU should be forwarded to Sponsored Program Accounting (SPA) for deposit. Any associated backup should also be forwarded along with the check. SPA will deposit the payment and prepare a budget entry to increase the budget if it is necessary. Please contact Henri Smith at henrismith@lsu.edu for any questions related to deposits to sponsored agreement and gift accounts.

Administrators of Sponsored Agreements (ASP)
The next ASP meeting will be held on Thursday, April 15, 2021 at 9:30 am. The speakers will include a panel of departmental administrators that will share their best practices. The meeting will be held virtually so please RSVP when the APS e-mail is sent out so you can be included on the invite.
**Payroll**

**Review Employee Rosters**
HR Analyst and Student Employment Partners should review department employee rosters and load termination forms as needed for student, transient and graduate assistant employees who are no longer working.

It is important that terminations are processed in a timely manner to prevent overpayment of wages, salaries, and benefits to employees who have left the university. An employee’s access to the Workday system is not removed until termination is processed so there is an additional security risk of fraudulent time being entered.

**President’s Student Aid/Work Study Accounts**
The last day for student employee earnings to be charged to such accounts is May 07, 2021 which is the updated graduation date due to the revised academic calendar. On March 18, 2021, HR Compensation updated the compensation end dates on all PSA and WS appointments from 05/14/2021 to 05/07/2021. The final student pay period for time associated with PSA & WS accounts is the period ending May 14, 2021 for payment on May 21, 2021.

Departments should run the **Payroll Work Study and President Aid Charges** report to reconcile charges to the special funding accounts.

Amounts posted to the Base Hourly Earning cannot be charged to the Work Study grant or the President Student Aid account. A Payroll Accounting Adjustment cannot be processed to move Base Hourly Earnings to Work Study funds or to President Student Aid Funds.

If you have student time that is charged to Base Hourly Earnings that you believe should be charged to Work Study Funds, please contact Angie Ogle at aeogle@lsu.edu or John Pilgrim at jpilgrim1@lsu.edu for further assistance.

**Students Must Be Paid For All Hours Worked**
PS-33 states that students should not be allowed to work more than 20 hours a week during the fall and spring semesters. However, if the student actually works over 20 hours per week, per FLSA (Fair Labor Standards Act) the student must be paid for all hours worked. Managers and Timekeepers should ensure students enter time actually worked each pay period.

**Academic Payment Dates**
Please ensure the correct dates are used to separate and/or hire an academic employee at the end of the fall semester or the beginning of the spring semester. 12/14/20XX should be used when an employee separates at the end of the fall semester and 01/15/20XX should be used when an employee is hired at the beginning of the spring semester. Deviating from these dates will pay the employee more or less than the employee is due to receive.

**Employee Time Certification**
Louisiana Revised Statue 17:3311 (A)(3) requires administrative, professional and academic personnel to certify that they were either present or absent from their usual duty posts during the usual working day. It further requires that the certification be performed monthly.

Civil Service Rule 15.2 requires classified employees and their supervisors to certify the number of hours of attendance or absence from duty on the time and attendance records.

University Policy Statement 33 requires that time be certified by the student employee and their supervisor.

Certification procedures should be performed with each payroll for student and classified employees and on a monthly basis for administrative, professional and academic personnel. Each month, employees in these employment categories receive an e-mail to respond to the requirements of the Leave Policy by certifying their attendance. The e-mail is sent from hr@lsu.edu with the subject: **LSU Leave Certification Required**. Time off should be requested and approved as the time off is taken.

**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 time per **FASOP AS-25: Student Employment Best Practices**. Additional tips for preventing payroll fraud are listed below:
Payroll continued...

- **Employee time** should be entered for hours actually worked, including dates and times of work.
- **Supervisors** should monitor employee work hours and ensure that the time reported is accurate before approving the employee’s time.
- **Never** enter time worked in a previous pay period in the current time period.
- **Process** termination forms immediately for terminated employees so they can not access time calendars past the termination date.
- **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 ledgers and effort certifications on a timely basis and investigate questionable items immediately.
- **Call Payroll** immediately for instructions regarding a current appointment transaction, if a new employee does not show up to work.

**Review Tax Withholding Amounts to Prepare for 2021 Taxes**

It’s important for employees to check their paycheck withholdings every year, but it’s especially important in 2021 if you:

- Had too much or too little withheld from your paycheck in 2020 and had an unexpected result when you filed your 2020 taxes in early 2021.
- Performed a “Paycheck Checkup” and adjusted your withholding in 2020. Re-check your withholding for 2021 to make sure you’re having the right amount withheld.

Even though the IRS does not require all employees to complete the revised form and even if an employee’s tax situation has not changed, we recommend that employee’s perform a “paycheck checkup” to see if adjustments to their current withholdings are needed. To conduct the checkup, employees can use the IRS’s [Tax Withholding Estimator](https://www.irs.gov). To effectively use the estimator, it is helpful to have a copy of the most recent pay stub and tax return. It is likely that the estimator will be updated to account for the 2021 tax tables in early January.

Before completing the 2021 Form W-4, please read the instructions that are included with the form. Employees must complete Steps 1 and 5. Steps 2, 3, and 4 are optional, but completing them will help ensure that an employee’s federal income tax withholding will more accurately match their tax liability. Step 1 is for personal information; Step 2 is for households with multiple jobs; Step 3 is used to claim tax credits for dependents; Step 4 is for other adjustments (additional income such as interest and dividends, itemized deductions that exceed the standard deduction, and extra tax you want withheld); and Step 5 is where the form is signed.

The IRS takes employees’ privacy seriously and suggests that, if employees are worried about reporting income from multiple jobs in Step 2 or other income in Step 4(a), you check the box in Step 2(c) or enter an additional withholding amount in Step 4(c). To determine the additional withholding amount, employees can use the withholding estimator.

The IRS has also published [Frequently Asked Questions](https://www.irs.gov) that employees may find helpful as you complete the form.

**Employees can update withholdings in Workday at any time**

Please refer to the [Withholding Elections](https://workdaylsu.force.com) job aid for detailed instructions on updating your W-4 and L-4 in Workday. Changes will take effect within two business days. W-4 forms and L-4E forms are also available online on the Payroll website.

**Academic Insurance Premium Changes**

Academic employees may see insurance premium adjustments in their April and/or May checks in order to adjust summer accrual balances for newly elected coverage during Annual Enrollment or rate changes that were effective 01/01/2021. Questions may be directed to Rhett Sabadie at 578-6207 or rsabadie1@lsu.edu.

**Leaving the University?**

Faculty, staff and student employees (especially graduating students) leaving the University are reminded to update their mailing addresses. Home addresses can be updated in three ways:

1. Update address information via Workday from the [Personal Information](https://workdaylsu.force.com) worklet. Click to view current [Contact Information](https://workdaylsu.force.com) then click the Edit icon in upper left corner to make any needed changes.
2. E-mail Payroll at [payroll@lsu.edu](mailto:payroll@lsu.edu).
3. Complete and submit to the Payroll Office a [Change of Address](https://workdaylsu.force.com) form located on the Payroll website.
Accounts Payable & Travel

What’s New?
Early Payment Discounts
As a result of collaborative efforts, the Office of Procurement Services and Accounts Payable & Travel are pleased to introduce the newest initiative - **early payment discounts**. The effective date will be **April 15, 2021**. Departments are encouraged to take advantage of suppliers offering discounts for early payment of supplier invoices. This is a great endeavor for LSU as departments will benefit from doing business with suppliers offering a discount while meeting their procurement needs.

**Grainger** has agreed to pilot this project by offering an early payment term of 2% 10, Net 30. (If the invoice is paid within 10 days of the invoice date, a 2% discount may be taken). The discount amount will automatically reduce the original invoice amount and will be reflected on the department accounts the following business day.

The number of suppliers offering a discount will increase as contracts are negotiated to include discount payment terms. For questions, please contact Stephen Walczak at **swalczak@lsu.edu** for discount suppliers and Angie Mann at **amann7@lsu.edu** or Valery Sonnier at **vsonnier@lsu.edu** for invoice payments.

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 Jessica Hodgkins at **jhodgkins1@lsu.edu** or Valery Sonnier at **vsonnier@lsu.edu**.

Character limits on Supplier Invoices
Due to the new check print outsourcing business process, Accounts Payable & Travel will be limiting supplier invoice document numbers to 30 characters and remit messages to 40 characters. This limitation is to ensure the entirety of the supplier’s invoice numbers and remit messages are displayed on the checks. The AS02, Miscellaneous Check Request form has been updated to reflect this requirement.

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

- Jessica Morris **jmor116@lsu.edu**
- Deana Clement-Delage **dcleme2@lsu.edu**
- Catherine Herman **cherman@lsu.edu**

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:

- Amber Tran **atran17@lsu.edu**
- Maci Jones **macijones1@lsu.edu**
- Jessica Hodgkins **jhodgkins1@lsu.edu**

Helpful – Reports!

- **Find Supplier Invoice by Worktag**
  - Provides the capability to locate supplier invoices for a particular worktag
  - Select only “In Progress” status for tentative transactions

- **Aged Listing of Outstanding Encumbrances**
  - Provides purchase order balances to ensure payments have been processed
  - Report filters are as follows:
    - Search by worktag or multiple worktags
    - Search by supplier
    - Search by purchase order date
    - Ability to remove “zero” dollar lines from the report

- **PO Encumbrance**
  - Identifies open PO’s and related fields, such as PO Total, Amount Invoiced, Amount Received, Obligation Remaining, etc. There is an ‘Is Punch-out Order’ checkbox that can be marked to filter for only punch-out PO’s. This report can be run by specific cost centers.

- **Punch-out Purchase Order Lines to be Received**
  - Identifies any punch-out PO’s that are awaiting a receipt. There is a ‘Receipt Required’ checkbox to display PO lines where a receipt is required (i.e., unit cost is greater than $1,000 or a trackable spend category is used). This report can be run by specific cost centers.
Accounts Payable & Travel continued...

- **Purchase Order Lines not Received**
  Identifies any PO’s and not limited to only punch-out PO’s. This report can be run by specific cost centers.

- **Un invoiced Purchase Orders**
  Identifies open PO’s that are still awaiting an invoice. This report can be run by specific cost centers.

*It’s spring time…. this is a helpful checklist to assist in the preparation for fiscal yearend:*

1) Monitor direct charge invoices/purchases for non-credit card or electronic payment vendors and forward the invoices to AP & Travel for processing.
2) Monitor purchase orders, make sure the items are received and Receipts have been created in Workday.
3) Monitor e-mail requests to create receipts for purchase order supplier invoices.
4) Review the Aged Listings of Outstanding Encumbrances to ensure payments have been processed.
5) Monitor LaCarte & CBA transactions as they are loaded into Workday. Create Expense Reports to reconcile transactions in a timely manner.
6) Respond to any e-mail requests from the LaCarte and Travel auditors on LaCarte/CBA/Travel transactions not reconciled.
7) Ensure Travel Expense Reports are being created promptly with the appropriate receipts as travelers return from their trips.

**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 privilege.

**Timely Submission of LaCarte Transactions**

Cost Center Managers are encouraged to run the “Outstanding Credit Card Transactions by Employee Cost Center” or “Find Credit Card Transactions by Employee Cost Center” reports on a monthly basis to ensure LaCarte transactions are reconciled in a timely manner. It is imperative that immediate attention be given to any outstanding LaCarte procurement transactions to avoid cardholder suspension. For questions, please contact DeAnna Landry at deannal@lsu.edu.

**Cardholder Notifications**

On the 2nd day of the month, cardholder notifications are sent in Workday to inform cardholders of any outstanding LaCarte transactions greater than 30 days. The notifications will not include LaCarte card transactions already added on Expense Reports and submitted for approvals. The notifications will also remind the cardholders that if any of the outstanding transactions are related to future business travel, the transactions must be reconciled on Expense Reports after the trip is completed/cancelled.

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

- Theresa Oubre       talber3@lsu.edu
- Sierra Mouton       smouton1@lsu.edu
- DeAnna Landry       deannal@lsu.edu

**TRAVEL**

**Enterprise Rent-A-Car**

Enterprise has been experiencing issues due to the pandemic. When booking online for an in-state reservation, if a “no availability” response is received, please contact Joseph (Joey) Rosenfeld, Director of Business Rental Sales, at joseph.g.rosenfeld@ehi.com or directly at 225-445-7250 for him to assist with the reservation. If Joey is unable to satisfy the reservation, he will provide a written e-mail stating that there is no availability and that Enterprise cannot fulfill the reservation. The e-mail from Joey Rosenfeld should be forwarded to Jennifer Driggers at jdrigg@lsu.edu or Patrice Gremillion at pgremill@lsu.edu for exception approval to use an alternate in-state vehicle rental vendor. Furthermore, if booking online for in-state travel and a reservation number is provided, but the traveler experiences an issue when picking up the rental vehicle, please call Joey Rosenfeld at the number listed above. Also, please report the issue to Jennifer Driggers or Patrice Gremillion. Joey and his team of Regional Managers are working diligently to meet the University’s vehicle rental needs.

**Business Travel**

As the University resumes business travel, please be advised of the following:

- All risk associated with travel are assumed by the traveler.
Accounts Payable & Travel continued...

- Travelers are strongly encouraged to be vaccinated prior to any travel.
- The condition to reapprove the travel two weeks prior to departure has been removed, as it is the responsibility of faculty/staff/students to consider the travel risk, especially at the destination before traveling.
- Any COVID-related and/or mandated expenses incurred while on business travel are the responsibility of the traveler. COVID-related expenses may include, but are not limited to: any quarantine expenses (i.e., lodging, meals), COVID test going/returning, or treating an illness.

Approvals:
Domestic Travel (In-state & Out-of-State):
– Spend Authorization must be completed

International Travel (Out of the U.S.):
– Non-essential international business travel is prohibited.
– Only essential international travel should be requested via the TEMP2, Request for International Travel during COVID-19 Outbreak form which requires approval of the Department Head, Dean, and Provost.
– Spend Authorization must be completed with an approved TEMP 2 form attached.

As travel arrangements are made for approved business travel, the following conditions must be met:
1) Airfare purchased must be fully refundable.
2) Lodging cannot be paid in advance, and the first night lodging must be refundable.
3) Conference registration must be refundable.

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

CBT Concur Online Booking System is available!
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 Airport. 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.

Bus Charter Services
Christopherson has partnered with Short’s Travel Management to continue the State of LA and LSU’s business relationship with STM Ground Inc. - STM Driven for providing bus charter services. The contact information is as follows:

STM Ground Inc. - STM Driven
1203 W. Ridgeway Avenue
Waterloo, IA 50701
Direct: 319-433-0851
Cell: 773-766-8123
Fax: 319-234-2490
E-mail: Nick Gyllin: ngyllin@stmdriven.com

Unused Tickets Update
The journal entries to credit the original accounts for the eligible Southwest unused tickets have been completed and are reflected on the March 2021 ledgers. The eligible Delta unused tickets are being reviewed and journal entries to refund accounts will be created once the final review is complete. United Airlines has acknowledged the refund request, but has informed State Travel that it may take at least 20 weeks before the request can be processed. Also, there has been no change in the negotiations between State Travel and American Airlines for the unused tickets. For questions, please contact Jennifer Driggers at jdrigg@lsu.edu.

Who to Contact to Reissue an Unused Ticket?
Even though the contract with Short’s Travel expired on December 31, 2020, Short’s Travel has agreed to maintain/account for LSU’s unused tickets until the tickets are no longer available as the refund requests are processed or the tickets have expired. Any employee traveling and has an unused ticket not removed from eligibility, the employee or Travel Arranger should contact Short’s Travel at 1-888-846-6810 to request assistance to have the ticket reissued. Please contact Short’s Travel during their normal business hours (8 AM – 5 PM CST Monday-Friday, excluding holidays). The Short’s Travel After-Hours Service will not be available to LSU.
If the unused ticket is available, Short’s Travel will assist in the ticket reissue at an administrative fee of $35 for domestic and $45 for international. Payment of the fee must be provided at the time of the reissue request. The CBA cannot be used to pay for the fee and/or any additional airfare. LaCarte or a personal credit card must be used.

If the unused ticket is not available, the employee should follow the procedures for booking airfare with the new travel agency, Christopherson Business Travel (CBT).

Travel 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. For cancelled trips, it is recommended that Expense Reports be created promptly to ensure all travel transactions are expensed/charged in this 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.

Spend Authorizations
Please do not cancel Spend Authorizations. The current and previous fiscal year Spend Authorizations are to remain in approved status. AP & Travel will run a Spend Authorization Mass Close request yearly. For questions, please contact Jennifer Driggers at jdrigg@lsu.edu.

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

- Arianna Elwell 578-6052 or acreech@lsu.edu
- Doris Lee 578-3698 or dorislee@lsu.edu
- Kalyn Mayfield 578-3697 or mayfield1@lsu.edu
- Kathleen Patrick 578-3699 or kelder1@lsu.edu

Unclaimed Property Notifications
If a department receives notification regarding unclaimed property due to their department, please submit the correspondence to Accounting Services, 204 T Boyd. 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.

AS Forms
The complete listing of all current AS forms used within Accounting Services is available at AS Forms. These forms are in a user-friendly fillable .pdf format. Please contact Danita King at dcking@lsu.edu with any issues accessing or using these forms.

W-9 Requests
All requests for a W-9 should be forwarded to Brenda Wright at bwrigh4@lsu.edu or Desiree Esnault at desnault@lsu.edu. This document must be signed by Interim Associate Vice President Elahe Russell 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.
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

<table>
<thead>
<tr>
<th>Description</th>
<th>Division</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Travel Training</td>
<td>AP &amp; Travel</td>
<td>Wed, 4/7</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Department Solicitations</td>
<td>Procurement</td>
<td>Thurs, 4/8</td>
<td>1:00 pm - 2:00 pm</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Business Managers’ Meeting</td>
<td>—</td>
<td>Tues, 4/13</td>
<td>9:30 am - 11:30 am</td>
<td>Online via Zoom</td>
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<tr>
<td>Financial Data Model (FDM) and Reporting Instructor Led Workday Training</td>
<td>FAR</td>
<td>Wed, 4/14</td>
<td>9:30 am - 11:30 am</td>
<td>Online via Zoom</td>
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<tr>
<td>Budget Instructor led Workday Training</td>
<td>Budget &amp; Planning</td>
<td>Wed, 4/14</td>
<td>10:00 am - 12:00 pm</td>
<td>Online via Zoom</td>
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<tr>
<td>LaCarte Card Training</td>
<td>AP &amp; Travel</td>
<td>Wed, 4/14</td>
<td>1:00 pm - 3:00 pm</td>
<td>Online via Zoom</td>
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<tr>
<td>Post Award Administration</td>
<td>SPA</td>
<td>Thurs, 4/15</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
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<tr>
<td>Invoice Processing Training</td>
<td>AP &amp; Travel</td>
<td>Tues, 4/20</td>
<td>9:00 am - 11:00 am</td>
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<tr>
<td>Effort and Key Personnel</td>
<td>SPA</td>
<td>Wed, 4/21</td>
<td>9:00 am - 11:00 am</td>
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<tr>
<td>Procurement Institute</td>
<td>Procurement</td>
<td>Wed, 4/21</td>
<td>1:00 pm - 4:00 pm</td>
<td>Online via Zoom</td>
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**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
- 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