

Office of Accounting Services

Monthly Newsletter



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

July 2020
Issue 429

Business Managers' Meetings

Please note that there will be no meetings held in July or August.



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Bursar Operations

Payments during Campus Closure and Remote Operations

Students are encouraged to make payments electronically through [myLSU](https://mylsu.lsu.edu/).

Campus Federal Depository

The university has partnered with Campus Federal Credit Union to provide a secure depository for funds.

Student payments and CARD entries including cash, check or money order can be dropped off 24 hours a day/7 days a week to:

Campus Federal Credit Union

Perkins Road Branch ONLY

6230 Perkins Road

Night Deposit Box – Drive Thru – Lane 1

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.

The Bursar Operations team will be retrieving and working the entries during our abbreviated office hours.

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.

Late Registration Fee Waivers

The university is waiving the late registration fee for the 2020 summer and fall semesters.

International Payments

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

New Tuition Payment Options

The university is implementing several new payment options as part of its COVID-19 response.

Beginning with the 2020 fall semester, the university will offer three (3) payment plan options for current semester tuition and fees.

1. **50% down**, remaining 50% spread over three payments*
2. **25% down**, remaining 75% spread over three payments*
3. **10% down**, remaining 90% spread over three payments*

**Three payments are due October 1, November 1, December 1*

There is a \$15 non-refundable enrollment fee for all payment plans

LSU Online Payment Option

Beginning with the 1D2021 second summer module, the university will offer a payment plan for current module tuition and fees.

50% down, remaining 50% payable 21 days after the 1st day of class

There is a \$15 non-refundable enrollment fee for all payment plans

Campus Merchants

Payment Card Transition from First Data to Elavon:

Communication from the Bursar's office 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 aides and individual training to merchants as they are migrated from the current processor to Elavon.

PCI Compliance: Annual Self-Assessment Questionnaires (SAQs) will be due this Fall. With the transition to Elavon, the university will be expected to be PCI compliant. This may require some hardware changes or business process changes for merchants. The Bursar's office is reaching out to merchants with additional information.

Cashnet eMarkets: eMarkets allow departments to provide customers with a secure, PCI compliant, online payment option for items (i.e. 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).

Sponsored Program Accounting

Key Personnel

LSU's cost sharing policy (FASOP: AS-06) states that cost sharing should be committed only when required by the sponsor as a funding stipulation. The salary for key personnel included in the approved budget should be charged directly to the sponsored agreement. Cost sharing in lieu of directly charging the sponsored agreement as a way of documenting key personnel effort is contrary to University policy since effort can only be cost-shared if required by the sponsor.

National Science Foundation (NSF)

NSF limits the salary paid to senior project personnel on NSF-funded awards (including NSF pass-thru awards) to 2 months of their regular salary in any one year. A year is based on a fiscal year beginning July 1 and ending June 30.

Board of Regents (BOR)

Final expenditure reports on BOR R&D and Enhancement contracts which expired June 30, 2020 are due to BOR by Monday, September 30, 2020. In order to expedite the reporting process, please ensure cost sharing requirements are met, encumbrances are paid, and any unallowable charges are removed from the accounts. Also, unexpended balances will be refunded to BOR and submitted with

the final financial report. If you have any questions, please contact your SPA grant contact.

Tentative Account Numbers

A copy of the budget and budget justification should be attached to a Request for Tentative Account Number. This allows SPA to approve expenditures more effectively. For LSU, please forward all requests to Michelle Pennington in the Office of Sponsored Programs.

Extensions/Rebudgeting/Amendments

Extension approvals, rebudgeting approvals, and amendments to existing agreements for the Baton Rouge campus, including Veterinary Medicine, must be **routed through the Office of Sponsored Programs (OSP)**. OSP will forward the documents to Sponsored Program Accounting (SPA).

Invoicing Sponsors

Sponsored Program Accounting (SPA) is responsible for submitting all invoices on sponsored agreements. If a sponsor contacts your department for an invoice, please refer the sponsor to the Grant Manager shown on the Roles tab of the grant or the Additional Reports tab of the award. The Grant Manager will work with the departments on getting the information to the sponsor as quickly as possible. If an award or grant has not been established, contact the appropriate Sponsored Programs Office. Additionally, if your department receives a payment from a sponsor, please forward it to SPA for deposit to ensure it is recorded properly.

CARD entries

When grants are processed on CARD entries, revenue categories should **never** be used, only spend categories. Please consult with the Grant Manager before using grants on CARD entries.

Expiration notification letters are e-mailed to Principal Investigators 30 to 60 days before their sponsored agreements expire. These letters serve as a reminder that the agreements are scheduled for close out.

Cost Transfers

A cost transfer is an after-the-fact reallocation of an expenditure from one account to a sponsored project via a manual journal or payroll accounting adjustment (PAA). Expenditures should be charged to the appropriate sponsored project when first incurred. However, if necessary, a cost transfer may be submitted within 90 days from the end of the month in which the original entry was recorded.

- ◆ When cost transfers are processed, it is necessary to explain and justify the transfer of charges to comply with allowability and allocability requirements of Office of Management and Budget (OMB) Uniform Guidance.
 - ◇ Justifications “to clear an overdraft” or “to spend out the balance” are not acceptable.
 - ◇ Frequent, tardy or unexplained (or inadequately explained) transfers can raise serious questions about the propriety of the transfers and our accounting system and internal controls.
 - ◇ The cost transfer forms (AS226 – non personnel and AS227 – personnel) and approval signatures were developed to avoid audit questions regarding transfers.
- ◆ A PDF version of the ledger must be attached and the charges being moved must be highlighted or noted. Preferred ledgers are the **SPA Journal Lines** or the **detail ledger from the Expense by Award** report. The detail ledger is displayed when drilling down into current expenditures. These reports display important information that is not available on other reports such as the Journal Line Detail report. Selection criteria i.e. spend category, budget date, ledger account, etc. should be narrowed when running these reports to reduce the numbers of pages being attached.
- ◆ Ensure budget dates match the budget date on the original transaction. Typos i.e. 0219 instead of 2019 cause issues when creating invoices.
- ◆ Spend categories are required on all lines of the journal including grants, programs, and basic gifts.

Retroactive Personnel Transfers

For retroactive personnel transfers, a Payroll Accounting Adjustment (PAA) must be submitted with a SPA Justification (SJ) on form AS227 attached. Only the AS227 form will be accepted as SPA Justification. The form can be found on SPA’s website, [Forms](#) page.

An AS227 is required when the PAA is prepared since it is after the effective date. The completed AS227 must document the following:

1. Question #1, must state **why** the salary expenditure is being moved to the sponsored agreement account. Justifications “to clear an overdraft” or “to spend out the balance” are not acceptable.
2. Question # 2, must state the **benefit** to the project. Detail duties the individual performed and how these duties fulfilled the goals and objectives of the project. For example, *Mike Tiger is a Research Associate responsible for analyzing samples and compiling data for the ABC company project entitled Geaux Tigers.* Simply stating that they worked on the project and that they are listed in the budget is not acceptable.
3. Question #3, must state **why it took so long** to process the transfer.
4. Question #4, must state **what actions will be taken** so that the error does not occur again in the future.

If a manual PAA is created and approved (changing an already approved effort certification time period), please send notice to effortassistance@lsu.edu to cancel and regenerate the effort certification for the employee to keep the HCM and GL system in sync.

Effort

Employees are responsible for certifying on a quarterly basis that their salary distribution is an accurate reflection of the time worked for the period. Failure to complete and certify effort correctly and in a timely manner could result in loss of funds to the University. Therefore, it is imperative to certify all pending effort certifications timely.

FY 20 Effort Certification		
Period	Initiation Date	Due Date
Q1 (Jul – Sep)	10/31/19	11/30/19
Q2 (Oct – Dec)	02/03/20	03/02/20
Q3 (Jan – Mar)	05/01/20	05/31/20
Q4 (Apr – Jun)	08/03/20	09/02/20

While timeliness is important, **accuracy is also important**. Please do not approve effort certifications that do not accurately reflect the correct % of workload distribution. Incorrect certifications should be “sent back” for correction before approving. However, if a manual PAA is created and approved after an effort certification was already approved, please send notice to effortassistance@lsu.edu to cancel and regenerate an effort certification for the employee.

Financial Accounting & Reporting

Merchandise for Resale

For those units who carry inventory of merchandise for resale:

- * Inventory procedures were due **June 22**.
- * **July 6** - Final inventory counts are due.

Inventory procedures and final inventory counts should be e-mailed to Hope Rispone, hope@lsu.edu.

Service Centers & Recharge Operations

- * FY 2020 Service Center Revenue and Expense Reports are due to Budget and Planning by July 10, 2020. All final accruals should be included in the report.
- * FY 2021 rate sheets are due to Budget and Planning by July 20, 2020. Internal billing journals should not be processed until Accounting Services has notified the departments that the FY 2021 rates have been approved.

Instructions and forms can be found on the [Budget and Planning](#) website.

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 at the bottom under Reporting > Finance Reports by Functional Area.

Reconciliation Reminders

The following are some reminders for monitoring revenues and expenditures throughout the year:

- * Review and reconcile reports/ledgers.
- * Monitor budget to actual expenses by account and ledger on a quarterly basis.
- * Process budget amendments, cost transfers, payroll accounting adjustments and internal billings for services rendered as needed.
- * Request closure of accounts that are inactive or are no longer needed.
- * Record CARD entries in a timely manner.
- * Ensure worktags are not overdrawn.
- * Investigate and correct errors.

Cost Transfers

The following are tips when completing cost transfers:

- * The journal source should be “Manual Journal” not “Accounting Journal – Corrections.”
- * 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 a journal line detail report with all worktags visible 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 are being transferred.
- * 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.

- * A common source of errors is the “Additional Worktags” box. Verify all worktags listed under “Additional Worktags” prior to submitting.

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.

Credit Card Merchant Procedures

All merchants should review their Bank of America statements to CARD entries processed to ensure all revenue received via credit cards has been recorded. If merchants need help getting BOA statements or a listing of CARD entries, please contact Jen Richard at jgendr1@lsu.edu.

ALL CARD entries with debit/credit card MOPs will be required to have Bank of America Transaction Listing as backup documentation attached. If the Bank of America report is not attached to the CARD entry, the vault (125 Thomas Boyd) will return the entry to the department for the Bank of America backup to be added.

- * CARD entries should be completed each day for the previous day’s activity.
- * If there is a difference between the Bank of America report and the point of sale system, the difference should be investigated and an explanation provided.
- * Departments should only record what the Bank of America report shows as being received.
- * American Express (AMEX) transactions are recorded on a MOP separate from Visa/MasterCard/Discover.
- * The total amount of each method of payment (MOP) should be calculated and written on the documentation.
- * A copy of the Transaction Listing from Bank of America/First Data must be used as the backup for bankcard MOPS.
- * There needs to be an additional copy of the Bank of America/First Data statement per bankcard MOP/ AMEX MOP and an additional copy of the bank statement for DPS.

Additional copies of DPS and bankcard back up need to be attached to the entry even if copies have been attached in CARD.

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 & 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.

Unclaimed Deposits/Wire Transfers

Departments that are anticipating funds (ACH or wire transfers to LSU) should contact Stephanie Laquerre at 578-1450 or slaquer@lsu.edu. Please be able to provide estimated date of deposit and amount.

Petty Cash

Annual confirmations for petty cash funds were distributed via e-mail. Confirmation by reply e-mail will be due back to FAR (llamb18@lsu.edu) by June 30, 2020.

FASOP: AS-03 provides guidelines to be followed with petty cash. The FASOP can be found at [Policies and Procedures](#).

Agency Accounts

Annual confirmations for agency accounts will be distributed this week via e-mail. Confirmation by reply e-mail will be due back to FAR (llamb18@lsu.edu) by June 30, 2020.

Payroll

FY 2020-2021 Payroll Schedules

FY 2020-2021 payroll schedules for summer, academic, professional, wage, and student payrolls are now available on the Payroll website.

Go to the [Payroll](#) website and click “Payroll Schedules” under the quick links or under the specific employee type.

Academic Dates

All campuses now use a standard academic year for Payroll purposes. The academic dates are as follows:

<u>Academic Year</u>	08/15 - 05/14
<u>Fall Semester</u>	08/15 - 12/14
<u>Spring Semester</u>	01/15 - 05/14

Quick Guide for Work Study & President’s Student Aid

- ⇒ Work Study (WS) or President’s Student Aid (PSA) is designated with a Specific Job Profile
 - > Job Profile **MUST** match award
 - > For example student with PSA award must be in PSA Job Profile not Work Study Profile
- ⇒ PSA or WS **must ALWAYS be the PRIMARY job** for the student.
 - > Work for any other department will ALWAYS be an ADDITIONAL job or jobs
- ⇒ Student must be hired **TIMELY**.
 - > Late hire/data changes will not retroactively pay on the correct earning and corrections cannot be made.
- ⇒ Work Study cost allocations must be loaded at the **Worker-Position level** using the department account where any amounts over the limit will be charged.
 - > **No Worker Position Earning for WS**
- ⇒ President’s Student Aid cost allocations must be loaded at the **Worker-Position-Earning level** using the PSA account established for the hiring department.

All of the above elements must be in place at the payroll

is processed for the Award to apply to the student and pay on the correct PSA/WS earning.

Reports to Assist in Determining Student Charges

REPORT NAME	DEFINITION	LOCATION
Payroll Accounting for Worker by Pay Period	Provides payroll accounting detail by worker	Search Field- Type in Report Name or Payroll Accounting in Search Field
Journal Line Details with Employee Name	Use this standard report to find one or more journal lines. The more criteria you provide, the more targeted the list that is returned. <i>In Worktag field put employee.</i>	Search Field- Type in Report Name or Journal Detail in Search Field

Civil Service Market Adjustments

The Civil Service Market Adjustments are effective 07/15/2020. The 07/24/2020 wage checks will reflect the increase for the period 07/15/2020 - 07/17/2020. The wage checks on 08/07/2020 for the period ending 07/31/2020 will be the first checks to reflect the increase for the full period. A link to the Civil Service Compensation Redesign can be found on the [Human Resources](#) website. Any questions related to the Market Adjustments should be directed to HR at 578-8200 or hr@lsu.edu.

Expired or Missing Cost Allocations will result in an error in the payroll process and **will prevent payment to an employee**. HR partners, Cost Center Managers and Student Employment Partners must perform ongoing audits of cost center expiration dates and initiate timely changes prior to payroll run dates. The report—**Costing Allocations Ending Within Prompt Date** will help identify employees with expiring cost allocations.

Cost Allocations Notes

Cost Allocations on the Create Position transaction must

have a begin date equal to the date the position is created. This is typically the date the transaction is entered.

Position Restriction Cost Allocations should not have an End Date. The Position Restriction allocation should be viewed as the commitment budget for the position and must cover the entire life of the position. Cost Allocations can be updated as needed.

When adding a new Cost Allocation be sure to end the old allocation and add an additional record. Just updating the Start and End dates of the current allocation will not preserve the audit trail.

Costing Allocations for Period Activity Pay (PAP)

When processing costing overrides for period activity pay, please be aware of mid period end dates. If the Activity End Date falls mid period, then the Payment End Date should be the **Period End Date** for the Employee Type. For example, if the activity end date is 10/5 and the employee is in the academic pay group, the Payment End Date should be loaded as 10/14.

If a retro active PAP transaction is loaded, the override costing will not apply to any retroactive portion. A Payroll Accounting Adjustment will be needed to transfer any retroactive payments to the correct account.

Compensation End Dates

Student and Graduate Assistants who are graduating in December should be loaded with a compensation end date in order to avoid a potential salary overpayment. This practice should be used each semester with graduating students.

Departments should run the **Employee Compensation Status** report in order to catch employees with compensation end dates that need to be continued. This will avoid surprises on Pay day when an employee is expecting a check and does not get paid.

Timely Termination of Employees

Employees who are no longer working should be terminated in the Workday system. If you have a student or WAE employee who is no longer worker, please process a termination immediately. Leaving employees active in the system who are no longer working increases the risk of Payroll fraud or loss of university assets.

Payroll Accounting Adjustments

Departments should contact the Payroll office if a Payroll Accounting Adjustment (PAA) needs to be cancelled or rescinded. Request should be e-mailed to Sheantel Baker at sbaker6@lsu.edu.

Accounts Payable & Travel

Job Aid, AP & Travel FYE Processing Procedures is available on the LSU Workday website under Finance Training - Expenses. Departments are encouraged to review the Job Aid to assist with fiscal yearend close-out!

As a reminder, **departments should not create any accrual journal entries**. AP & Travel will create the accrual journal entries as the supplier invoices (i.e., direct charge & purchase orders) are approved by the CCM's. The accrual journal entries will be created daily, starting on July 2 - July 9 (at noon) and will be reflected as a **"Supplier Invoice Accrual Journal Source"** on the departmental actual ledgers. For supplier invoice accrual corrections, please contact Valery Sonnier at vsonnier@lsu.edu.

The AS forms include the **"Fiscal Year End Accrual"** box that should be marked with either **Yes** or **No** to indicate if the invoice/document should be accrued. All AS forms should be completed in its entirety to avoid delays in processing. For questions, please contact Catherine Herman at cherman@lsu.edu.

Special Handling Check Distribution Suspended

Due to the University closure, special handling request

for in-person check pick up in Accounting Services, 204 Thomas Boyd, has been suspended. All checks will be mailed. If a check is to be mailed to an address that is not the supplier address on file in Workday, the Special Handling Form (AS209) must include an alternate mailing address that is not a departmental address since the University is closed to only essential personnel.

Invoice Processing

Supplier invoices are being processed in Workday with routing to the Cost Center Manager for approval. 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	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.

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 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

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 – Report!

Find Supplier Invoice by Worktag

- Provides the capability to locate supplier invoices for a particular worktag
- Select only “In Progress” status for tentative transactions



LACARTE

Fiscal Yearend for LaCarte, CBA, & Travel Expense Reports

Expense Reports can be initiated after June 30 until cob on July 6 to include transactions that should be charged to FY20 budgets. ***Departments should not create any accrual journal entries for LaCarte, CBA or travel transactions.***

In order to have Expense Reports processed against FY20 budgets, the Expense Report should have the following criteria:

- LaCarte/CBA Transactions must be linked/imported
- Expense Report Date = **June 30, 2020***
- All “Approvals Secured”
- Routed to and awaiting action by an Expense Partner

Any Expense Reports not meeting all of these criteria will be charged to FY21 budgets.

Edit/Withdraw Expense Reports

Please do not edit or withdraw Expense Reports that have been routed to a LaCarte auditor and put into a “Saved for Later” status. The Expense Reports have been audited and when additional information/documentation is

requested by e-mail, please respond timely. The additional information/documentation should be provided to the LaCarte auditor via e-mail as requested.

Home Deliveries

Delivery of purchases to a home address are being allowed during this time period. Purchases related to remote delivery of classes should be approved by a supervisor prior to purchase, and that approval should be included as additional documentation to the Expense Reports. A justification for purchases shipped to a non-campus address is required.

For 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

Reminder - Expiration of Delegations

Employees with delegations expiring on **6/30/20** must submit a new delegation request to have the delegation continued. It is recommended that the End Date be 7/31/2021 rather than 6/30/2021 to allow the delegates the ability to process business transactions during the "critical days in July" to meet fiscal year close-out deadlines.

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 the users expense reports by employee and/or by a particular worktag
- Select only "**Draft**" and "**In-Progress**" statuses to view tentative transactions.



TRAVEL

PM-13, University Travel Regulations, has been updated to reflect the changes to the travel policy effective July 1, 2020. PM-13 includes Appendices to better serve the travelers, departments and all LSU entities. Appendix A is a Summary of Travel Rates; Appendix B is a Summary of Approval Authority specific to each campus for certain travel expenses.

The following is a summary of the key policy changes:

1. Travel/Spend Authorizations must be fully completed and approved. If any travel expenses are paid prior to travel authorization approvals, the employee may be at risk of not being reimbursed.
2. Mileage rate decreased to 57 cents per mile.
3. The routine lodging rate for Baton Rouge remains at \$100. Refer to Appendix A for all other lodging rate changes.
4. For all hotel lodging, including AirBnB, only the first night lodging should be paid to secure the reservation. Lodging should not be prepaid in total, payment should be made upon checkout. If the travel is canceled for any reason and the total lodging amount was prepaid, only the first night of lodging may be allowed as a University expense. The other prepaid lodging days will be the responsibility of the traveler.
5. When flying out of the New Orleans, USPARK is the preferred parking lot and uncovered parking is reimbursable with a receipt. If parking at another facility in New Orleans, an employee may be paid actual expenses for uncovered parking, receipt required.

6. Motorcycles/mopeds/motorized scooters (including e-scooters) shall not be used for University travel. Approval of exceptions to this policy may be made by the Department Head if he/she determines that the best interest of the University will be served; in such instances, the driver may also be required to sign a release. No passengers may be transported at any time on motorcycles/mopeds/motorized scooters (including e-scooters).
7. Vehicle Rental Size - Only the cost of rental of compact or standard/intermediate model is reimbursable, unless 1) non-availability is documented, or 2) the vehicle will be used to transport more than two individuals.

The Short's Travel Management contract has been extended until December 31, 2020 and any travel bookings should be made with Short's Travel through December 31, 2020. Effective January 1, 2021, the new contract travel agency will be **Christopherson Business Travel**. More information will be provided as the transition to the new travel agency is completed.

Other key travel reminders:

1. Enterprise Rent-A-Car remains the in-state travel state contract vendor and use is mandatory for employees. Please refer to the Accounts Payable & Travel website for updated contract rates.
2. Enterprise Rent-A-Car, Hertz and National remain the out-of-state travel state contract vendors and use is mandatory for employees traveling out-of-state. The use is encouraged for non-employee University students, guests and contractors. It is at the traveler's discretion which rental company is utilized.
3. Personal travel destinations should not be included in business travel airfare. Refer to PM-13 for reimbursement limitations.
4. Travelers/departments should always monitor unused tickets and take them into consideration when making travel arrangements.

The revised policy incorporating the summarized changes will be available on the University Administration and Accounts Payable & Travel websites. If there are any questions or concerns regarding any of the changes, please contact the Central Administration Office on your campus.

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

- Arianna Elwell acreech@lsu.edu
- Doris Lee dorilee@lsu.edu
- Kalyn Mayfield mayfield1@lsu.edu



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