Business Managers’ Meeting

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

Financial Accounting & Reporting

Merchandise for Resale
For those units who carry inventory of merchandise for resale:
- Inventory procedures were due June 20.
- July 6 - Final inventory counts are due.

Inventory procedures and final inventory counts should be e-mailed to Jennifer Richard at jgendr1@lsu.edu.

Service Centers & Recharge Operations
- FY 2022 Service Center Revenue and Expense Reports are due to Budget and Planning by July 8, 2022. All final accruals should be included in the report.
- FY 2023 rate sheets are due to Budget and Planning by July 31, 2022. Internal billing journals should not be processed until Accounting Services has notified the departments that the FY 2023 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.

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.

Unclaimed Deposits/Wire Transfers
Departments that are anticipating funds (ACH or wire transfers to LSU) should contact bankrecon@lsu.edu. Please be able to provide estimated date of deposit and amount.

Petty Cash
Annual confirmations for petty cash funds have been distributed via e-mail in order to confirm the April 30, 2022 ending balances. If you have not already done so, please reply to the e-mail confirming the balance as well as the explanation as to why the petty cash fund is needed. Please confirm by reply e-mail to slaquer@lsu.edu.

FASOP: AS-03 provides guidelines to be followed with petty cash.

Agency Accounts
Annual confirmations for agency accounts will be distributed this month via e-mail in order to confirm the April 30, 2022 ending balances. Confirmation was due May 31. Please confirm in a timely manner by reply e-mail when you receive the request.

Unclaimed Property FASOP
The University has published an Unclaimed Property operating procedure. The Louisiana Uniform Unclaimed Property Act (Louisiana Revised Statutes 9:151-182) requires businesses and others to review their records each year to determine whether they are in the possession of any monies, funds, securities, or other intangible personal property that have been unclaimed for the required dormancy period. All departments should review to ensure compliance with the procedure.

Deferred Payment Plan for Summer 2022
For semester students that selected Deferred Payment Plan for Summer 2022, the first payment was due Friday, July 1. Payments are considered late after Monday, July 11. For Second Summer module students that selected the deferred payment, their first payment is due on July 26. Payment are considered late after Friday, August 5.

Fee Bills for Fall 2022 Semester
Fee Bills for Fall 2022 will be available on the student’s MyLSU on Monday, July 18. The registration payment due date is Monday, August 4. If students are interested in a deferred payment plan for the Fall semester, it can be set up on their MyLSU under registration services > Deferred Payment Plan.
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.

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.

1098-T forms
2021 1098-T forms were posted online to the student’s account as of February 4, 2022. They can be accessed at myLSU > Financial Services > Tax Documents. Questions regarding 1098-T forms can be directed to Bursar@lsu.edu

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.

Payroll

Wage Deadline Extension

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Wage</td>
<td>July 01, 2022</td>
</tr>
<tr>
<td></td>
<td>University Closed Monday, July 4, 2022 for 4th of July Holiday</td>
</tr>
</tbody>
</table>

Close Time Entry
The Close Time Entry date in Workday is 90 days from the payment date for the time period. After this date no adjustments can be made in Workday for the time period. The 90 days coincides with the cost transfer timeline for sponsored agreements. Requests for time entry adjustments to be processed beyond 90 days must be submitted using the AS420: Supplemental Timesheet and must include an explanation of the extenuating circumstances that prevented the time from being entered or adjusted in Workday within the 90 day period.

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

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>08/15 — 05/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>08/15 — 12/14</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>01/15 — 05/14</td>
</tr>
</tbody>
</table>

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 time 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

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>DEFINITION</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Accounting for Worker by Pay Period</td>
<td>Provides payroll accounting detail by worker.</td>
<td>Search Field - Type in Report Name or Payroll Accounting in Search Field</td>
</tr>
<tr>
<td>Journal Line Details with Employee Name</td>
<td>Use this standard report to find one or more journal lines. The more criteria provided, the more targeted the list that is returned.</td>
<td>Search Field - Type in Report Name or Journal Detail in Search Field</td>
</tr>
</tbody>
</table>

Civil Service Market Adjustments

The Civil Service Market Adjustments are effective 07/15/2022. The 07/22/2022 wage checks will reflect the increase for 07/15/2022 only. The wage checks on 08/05/2022 for the period ending 07/29/2022 will be the first checks to reflect the increase for the full pay period. 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 and will cause an error in the payroll result.

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.

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 identify 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 working, 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. Requests should be e-mailed to Katie Maglone at kmaglone1@lsu.edu.

Reminder: Payroll Accounting Adjustments affecting FY 21-22 must be completed by July 07, 2022.
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, 2022 are due to BOR by Thursday, September 30, 2022. 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. Other Campuses should forward to the Sponsored Programs Office for their campus.

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) via GeauxGrant. OSP will forward the documents to Sponsored Program Accounting (SPA). Other Campuses should route through the Sponsored Programs Office for their campus.

Invoicing Sponsors
Sponsored Program Accounting (SPA) is responsible for submitting all invoices on sponsored agreements LSUAM and LSUAG. 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.

Accounts Payable & Travel

Job Aid, AP & Travel FYE Processing Procedures is available on the LSU Workday Support website under Finance Training - Expenses. Departments are encouraged to review the Job Aid to assist with fiscal yearend close-out. For questions, please contact Patrice Gremillion at pgremill@lsu.edu or at 578-3366.

As a reminder, departments should not create any accrual journal entries. Accounts Payable & 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 5 - July 11 (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...
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.

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 aprtravel@lsu.edu. Please respond to Direct Charge and PO staff e-mails to ensure continuous processing of all invoices. For any on-demand or special handling requests for extenuating circumstances, please contact Valery Sonnier at vsonnier@lsu.edu or Patrice Gremillion at pgremill@lsu.edu.

For questions concerning direct charge supplier invoices, please contact the DC Invoice Processing staff:
- Jessica Morris 578-1536 or jmor116@lsu.edu
- Deana Clement-Delage 578-1539 or dcleme2@lsu.edu
- Catherine Herman 578-1549 or 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:
- Maci Jones 578-1620 or macijones1@lsu.edu
- Jessica Hodgkins 578-1541 or 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.
- 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.
- Uninvoiced Purchase Orders
  - Identifies open PO’s that are still awaiting an invoice. This report can be run by specific cost centers.

LACARTE

Fiscal Yearend Reminders:
1. The final date for FY22 LaCarte transactions loaded into Workday is Monday, June 27 for Expense Reports to be created by the deadline of Tuesday, July 5.
2. LaCarte Expense Reports can be initiated after June 30 to include transactions that should be charged to FY22 budgets. In order to have Expense Reports processed against FY22 budgets, the following criteria must be met:
   a. LaCarte/CBA Transactions must be linked/imported
   b. Expense Report Date = June 30, 2022
   c. All “Approvals must be Secured”
   d. Routed to and awaiting action by an Expense Partner (by Tuesday, July 5 at 4:30pm cob)
   e. All required cost documentation must be attached
2. Fiscal Yearend Reminders:

   Please note: Expense Reports not meeting all of the above criteria will be charged to FY23 budgets.

3. No accrual journal entries should be created for any FY22 LaCarte transactions.

Helpful – Reports!

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

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

- Theresa Oubre 578-1543 or talber3@lsu.edu
- Christian O'Brien 578-1544 or cobrien2@lsu.edu
- DeAnna Landry 578-8593 or deannal@lsu.edu

TRAVEL

Fiscal Yearend Reminders:

1. Travel/CBA Expense Reports can be initiated after June 30 to include transactions that should be charged to FY22 budgets. In order to have Expense Reports processed against FY22 budgets, the following criteria must be met:
   a. LaCarte/CBA Transactions must be linked/imported
   b. Expense Report Date = June 30, 2022
   c. All “Approvals must be Secured”
   d. Routed to and awaiting action by an Expense Partner (by Tuesday, July 5 at 4:30pm cob)
   e. All required cost documentation must be attached

   Please note: Expense Reports not meeting all of the above criteria will be charged to FY23 budgets.

2. No accrual journal entries should be created for any FY22 CBA or travel transactions.

3. Cash Advances issued are not charged to departmental budgets until an Expense Report is processed and approved. Cash advances should not be accrued.

PM-13, University Travel Regulations, has been updated to reflect the changes to the travel policy effective July 1, 2022. PM-13 includes Appendices to better serve the travelers and departments of all LSU institutions. Appendix A is a Summary of Travel Rates; Appendix B is a Summary of the Approval Authority specific to each institution for certain travel expenses.

The following is a summary of the key policy changes:

<table>
<thead>
<tr>
<th>Travel Expense</th>
<th>Policy Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage rate</td>
<td>The mileage reimbursement rate Increased to 62 cents per mile.</td>
</tr>
<tr>
<td>Gasoline receipts for rental vehicles</td>
<td>A time stamped photo of the pump showing the number of gallons purchased and total price will be accepted if a traveler is unable to obtain a receipt from the pump or cashier.</td>
</tr>
<tr>
<td>Uber or Lyft Services</td>
<td>A standard sized vehicle is encouraged with an itemized receipt. Wait times are not reimbursable.</td>
</tr>
<tr>
<td>Bicycles</td>
<td>Bicycles are not allowed for university business travel.</td>
</tr>
<tr>
<td>Public Ground Transportation</td>
<td>Reimbursement has been reduced to $10 per day without a receipt. Claims exceeding $10 per day will require a receipt.</td>
</tr>
<tr>
<td>Single Day Meal Allowance</td>
<td>Single day meal allowances increased to $48 per day.</td>
</tr>
<tr>
<td>Meal Per Diem Allowance</td>
<td>Meal per diem allowances have increased as reflected in Appendix A.</td>
</tr>
<tr>
<td>Options for New Orleans Airport Parking</td>
<td>Receipts are required for any one of the three options: Surface Lot at $18 per day, Airline Economy Garage at $12 per day, or USPark at $14 per day.</td>
</tr>
<tr>
<td>Baggage Handling Incidental Tips</td>
<td>Reimbursement has been reduced to a maximum of $5 per day.</td>
</tr>
<tr>
<td>Special Meal Allowances</td>
<td>Special meal allowances (excluding refreshments and receptions) have increased as reflected in Appendix A.</td>
</tr>
<tr>
<td>Special Meal Events &amp; University Sponsored Conferences</td>
<td>A sign-in sheet will be accepted in lieu of an attendee list.</td>
</tr>
<tr>
<td>University Sponsored Conferences for In-state, excluding New Orleans</td>
<td>The rate for lunch served in conjunction with university sponsored in-state conferences (excluding New Orleans), increased to $28, exclusive of tax and tip.</td>
</tr>
<tr>
<td>University Sponsored Conferences for New Orleans and Out-of-State</td>
<td>The rate for lunch served in conjunction with university sponsored conferences for New Orleans and out-of-state conferences, increased to $38, exclusive of tax and tip.</td>
</tr>
</tbody>
</table>
Travel scholarships covered by a third party or sponsor are subject to ethics reporting.

Communicable Diseases
Any travel-related expenses (hotels, meals, and internet expenses) for quarantine and/or tests while on university business travel will be considered a university business expense. Receipts are required.

Also, other key travel reminders:

State-Contracted Travel Agency
The State of Louisiana contracted travel agency is Christopherson Business Travel (CBT), and the CBT Concur Online Booking System is available and located on myLSU under Travel Resources. The online booking fee is $7. The agent-assisted service fee is $24 for domestic and $31 for international.

Travel Approvals
Spend Authorizations must be fully completed and approved prior to making travel arrangements and/or incurring travel expenses.

Unused Tickets
Travelers and departments should monitor unused tickets and take them into consideration when making travel arrangements.

Personal Travel
Personal travel destinations should not be included in business travel airfare. Refer to PM-13 for reimbursement limitations.

Hotel Lodging
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.

Hotel Sales Tax Exemption
Employees are encouraged to seek the hotel sales tax exemption by using the R-1376, Governmental Employees Hotel Lodging Sales/Use Tax Exemption Form when traveling in-state on official university business.

Vehicle Rental Contracts
Enterprise, National and Hertz are the vehicle rental vendors for both in-state and out-of-state travel, and use is mandatory for university employees, students, and/or authorized travelers on official university business. Use of these vendors is also encouraged for university guests and contractors.

Christopherson Business Travel (CBT) is the State of Louisiana contracted travel agency. The contact information for CBT is provided below. For more information on CBT, please refer to the New Travel Agency section on the Accounts Payable & Travel website.

CBT UNIVERSITY TRAVEL TEAM
Monday – Friday
7 a.m. – 7 p.m. CT
P: 800-961-0720
E-mail: Statelauniv@CBTravel.com

Summary of pertinent information:
1. Christopherson Business Travel normal business hours are 7:00am to 7:00pm CST Monday-Friday.
2. The agent-assisted transaction fee is $24 for domestic and $31 for international.
3. Any calls to (800) 961-0720 made between 7 pm and 7 am 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.

Business Purpose on Expense Reports is Important!
In order to ensure timely processing of expense reports to the appropriate Expense Partners for final review and approval, please make sure the correct business purpose is selected since the business purpose drives the routing of the expense reports to the correct Expense Partner in Accounts Payable. If the incorrect business purpose is selected, the expense report will be routed to the incorrect Expense Partner in Accounts Payable which will delay the final approval and/or reimbursement when applicable.

Special Meal Business Purpose
In an effort to expedite the final review and approval of the special meal expense reports, the following special meal business purpose should be used:

<table>
<thead>
<tr>
<th>Special Meal Events for Guests/Interviewees – Travel</th>
<th>This business purpose should be selected whenever a special meal is held for a guest in travel status. An approved AS516 form is required and should be attached to the expense report.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Meal Event – Non-Travel Related</td>
<td>This business purpose should be selected whenever a special meal is held for a guest not in travel status or for all other special meals.</td>
</tr>
</tbody>
</table>

The revised policy incorporating the summarized changes will be available on the University Administration and Accounts Payable & Travel websites. For questions, please contact Jennifer Driggers at jdrigg@lsu.edu or 578-1538 or Patrice Gremillion at pgremill@lsu.edu or 578-3366.
Accounts Payable & Travel continued...

Note:

1. Special meal events held for employees on business travel should be included on the expense report for that trip with the appropriate travel business purpose selected.
2. Special meals paid with LaCarte should follow the instructions for selecting the correct business purpose listed above to ensure the expense reports are routed properly. Please do not use the “LaCarte Procurement Expenses not related to Travel” business purpose.

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

- Arlyn Becnel 578-3697 or abecnel1@lsu.edu
- Andrea Chu 578-3698 or andreachu@lsu.edu
- Caitlin Cox 578-6052 or ccox40@lsu.edu
- Kathleen Patrick 578-3699 or kelder1@lsu.edu

Administration

Distribution Reminders
In order to receive shipments in a timely manner, when purchasing merchandise in Workday the Ship to Address must indicate the location of the delivery. If the ship to address is incorrect in Workday, it will default to 204 or 217 Thomas Boyd Hall. If you find that an address needed is not available, a Location Request must be submitted in Workday to have the address added. The requester will be notified once the address is made available for use in Workday.

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

Shredder
Accounting Services has an industrial-sized shredder located on the 4th floor of Thomas Boyd Hall that departments can reserve. To reserve the shredder, please send an e-mail to imaging@lsu.edu. The e-mail should include the day and time of your requested appointment. In an effort to allow all departments across campus to utilize the shredder and maintain the workflow internal to our office, we have limited the use to 2-hour increments. Appointments can be made for 8:00 to 10:00 am, 10:00 to 12:00 pm, and 1:00 to 3:00 pm. If a department is more than 15 minutes late, the appointment may be rescheduled. If a department has a project that includes a large amount of paper to be shredded and a timeline to abide by, we will do our best to accommodate. Any departments using the shredder will be trained on how to safely operate the shredder, clean the general area, and proper disposal of the bags of shredded paper. Note that the shredded bags of paper must be transported to the dumpster outside T Boyd & Middleton Library and can be fairly heavy when being moved. Also, due to budget constraints, departments with a large amount of shredding may be required to purchase and replenish shredder bags and oil. Note: this equipment does not dispose of microfilm or microfiche - it is intended for paper only.

Newsletter Mailing List
The Accounting Services newsletter is e-mailed monthly once the newsletter is available. In addition, the online version is posted to the Accounting Services home page. Newsletters for the prior year can be found at Newsletter Archives. To be added to the Newsletter Mailing List, contact Danita King at dcking@lsu.edu.

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Division</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Managers’ Meeting</td>
<td>–</td>
<td>Tues, 6/14</td>
<td>9:30 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Supplier Management</td>
<td>Procurement</td>
<td>Thurs, 6/16</td>
<td>1:30 pm - 2:30 pm</td>
<td>Online via Zoom</td>
</tr>
</tbody>
</table>

### 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

#### 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