TOPICS

- Required Training for Supervisors of Student Employees
- Travel Changes Update
- FuelTrac Policy Update
Required Training of Supervisors of Student Employees

- In response to the Student Payroll Audit February 19, 2015 Accounting Services implemented FASOP: AS-25 “Student Employment Best Practices” and developed the Online Student Payroll Training Course.
- The training course focuses on compliance with PS-33, FASOP: AS-25 and FLSA.
- Memo to be sent to all Department Heads indicating personnel required to complete the training.
- Deadline to complete the training is December 31, 2015
Required Training of Supervisors of Student Employees

- New Online Training Course on the Payroll Website Located Under the Training Tab.
Ramifications of Student Payroll Fraud on Sponsored Program Accounting
Travel Approval Authority:

• Supervisor, or
• Person with fiscal responsibility

Unless

• The campus or department requires a higher level of approval authority
Supervisor Can Approve

- Authorization to travel
- Travel expense reimbursement requests
- International travel, excluding High Risk Destinations
- U.S. Department of State rates for international travel
- Airline charges for checked baggage
Supervisor Can Approve

- Change or cancellation fees
- Approval to reimburse lodging expenses within domicile
- Actual conference lodging costs when staying at the conference hotel
- Actual routine lodging costs, not to exceed 50% of allowable
Supervisor Can Approve

- Rental of vehicles
- Rental of larger size vehicle above intermediate category with written justification
- Navigation equipment in a rental vehicle
Supervisor Can Approve

- Purchase of a preferred airline seat, when in the best interest of the University
Employees can use their own vehicles

• In-state mileage reimbursement is .51 cents per mile

• Out-of-state mileage is limited to the lower of .51 cents per mile or lowest logical air fare
Short’s Travel Management

• Remains the state contracted travel vendor

• Students are required to use Short’s to book air fare

• Short’s Travel Online booking rate is $2

• Service fee for agent assistance is $19.50

• Savings for an exception must be 10% amounting to at least $100
• Please be sure you are monitoring the unused tickets for your department.
University Fleet Fuel Program and Policy Review

Louisiana State University

9/15/2015
Program Background

• Program administered by University Stores
• Servicing vendor is Fueltrac
• Part of the Voyager Fleet Network
• 2-part system: Vehicle fuel card and unique driver ID number
• Monthly fuel purchases are billed via a single internal transaction
• Not to be used for rental or personal vehicles
Audit Background

• Completed July 2014
• Conducted to identify potential fraud risks
• Engaged University Stores, Property Management, and select departments
• Recognized a lack of comprehensive campus policy
• Need for monitoring of policy compliance
• Need for increased segregation of duties
Development of FASOP FS-01

- Committee led by Accounting Services and University Stores
- Solicited feedback from high-volume program users
- Draft submitted on 5/15
- Became effective 7/15
- Refinement and rollout will continue through December 2015
FASOP FS-01

• Provides an overview of fuel program
• Defines roles and responsibilities
• Establishes audits and controls
• [http://www.lsu.edu/administration/ofa/fasops/FASOPFS01.pdf](http://www.lsu.edu/administration/ofa/fasops/FASOPFS01.pdf)
• Will be distributed to department fleet contacts
Departmental Fleet Contacts

• Designated by department/program head
• Responsible for reviewing fuel transactions and implementing internal controls
• Shall not be a cardholder or driver
Departmental Fleet Contact Responsibilities

• Review monthly fuel usage reports
• Review monthly MV3 logs for accuracy and completeness
• Record monthly fuel/mileage utilization into Assetworks system
• Maintain control of miscellaneous fuel cards
Miscellaneous Fuel Cards

• Intended to be used for non-fleet vehicles or equipment
• Same reports as fleet vehicle cards
• MV3 reconciliation not required
• Should be controlled in the same manner as a credit card
• Check-in/check-out log will be provided
Fuel Usage Reports

• Generated monthly and e-mailed to fleet contacts

• 3 reports:
  • Fleet Report
  • GLS Account Report
  • Driver Report

• Can be accessed at https://fueltrac.lsu.edu
Enhanced Reports – Under Development

• Transaction exception reporting
  • Incorrect product grade for vehicle
  • Incorrect product type for vehicle
  • Incorrect vehicle mileage entered at pump

• Reconciliation reporting between Fueltrac/Asset Works
  • Will verify Assetworks data against Fueltrac data
  • Reports sent to department fleet contacts for follow-up

• Reports are currently under development
Contacts

- Fueltrac Program/Customer Service
  - University Stores - 578-6086
- Fleet MV3’s or Assetworks
  - Property Management – 578-6921
- Fleet Fuel Policy or Travel
  - Accounting Services – 578-3321
Announcements
Deadlines Matter!

Please be sure you send requests for approvals at least 7 days in advance.
Preparing for Workday Implementation

For sponsored agreements, sub awards will be monitored in separate accounts.
Preparing for Workday Implementation

Please be sure the supervisor information in HRS is correct.
Next Meeting

Tuesday, October 13
9:30 am, Atchafalaya Room

Brad Spring will present an update on Health Plan Changes for 2016