Angie Mann

Accounts Payable & Travel

- New report available to all users
- Provides summary of total amount charged by worktag on an expense report, excluding expense lines/itemizations marked as personal
- Available in two ways:
  - Standalone report (through search bar)
  - Embedded within expense report in the inbox for easy access when approving
- Job Aid
- Demo
Expense Report Worktag Summary - Report
<table>
<thead>
<tr>
<th>Driving Worktag</th>
<th>Cost Center</th>
<th>Expense Report Line Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PG0000228</td>
<td>LSUAM</td>
<td>Animal Sciences</td>
</tr>
<tr>
<td>AG00276</td>
<td>LSUAM</td>
<td>Leadership LSU</td>
</tr>
<tr>
<td>GR-00004478</td>
<td>LSUAM</td>
<td>Geaux Teach Math/Science Program</td>
</tr>
<tr>
<td>Total</td>
<td>$1,812.64</td>
<td></td>
</tr>
</tbody>
</table>
Expense Report Worktag Summary - Inbox
New Report: Purchase Order Lines Received and Not Invoiced

- New report available to all users
- Identifies purchase order lines with a quantity/amount received that is different from the quantity/amount invoiced
- Examples of usage:
  - Locate receipts missing a supplier invoice
  - Locate receipts created in error
  - Locate receipts where the incorrect quantity/amount was received
- Recommended to schedule report to run on a weekly basis (see schedule a report job aid)
- Demo
Purchase Order Lines Received and Not Invoiced
## Purchase Order Lines Received and Not Invoiced

<table>
<thead>
<tr>
<th>Company</th>
<th>PO Number</th>
<th>Purchase Order Status</th>
<th>Purchase Order Date</th>
<th>Purchased</th>
<th>Line</th>
<th>Supplier</th>
<th>Line Description</th>
<th>Spend Category</th>
<th>Quantity/Amount Received</th>
<th>Quantity/Amount Invoiced</th>
<th>Quantity/Amount to be Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Louisiana State University and Agricultural and Mechanical College</td>
<td>PO-00062204697</td>
<td>Issued</td>
<td>09/05/2022</td>
<td>No</td>
<td>1</td>
<td>Girram Nilsampegam</td>
<td>travel expenses</td>
<td>Non-Employees/Guest Travel (SC0289)</td>
<td>1000</td>
<td>647.5</td>
<td>352.5</td>
</tr>
<tr>
<td>Louisiana State University and Agricultural and Mechanical College</td>
<td>PO-00062206825</td>
<td>Issued</td>
<td>06/23/2022</td>
<td>Yes</td>
<td>11</td>
<td>VWR INTERNATIONAL LLC - SUWANEE, GIA</td>
<td>+6090331916688-00105040000001000430 00100 Power Supply</td>
<td>Scientific &amp; Research Supplies and Materials (SC0342)</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Louisiana State University and Agricultural and Mechanical College</td>
<td>PO-00062204866</td>
<td>Issued</td>
<td>01/18/2023</td>
<td>No</td>
<td>8</td>
<td>QIAGEN Inc</td>
<td>2299003050102 Services Fee - Sample return shipment fee</td>
<td>Other Operating Services - Miscellaneous (SC0351)</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Louisiana State University and Agricultural and Mechanical College</td>
<td>PO-0006222746</td>
<td>Issued</td>
<td>02/07/2023</td>
<td>Yes</td>
<td>1</td>
<td>S &amp; H Foto &amp; Electronics Corp - S &amp; H Photo-Video-Pro-Audio</td>
<td>15 &amp; BookO Pro 360 Multi-Touch 2-in-1 Laptop SAPR5404051JK2</td>
<td>PP&amp;E - Computers - Laptops/Notebooks/Tablets - $1,090 to $4,999.99 per item (SC0358)</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Louisiana State University and Agricultural and Mechanical College</td>
<td>PO-0006220410</td>
<td>Issued</td>
<td>03/03/2023</td>
<td>Yes</td>
<td>1</td>
<td>Office Depot Business Solutions LLC - ODF Business Solutions LLC</td>
<td>Post-it(R) Super Sticky Full Stick Notes, 3 x 3, Energy Book Collection, Pack Of 12 Pads</td>
<td>Office Products and Supplies (SC0557)</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>
Travel Updates

Patrice Gremillion

Accounts Payable & Travel
Unused Tickets

- Unused tickets are under review by the Office of State Travel

- LSU have at least 50% of the state’s total of unused tickets

- We must do a better job monitoring & reusing unused tickets!

- Departments must monitor unused tickets on a monthly basis and discuss with the travelers to determine if the unused ticket will be reused immediately or if the unused ticket can be used toward another traveler’s airfare.
As of June 7, 2023: Summary of LSU’s Unused Tickets

<table>
<thead>
<tr>
<th></th>
<th>Unused Tickets</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSUAM</td>
<td>145,896.73</td>
</tr>
<tr>
<td>LSUA</td>
<td>2,572.15</td>
</tr>
<tr>
<td>PBRC</td>
<td>4,842.25</td>
</tr>
<tr>
<td>LSUS</td>
<td>4,833.55</td>
</tr>
<tr>
<td>LSUE</td>
<td>1,249.65</td>
</tr>
<tr>
<td>LSUAG</td>
<td>11,529.97</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>170,924.30</strong></td>
</tr>
</tbody>
</table>
# Summary by Airline for Reuse of Unused Tickets

<table>
<thead>
<tr>
<th>American Airlines</th>
<th>Alaska Air</th>
<th>Delta Airlines</th>
<th>United Airlines</th>
<th>Southwest Airlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel must <strong>begin</strong> one year from the date of original issue date.</td>
<td>Traveler must <strong>complete</strong> travel one year from the date of the original outbound flight.</td>
<td>Traveler must <strong>complete</strong> travel one year from the date of original issue.</td>
<td>Travel must <strong>begin</strong> one year from the date of original issue, return can be after that one-year mark. However, for tickets issued on or before 12/31/2022 travel must begin by 12/31/2023.</td>
<td>New travel must be <strong>completed</strong> one year from the date of original issue date.</td>
</tr>
<tr>
<td>Tickets are transferable without a fee</td>
<td>Tickets are transferable with a $125 fee-waived if an Alaska Air Gold Member</td>
<td>Tickets are transferable with a $100 fee</td>
<td>Tickets are transferable with a $100 fee</td>
<td>Nothing is transferable</td>
</tr>
<tr>
<td>MCO's are not transferable</td>
<td>MCO's are not transferable</td>
<td>MCO's are transferable without a fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partial tickets are not transferable</td>
<td>Partial tickets are not transferable</td>
<td>Partial tickets are not transferable</td>
<td>Partial tickets are not transferable</td>
<td></td>
</tr>
</tbody>
</table>
Travel to Foreign Adversary Countries

- With the recent 2023 Legislative Session, it is anticipated that HB Act 767 will be signed which requires the University, starting **July 1, 2023**, to maintain prior approval and screening for any employment-related international travel to foreign adversary countries and employment-related foreign activities engaged in by any faculty member, researcher, or any other research department staff with foreign adversaries.

- Any person subject to traveling abroad representing their respective institution, upon return, shall report any gifts of funds or promises to pay offered by a foreign adversary or any entity representing the interests of a foreign adversary.

- **15 CFR §7.4 Determination of Foreign Adversaries** is the source which identifies the following as adversary countries: China, Cuba, Iran, Russia, North Korea, and Venezuela.

- Note: Cuba is the only country that is at a Level 2 travel advisory; all others have a higher travel advisory.
FASOP AS-18, High Risk Travel to a Restricted Region is being updated to include a section, Travel to Foreign Adversary Countries which will require prior approval in the same manner as prior approval for travel to countries with a U.S. Department of State Travel Advisory.

- High-risk forms will be updated to include
- Foreign Adversary Country information
- Funding Source
  - University funded (i.e., LSU account number)
  - University Affiliate funded (i.e., Identify the affiliate)
  - Third-Party funded (i.e., La Ethics form)

- High-risk travel requests will follow the same protocol for a recommendation by the International Travel Oversight Committee (ITOC) for final approval by Academic Affairs.

- High-risk travel requests should be submitted to Patrice Gremillion at least 30 days in advance of the proposed travel. As a reminder, no travel arrangements should be made without the appropriate prior approvals. For questions, please contact Patrice Gremillion at pgremill@lsu.edu or at 578-3366.

- A report is due by July 31, 2023 for any travel to the foreign adversary countries for the period of January 1, 2023- June 30, 2023 travel.
Workday provides functionality (i.e., Spend Authorization Questionnaire) to capture additional information which will replace having to complete and attach the AS292-A form.

Starting July 1, 2023, the Spend Authorization Questionnaire will be enabled, and the AS292-A form discontinued.

Spend authorization questionnaire must be completed by the spend authorization Initiator immediately after submitting the spend authorization
- “Up Next” window appears after submitting spend authorization with link to access spend authorization questionnaire
- Spend authorization questionnaire can also be accessed from initiator’s inbox

Spend authorization will not route for approvals until the questionnaire is completed

Questionnaire responses visible on new “Questionnaire Responses” tab on spend authorization
Spend Authorization for Non-workers

- Spend Authorization for Non-workers (i.e., Spend Authorization ECM) will be required for any travel reimbursements and/or expenses paid on the non-worker’s behalf.

- Student group travel should have a list of travelers attached to the Faculty-Led Spend Authorization.

- AS516 form will be made available for events that include a group of attendees in which no travel reimbursement is due to an attendee. If a reimbursement is due, an spend authorization ECM will be required.

- *The information captured on the Spend Authorization Questionnaire will allow the University to meet annual state reporting requirements.*
Spend Authorization Questionnaire
Spend Authorization Questionnaire
Starting July 1, 2023, all Ethics 413 Disclosure forms for international travel will require a copy of the approved Spend Authorization and when applicable, a copy of the approved high risk travel form to be attached to the ethics form.

Preferred to receive the ethics form with prior approvals from the department Travel Arrangers/Coordinators.

Ethics form will be reviewed for completeness and assurance of travel approved prior to seeking Agency Head signature.

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

La Board of Ethics provided this additional information:

1. Always complete the latest version of Form 413 from the Ethics website. Outdated forms are not accepted.
2. Disclosure will be deemed noncompliant if not fully completed.
3. Agency Head (or designee) signature is required before the form can be filed electronically or submitted.
4. A handwritten or an electronic signature is required.
   1. Only e-Signatures from digital applications such as DocuSign, AdobeSign, SignNow, etc., is accepted.
   2. Typed signatures with a selected Font is not accepted.

No attachments can be made to the spend authorization once fully approved. Signed ethics forms should be attached to the expense report.
A handwritten or an electronic signature is required.
- Only e-Signatures from digital applications such as DocuSign, AdobeSign, SignNow, etc., is accepted.
- Typed signatures with a selected font is not accepted.