February Business Managers’ Meeting

- Software Acquisition Prior Approval Process
- Student Information System
- Approvals for Event and/or Special Meals
- Amazon Business
- New Employee Orientation
- LSUAM Award Expenditure Metrics Report
- Key Personnel
- Travel Updates
- Unused Tickets Update

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

Financial Accounting & Reporting

Monthly Close Dates

The monthly closeout is scheduled to take place the first working day of the next month.

<table>
<thead>
<tr>
<th>Month End</th>
<th>Close Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Monday, February 1</td>
</tr>
<tr>
<td>February</td>
<td>Monday, March 1</td>
</tr>
<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. 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 your inbox in a timely manner
- Make an extra effort to clear inboxes the last week of the month
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 of the same worktags used on the original entry.
- Run the report “Journal Line Details” or “SPA – Journal Lines” 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 to use or if a partial transfer is being done.
- 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.

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.

Reports
A list of the recommended reports for departmental use to assist in reconciliations and fund management is available on the Workday Training webpage at the bottom under Reporting “Finance Reports by Functional Area”.

1099 Tax Forms
1099 forms issued to LSU should be forwarded to Jennifer Richard in Financial Accounting & Reporting, 204 Thomas Boyd Hall or by e-mail at jgendr1@lsu.edu.

Credit Card Merchant
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
- Check copy requests
- Check status requests
- Unclaimed Property

Unrecorded deposits
- Expected wire or ACH payments

AS32: Stop Payment Request and AS500: Request for Copy of an LSU Check can be found at Financial Accounting and Reporting Forms. Please ensure the most recent version is used when requesting information and that your contact information is included. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

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 and How-to Video can be found on the Workday Training webpage at

- 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

Happy Valentine's Day 2.14.21
Payroll

W-2's Delivered Through Workday
The 2020 W-2 forms were delivered electronically through Workday for all current employees who have a Workday account. Paper copies of W-2's were generated for current employees who do not have a Workday account as well as terminated and retired employees. Paper copies were mailed directly to the employee address on file.

Below are directions for accessing your electronic W-2 form in Workday.

DIRECTIONS:
1) Using your Internet browser software, such as Google Chrome, Firefox or Internet Explorer, open Workday at workday.lsu.edu.
2) On the myLSU login page enter your PAWS ID and Password, then click Login.
3) From your Workday Home page select the Pay Worklet. Expand the View section of the Worklet located on the left by clicking More and select My Tax Documents.
4) To print your W-2 form, click on the View/Print button located in the Employee Copy column.
5) Click the “Notify Me Later” button when the processing message displays. When the form has finished downloading it will be displayed in the upper right of the screen underneath the cloud icon. You can also access the printed form by clicking on the My Reports heading under the cloud icon in the right hand corner of your screen.

If you have terminated employees who are having trouble getting their W-2 make sure they are using the following link: https://workday.lsu.edu and not trying to go in a different route that they may no longer have access to.

If you have questions related to your W-2 form information, please contact the Payroll Office at 225-578-3321 or payroll@lsu.edu.

Duplicate W-2 Requests
W-2 forms are available online through myLSU for calendar years 2001—2015 and can be printed as needed. To access W-2 forms through myLSU, select Financial Services, then Tax Documents. For 2016 - 2019, the W-2 forms are available through Workday. Click here to access prior W-2s in Workday.

Should a W-2 not be accessible through myLSU or Workday, requests for duplicate W-2 forms can be made by completing AS387 found the Payroll website or in the Payroll Office. There is a $10.00 charge for each duplicate W-2 form. The completed AS387 form can be e-mailed to the Payroll Office at payroll@lsu.edu, faxed to (225) 578-7217 or mailed to 204 Thomas Boyd Hall, Baton Rouge, LA 70803. If an employee wishes to pick up their duplicate W-2, a phone number must be provided on the request so the employee can be notified when the W-2 is available. The employee must present a picture ID to obtain the duplicate W-2.

Employees can access their W-2 form electronically and avoid the fee charged for paper copies generated through Payroll.

2020 Tax exempt status expires February 15 for U.S. citizens and resident aliens who claimed exempt from federal withholding and/or state withholding for 2020. Employees who are eligible for exemption for 2021 and wish to continue their exemption must complete new W-4 and/or new L-4E forms to claim exempt for 2021. Exemption for any calendar year expires on February 15 of the following year. Regulations prohibit a refund of taxes withheld to any employee who is eligible, wants to claim exemption for 2021, but does not complete a new W-4 or L-4E for 2021 before the February 15 deadline.

If employees are eligible, and wish to continue the exemption in 2021, they must complete a 2021 W-4 form and/or a 2021 L-4E form ASAP. Please use an effective date of 02/16/2021 or greater for the new form. Employees can complete and update their W-4, L-4 or L-4E form through Workday. Please refer to the Withholding Elections 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.

Tax Forms and Instructions Available on Internet
Federal

State
Payroll continued...

Current tax forms can also be found under the Tax forms section of each employee type on Payroll’s web page.

IRS Individual Taxpayer ID (W-7) and SSN
International students on scholarship who are not eligible for a social security number should apply for an Individual Taxpayer Identification Number (ITIN).

Important: If the US TIN on your 1042-S begins with a 999# you need to apply for an Individual Taxpayer ID. LSU is a Certified Acceptance Agent with authority to collect and submit to the IRS the appropriate paperwork necessary to apply for the identification number. Students that need to apply for an ITIN must make an appointment with Yolanda Clark yvalle1@lsu.edu in the Payroll Office. The ITIN application must be submitted with the applicant’s 2021 tax return, so bring your 2021 tax return as well as your travel documents, to the Payroll Office when you are ready to apply.

International employees who claimed tax treaty benefits in 2021 will receive a 1042-S form no later than March 15, 2021. Both forms are needed before tax returns can be filed. Questions may be directed to Yolanda Clark at 578-2592 or yvalle1@lsu.edu.

International employees who are considered non-resident aliens should complete federal forms 1040NR or 1040NREZ and 8843. All other international employees must consider their particular situation to determine the appropriate forms to file.

Tax Software for Non Resident Aliens
There are two software programs available for international taxpayers considered nonresident aliens to purchase and use to prepare their required U.S. Federal tax return. GLACIER Tax Prep is provided through ARCTIC INTERNATIONAL, which is a company that has provided international tax training to employers for many years. Another recent addition of software for this group of taxpayers can be found at Sprintax. These software programs do not prepare State tax returns.

Teachers Retirement Audits
Teachers’ Retirement System of LA (TRSL) audits payments made through both Payroll and Accounts Payable. Past audits have found that many contractor payments were made to employees, former state employees, and TRSL retirees, for services that the State of Louisiana deems subject to TRSL retirement contributions. The contractor information form, PUR_CR, required by Procurement Services contains the question “Is the contractor a current or retired member of Teachers’ Retirement System of Louisiana?” It has frequently been found that those with audit findings answered ‘No’ to this question, when the answer should have been “Yes”. Once found, the person will be enrolled in TRSL, an accounts receivable will be set up to collect the contributions, and LSU owes interest and penalties on the unreported earnings. When departments consider contracting with a former or current TRSL member, please remember that if the services provided would make the employee eligible for membership in TRSL if provided full-time, the individual must be employed with LSU and not contracted. This will ensure that the person is enrolled in TRSL, following the employment eligibility rules and that retirement contributions are deducted and remitted. Vigi Balanchandran in Payroll at vigi@lsu.edu or HR Benefits at hr@lsu.edu can help to determine if the potential contractor needs to be hired and enrolled in TRSL instead of being paid through Accounts Payable.

Bursar Operations

Deferred Payment Plan for Spring 2021
The first installment is due March 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:

Campus Federal Credit Union
Perkins Road Branch ONLY
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 were mailed January 29, 2021. The forms will be posted online to the customer’s account in February. They 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).

Sponsored Program Accounting

BOR Industrial Match
Industrial match commitment letters on LA Board of Regents (BOR) contracts are due to BOR by March 31, 2021. The original commitment letter should be mailed directly to BOR with a copy to SPA as long as there are no changes with sponsor, amount or terms. If a change is necessary, please contact the appropriate Sponsored Programs office.

BOR R&D and Enhancement
Requests for extensions and rebudgeting, which require BOR approval, for contracts expiring June 30, 2021 must be received by BOR by April 30, 2021. Please note that all such requests must have prior institutional approval. In addition, requests for approval of any additional equipment and/or deviations (excluding make and model) from the approved equipment budget must be received by BOR by April 30, 2021. Please review your account to ensure that encumbered items or services will be received by June 30, 2021 and ensure that the required cost sharing will be met by the expiration date. If you have questions about your agreement, please contact the SPA analyst which can be found on the grant
roles tab listed as the Grant Manager.

Gifts
Finance and Administrative Services Operating Procedure (FASOP) AS-05 which can be found on SPA’s webpage provides a concise, easy-to-follow table to help distinguish between gifts and sponsored agreements. Scholarship donations are not classified as gifts if the donor selects the scholarship recipient. Instead, these types of donations are classified as outside scholarships. Outside scholarships should be directed to Laurie Meyer in the Bursar’s Office instead of SPA. When routing the check and paperwork for an outside scholarship, please indicate the student’s name and LSUID number. Any questions can be directed to Veronica Brooks at 578-3706 or vno1en1@lsu.edu or Laurie Meyer at 578-3847 or lzalfe1@lsu.edu.

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 however 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 principal investigator (PI) must submit form AS550 to SPA for review to determine whether the charges meet the test of reasonableness, allocability, and allowability.

Monitoring Reports
It is imperative that monitoring reports for DNR, LA Department of Wildlife & Fisheries and DEQ agreements are sent to SPA to be submitted along with the invoice. These sponsors will not pay invoices unless the monitoring reports are attached.

Other sponsors will not pay invoices if technical reports are late. The principal investigators are responsible for submitting technical reports timely. A delay in submitting reports may cause the sponsor not to pay invoices.

Overdrawn accounts
University policy states that restricted accounts are the responsibility of the department and should not be in an overdraft status. However, some accounts may be in an overdraft status which are acceptable due to extenuating circumstances (such as, a multi-year agreement, incrementally funded agreement or a pending request for additional funding). It is imperative that immediate attention be given to such accounts and appropriate action taken to clear the overdrafts.

Post-Award Training
If you have questions regarding Cost Sharing, Key Personnel, Subawards, Cost Transfers, Effort, or Participant Support Costs, SPA has revamped the Post-Award Training into 6 classes to focus on these topics individually. You can earn a certification if you complete all 6 classes. There are a few classes that are still being finalized but the following classes are available now. Please visit our website for dates and times.

⇒ Intro to Post Award Administration
⇒ Cost Sharing
⇒ Cost Transfers
⇒ Effort and Key Personnel
⇒ Participant Support & Fellowships/Subawards

Accounts Payable & Travel

Mail for Accounts Payable & Travel
Due to restricted office access, all mail deliveries for Accounts Payable & Travel should be dropped off at the Accounting Services front desk located in 204 Thomas Boyd (not 217 T Boyd). All other in-person inquires to Accounts Payable & Travel will require an appointment. For questions, please contact Valery Sonnier at vsonnier@lsu.edu or Patrice Gremillion at pgremill@lsu.edu.

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.

Presidents’ Day
February 15, 2021
Accounts Payable & Travel continued...

International Visitors
Payments to international visitors must be in accordance with FASOP: AS-04, NRA Consultant, Contractor, Scholarship & Fellowship Payments and are subject to federal tax withholding at the rate of 30% unless a reduced withholding or an exemption from withholding is provided by a tax treaty. The tax treaty benefits must be claimed by the international visitor prior to payment.

It is critical to determine if the visa classification and other circumstances related to the international visitor allow for payment of any kind. If the visa classification does not allow the international visitor to receive payment or reimbursement of expenses, no payment request will be processed.

Please note, if the visitor does not have a SSN or ITIN, he or she will have to apply for an Individual Tax Id number (ITIN) via the W-7 form in order to claim tax treaty benefits and the W-7 form must be signed in person in the Accounts Payable & Travel office. For questions, please contact Valery Sonnier at vsonnier@lsu.edu or 578-1531.

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

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 report:

- Search by worktag or multiple worktags
- Search by supplier
- Search by purchase order date
- Ability to remove “zero” dollar lines from the report

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

LaCarte Card Distribution by Appointment Only
Ordering and distribution of LaCarte cards has resumed and the distribution of LaCarte cards will be by appointment only. Cardholders are encouraged to complete the appropriate online training (i.e., LaCarte Distribution or Renewal Certification Training), and will be notified by e-mail of available dates and times to pick up the card at the location designated in the e-mail. Please note, cardholders should not come to Accounts Payable for LaCarte card pick up. If a LaCarte card is no longer needed, the cardholder should reply to the LaCarte card pickup reminder e-mail stating that the LaCarte card is no longer needed. For cardholder questions and/or special requests, please contact DeAnna Landry at deannal@lsu.edu or Jennifer Driggers at jdrigg@lsu.edu.

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.

Safeguard LaCarte cards
LaCarte cards should be safeguarded in a safe place at all times. Card numbers should never be written on any supporting documentation communicated through e-mail correspondence, or given to a supplier/merchant to keep on file. Cardholders experiencing any issues when using their card should contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

Supporting Cost Documentation
All LaCarte transactions must have the appropriate supporting cost documentation that “tells the story”. It is important that the receipt is itemized with a detailed description of the item. If a detailed description is not provided, an explanation of the item should be provided. Cardholders should not alter any cost documentation using Adobe software. If additional information must be
provided, please include a comment within the expense report on one of the following: Header memo, Expense Item line memo, Business Process tab, or attach a separate memo under the Attachments tab. This will help the LaCarte/Travel auditor expedite the review and approval process. Insufficient supporting cost documentation will delay the audit process and may affect the cardholder’s privileges.

**Itemized receipts should include:**
- Vendor name
- Description of item purchased
- Quantity of items purchased
- Total dollar amount of purchase
- Transaction date
- Ship to address

**Supporting documents may include:**
- Sales receipt
- Packing slip
- Cash register receipt
- Copy of order form or application
- E-mail notification confirming order placed, item ordered, and amount purchased
- Accounting Services forms – the most current version should be used

**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**

**COVID-19 Testing Requirement**
Effective January 26, 2021, the U.S. government will require all passengers, including U.S. citizens, two years of age and older, traveling to the United States from any international location to provide proof of a negative Covid-19 test within three calendar days of departure.

**Reduction in Mileage Rate**
Effective January 1, 2021, the mileage rate decreased to 56 cents per mile (down from 57 cents). A mileage odometer log or website mileage calculator is required documentation.

**PM-13, University Travel Regulations** and the **Travel Orientation Brochure** located on the Accounts Payable & Travel website have been updated to reflect the mileage rate change.

**New Travel Agency**
Effective January 1, 2021, the new State of Louisiana contracted travel agency is **Christopherson Business Travel (CBT)**. The contact information for Christopherson is as follows:

**CBT UNIVERSITY TRAVEL TEAM**
- Monday – Friday
  - 7:00 am – 7:00 pm CT
  - P: 800-961-0720
  - E: 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**.
3. Any calls to (800) 961-0720 made between 7:00 pm and 7:00 am CST will roll over to the After-Hours Service Provider. After-Hour services should be limited to true emergencies. Airfare bookings should be made during normal business hours.

**Christopherson Business Travel (CBT) Concur Online Booking System is now available!**
The CBT Concur Online Booking System link is located on myLSU under Travel Resources. Upon myLSU login and clicking the link, the Airportal’s Header Screen will be displayed with the employee’s name listed in the upper right hand corner. For bookings, employees must click, **Book Travel, Book/Manage Online Trips** located on the left-hand side of the screen to be taken into the Concur system. All employees are encouraged to use the CBT Concur Online Booking System for travel bookings given that the booking fee is $7, compared to an agent booking fee of $24.

There are training videos available to provide guidance on how to: **Update a Profile, Book Airfare, Book Car Rental and Book a Hotel**. The training videos are published on the Accounts Payable & Travel website, under Travel, New Travel Agency, CBT Training Videos. For questions, please contact Jennifer Driggers at jdrigg@lsu.edu or Patrice Gremillion at pgremil@lsu.edu.

**HR Integration**
An HR integration was developed to provide Christopherson
The following is a breakdown of the unused tickets by campus and airlines:

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>AMERICAN</th>
<th>DELTA</th>
<th>SW</th>
<th>UNITED</th>
<th>OTHER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSU BTR</td>
<td>299</td>
<td>427</td>
<td>168</td>
<td>225</td>
<td>23</td>
<td>1142</td>
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<tr>
<td>ATHLETICS</td>
<td>98</td>
<td>7</td>
<td>22</td>
<td>43</td>
<td>9</td>
<td>179</td>
</tr>
<tr>
<td>PBRC</td>
<td>11</td>
<td>13</td>
<td>5</td>
<td>4</td>
<td>1</td>
<td>34</td>
</tr>
<tr>
<td>LSU A</td>
<td>—</td>
<td>12</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>12</td>
</tr>
<tr>
<td>LSU E</td>
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<td>3</td>
<td>—</td>
<td>1</td>
<td>—</td>
<td>5</td>
</tr>
<tr>
<td>LSU S</td>
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<tr>
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<td>491</td>
<td>200</td>
<td>310</td>
<td>35</td>
<td>1476</td>
</tr>
</tbody>
</table>

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. With the uncertainty of travel and the travel restrictions still in place, we are hoping that the refund requests will be processed by the other airlines which should limit the need to contact Short’s Travel. However, any employee traveling during this time and only if the employee has an unused ticket should the employee or Travel Arranger contact Short’s Travel at 1-888-846-6810 to request assistance to have the ticket reissued.

- 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).

Business Process
The administration of the unused tickets and maintaining the Unused Ticket Report will be a manual process with

with basic demographic information on active LSU employees, including employed graduate students, to create profiles. The HR integration eliminates employees and/or departments from having to contact Accounts Payable & Travel to manually create a profile prior to a booking. Profiles will be created in the CBT Concur Online Booking System as employee HR records are approved and in an active status.

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
Due to the COVID-19 pandemic and the travel restrictions, LSU has 1,476 unused tickets which is unprecedented. The State Travel Office has been working diligently with Delta, Southwest and United to request refunds, minus administrative fees, if applicable. American Airlines is still in negotiations.

We have been informed that Southwest has processed the State’s refund request and has removed all eligible unused tickets from availability. Please see the business process below on how the refunds will be credited once received.

The Unused Ticket Report as of December 31, 2020 provided by Short’s Travel is published on the Accounts Payable & Travel website. Fortunately, the following 4 major airlines have extended airline tickets beyond the normal expiration dates. The new extended expiration date for the unused tickets are reflected on the report. Also, the airlines have waived change fees.

- **Delta**  
  September 30, 2022
- **United**  
  24 months from original ticket purchase date
- **Southwest**  
  September 7, 2022
- **American**  
  December 31, 2021
monthly updates. If and/or when LSU receives the refunds from the airlines for the unused tickets, Accounts Payable & Travel will be responsible for notifying the departments and for preparing a journal entry to credit the original account charged. For questions, please contact Jennifer Driggers at jdrigg@lsu.edu or Patrice Gremillion at pgremill@lsu.edu.

**Travel Reminders:**

1) **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. Also, as a reminder, please respond timely to the Travel staff e-mails to ensure continuous processing of all transactions/reimbursements.

2) **Events/Special Meals Update**

All meetings and events over 10 in-person attendees will require Emergency Operations Center (EOC) written approval prior to the event. The written approval must be attached to the expense report or invoice, and when applicable should be attached to the AS499, Request for Special Meal form. Registered Student Organizations should obtain approval through the existing TigerLink event approval process. Departments and Off-Campus Organizations will have a separate EOC approval form. All information about the process can be found on the “Roadmap to Spring” website. For questions, please contact EOC at EOCevents@lsu.edu.

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

- Arianna Elwell acreech@lsu.edu
- Doris Lee dorislee@lsu.edu
- Kalyn Mayfield mayfield1@lsu.edu
- Kathleen Patrick kelder1@lsu.edu

## Trainings

**To register, go to the Training website, training.lsu.edu**

<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, 2/9</td>
<td>9:30 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Travel Training</td>
<td>AP &amp; Travel</td>
<td>Wed, 2/10</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Financial Data Model (FDM) And Reporting Instructor Led Workday Training</td>
<td>FAR</td>
<td>Wed, 2/10</td>
<td>1:30 pm - 3:30 pm</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Intro to Post Award Administration</td>
<td>SPA</td>
<td>Thurs, 2/11</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Christopherson’s Online Booking Tool - Concur - Training for Travel Arrangers</td>
<td>AP &amp; Travel</td>
<td>Thurs, 2/11</td>
<td>10:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Contract Management</td>
<td>Procurement</td>
<td>Thurs, 2/11</td>
<td>1:00 - 3:00 pm</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Effort and Key Personnel</td>
<td>SPA</td>
<td>Wed, 2/17</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>LaCarte Card Training</td>
<td>AP &amp; Travel</td>
<td>Wed, 2/17</td>
<td>1:00 pm - 3:00 pm</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Invoice Processing</td>
<td>AP &amp; Travel</td>
<td>Tues, 2/23</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Professional, Specialty &amp; Consulting Services</td>
<td>Procurement</td>
<td>Tues, 2/23</td>
<td>9:00 am - 10:30 am</td>
<td>Online via Zoom</td>
</tr>
<tr>
<td>Participant Support &amp; Fellowships / Subawards</td>
<td>SPA</td>
<td>Wed, 2/24</td>
<td>9:00 am - 11:00 am</td>
<td>Online via Zoom</td>
</tr>
</tbody>
</table>

All trainings will be held online via Zoom
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

### 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