Financial Accounting & Reporting

Monthly Close Dates
The monthly closeout is scheduled to take place the first working day of the new month.

<table>
<thead>
<tr>
<th>Month End</th>
<th>Close Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>Friday, March 1</td>
</tr>
<tr>
<td>March</td>
<td>Monday, April 1</td>
</tr>
<tr>
<td>April</td>
<td>Wednesday, May 1</td>
</tr>
<tr>
<td>May</td>
<td>Monday, June 3</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:
* 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. Since July 1, 2016, 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

March Business Managers’ Meeting

- APIC - Administrative Process for Improvement Committee
- Introduction of Supplier Diversity Manager
- Lod Cook update
- Upcoming Changes to Office 365
- Your TSP needs a vacation - Call Field Consulting!
- AP & Travel Update

Tuesday, March 12, 2019
9:30 am - 11:00 am
Magnolia Room, LSU Union
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 under Reporting. The report is an Excel file called “Finance Reports by Functional Area”. (link below)

All finance related job aids are available on the Workday Training webpage. Please see link below.

http://www.lsu.edu/workday/finance_training.php

1099 Tax Forms
1099 forms issued to LSU should be forwarded to Jennifer Richard in Financial Accounting & Reporting, 204 Thomas Boyd Hall.

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 http://www.lsu.edu/administration/ofa/oas/far/forms.php. Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

Cost Transfers
**UPDATE:** The “SPA – Journal Lines” report has been updated to identify all worktags. Therefore, “SPA – Journal Lines” report can now be used on 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 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 is available on the Workday training webpage under Financial Accounting. https://uiswcmweb.prod.lsu.edu/training/cost_center_manager/create_journal_entry.pdf

Credit Card Merchant Procedures
ALL CARD entries with debit/credit card MOPs will be required to have Bank of America Transaction Listing as backup documentation attached. If the Bank of America report is not attached to the CARD entry, the vault (125 Thomas Boyd) will return the entry to the department for the Bank of America backup to be added.
* CARD entries should be completed each day for the previous day’s activity.
* If there is a difference between the Bank of America report and the point of sale system, the difference should be investigated and an explanation provided.
* Departments should only record what the Bank of America report shows as being received.
* American Express (AMEX) transactions are recorded on a MOP separate from Visa/MasterCard/Discover.
* The total amount of each method of payment (MOP) should be calculated and written on the documentation.
* A copy of the Transaction Listing from Bank of America/First Data must be used as the backup for bankcard MOPS.
* There needs to be an additional copy of the Bank of America/First Data statement per bankcard MOP/AMEX MOP and an additional copy of the bank statement for DPS.

Additional copies of DPS and bankcard back up need to be attached to the entry even if copies have been attached in CARD.
Please bring all CARD entries to the cashier in the Bursar’s office in a timely manner. Vault hours are 10:00-11:45 am and 12:30-4:00 pm Monday to Friday.

Petty Cash
The university will no longer accommodate petty cash funds within departments and units. If funds are needed for an event, an AS750: Petty Cash Check Request should be e-mailed to Laurie Wales at llamb18@lsu.edu using Beth R. Nettles (SPL-23055) as the supplier. Once received, the check can be cashed at the vault in Bursar Operations, 125 Thomas Boyd Hall. When the event is over and the cash is no longer needed, the deposit of funds should be recorded in the Customer Accounts Receivable and Deposit (CARD) application to record the deposit of the funds. A job aid is available for the CARD application. [https://uiswcmsweb.prod.lsu.edu/training/finance/department_transmittal.pdf](https://uiswcmsweb.prod.lsu.edu/training/finance/department_transmittal.pdf)

Employee reimbursements will be processed by submitting an expense report in Workday. A job aid for this process is posted under Expenses on the Finance Training tab of the Workday web site. [https://uiswcmsweb.prod.lsu.edu/training/finance/emp_reimbursement-expense_rpt.pdf](https://uiswcmsweb.prod.lsu.edu/training/finance/emp_reimbursement-expense_rpt.pdf)

For non-worker reimbursements (university guests or non-employed graduate or undergraduate students), Expense Reports for Non-Workers should be created in Workday in lieu of submitting the paper forms AS300-NW: Travel Expense Reimbursement Request and AS541-NW: Reimbursement to a Non-worker. For international guests/visitors, the paper AS300-NW and AS541-NW forms are required to be submitted to the AP & Travel Office and will be processed via the Supplier Invoice Workflow for the payment to be sent by WIRE. Expense Report for Non-Workers Job Aid can be found on the Workday Training website. [https://uiswcmsweb.prod.lsu.edu/training/finance/final_expense_report_nonworkers.pdf](https://uiswcmsweb.prod.lsu.edu/training/finance/final_expense_report_nonworkers.pdf)

Directory (DIR)
In order to reduce duplicate records in DIR and subsequent merges, departments should verify that an individual does not already have a DIR record prior to adding them. The following search options are available in DIR:

* By Social Security Number (UCHG Screen)
* By 89 ID number (UCHG Screen)
* By name (VNAM Screen)

Any questions related to Directory merge requests or corrections should be directed to M.E. Hart at mehart@lsu.edu.

Questions related to Workday merges should be directed to Human Resources.

### Payroll

**Retroactive Pay Transaction Cut Off for Current Payrolls**
The cut off for Retroactive transactions for student and wage payrolls is the end of the day on the 2\(^{nd}\) Wednesday of the current pay period. The process to pull in Retro transaction runs on the 2\(^{nd}\) Thursday of the current pay period. Any retro transactions loaded after the Wednesday cut off will not be paid until the payroll for the subsequent period.

The cut off for Retroactive transactions for academic and professional payrolls is 4 days prior to the payroll run date. Payroll end dates and run dates can be found at [https://uiswcmsweb.prod.lsu.edu/training/payroll/salaryandacademic2019.pdf](https://uiswcmsweb.prod.lsu.edu/training/payroll/salaryandacademic2019.pdf).

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.
Cost Allocations should not be changed to reflect changes made on a Payroll Accounting Adjustment.

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.

Cost Allocation Tips:
- Expired Cost Allocations will prevent an employee from being paid.
- Missing Position Restriction cost allocations will prevent Payroll Commitments from posting.
- Cost Allocations that end mid pay period will prevent an employee from being paid and will prevent Payroll Commitments from posting.

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

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

1095-C Forms
Human Resources has issued the 2018 1095-C Forms. More information can be found on the HRM website here and FAQs can be found here. Any questions related to 1095-C Forms should be directed to HR at 578-8200 or hr@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. Should a W-2 not be accessible through myLSU, requests for duplicate W-2 forms can be made by completing form AS387 found at the following link: http://www.lsu.edu/administration/ofa/oas/pay/pdfs/as387.pdf 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 through myLSU and avoid the fee charged for paper copies generated through Payroll.

Tax Forms and Instructions Available on Internet
Federal
http://www.irs.gov/Forms-
Pubs

State
http://www.rev.state.la.us/Forms

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). 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 may do so in the Payroll Office, 204 T Boyd. The ITIN application must be submitted with the applicant’s 2018 tax return, so bring your 2018 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 2018 will receive a 1042-S form no later than March 15, 2019. 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.
Payroll continued...

Non-resident Alien Tax Assistance
The LSU Tax Law Club will host their annual VITA site which provides tax assistance for non-resident aliens free of charge on the following dates:

March 6, 7, 12, 13 & 14
6:00 pm - 8:30 pm

March 9
9:00 am - 12:00 pm

Non-resident aliens seeking tax assistance should go to Room W230 of the LSU Law Building. This is the west side of the Law Center, the side facing the parade grounds.

Who Qualifies:
- Foreign students, teachers, and researchers (F, J, M or Q Visa status)*

What to Bring:
- 2018 W-2 Form and/or 1042-S Form (if applicable)
- 2018 1099 Form (if applicable)
- 2018 1098T Form (if applicable)
- Copy of 2017 Federal and State Tax Returns (if available)
- Passport and Visa
- Proof of bank account routing numbers and account numbers (i.e. blank check)
  - if you wish to use direct deposit

* The following will disqualify you from VITA: 1099-MISC, Capital Gains, Rental Income, Sale of Real Property, Gain for Sale of Personal Property, Dividends

Important: If the US TIN on your 1042-S begins with 999 you need to apply for an Individual Taxpayer Identification Number. Make an appointment with Yolanda Clark at yvalle1@lsu.edu before you mail your tax return.

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. It can be found at the following link: http://www.arcticintl.com/gtp_individual.asp. Another recent addition of software for this group of taxpayers can be found at https://www.sprintax.com/. These software programs do not prepare State tax returns.

Work Study Funds
Work Study charges for student employees must be posted to the College Work Study Pay Earning. That specific Earning is configured to directly charge the Work Study grant and to work in conjunction with the Work Study Award granted to the student by Student Aid.

Amounts posted to the Base Hourly Earning cannot be charged to the Work Study grant. A Payroll Accounting Adjustment cannot be processed to move Base Hourly Earnings to Work Study funds.

If you have student time that is charged to Base Hourly Earnings that you believe should be charged to Work Study Funds, please contact Angie Ogle at aeogle@lsu.edu or Ashlyn Caldwell at acaldwell1@lsu.edu for further assistance.

President’s Student Aid Funds
President Student Aid charges for student employees must be posted to the President Student Aid Pay Earning. That specific Earning is configured to work in conjunction with the President Student Aid Award granted to the student by Student Aid. A Worker Position Earning Cost Allocation should be entered to ensure charges post to the department President Student Aid account.

Amounts posted to the Base Hourly Earning cannot be charged to the President Student Aid account. A Payroll Accounting Adjustment cannot be processed to move Base Hourly Earnings to President Student Aid funds.

If you have student time that is charged to Base Hourly Earnings that you believe should be charged to President’s Student Aid, please contact Angie Ogle at aeogle@lsu.edu or Ashlyn Caldwell at acaldwell1@lsu.edu for further assistance.
**Payroll continued...**

**Additional Jobs**
Additional Jobs for an employee must be the same type as the Primary Job. For example, an Additional Job for a GA must also be a GA Position with an Academic Salary Plan. A GA should not have an Additional Job that is a Student Position with a Hourly Plan. The mismatch between employee types will result in incorrect payments.

<table>
<thead>
<tr>
<th>Primary Job Type</th>
<th>Primary Job Compensation Plan</th>
<th>Correct Add Job Type</th>
<th>Correct Add Job Compensation Plan</th>
<th>Incorrect Add Job Type</th>
<th>Incorrect Add Job Compensation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA</td>
<td>Salary Plan</td>
<td>GA</td>
<td>Salary Plan</td>
<td>Student</td>
<td>Hourly Plan</td>
</tr>
<tr>
<td>Professional</td>
<td>Salary Plan</td>
<td>Professional</td>
<td>Salary Plan</td>
<td>Academic</td>
<td>Academic Salary</td>
</tr>
</tbody>
</table>

**Sponsored Program Accounting continued...**

**Progress Reports**
All progress reports, regardless of sponsor, must have the principal investigator’s signature and date. If this is not part of the report, it must be added. Since the cover letter is not considered part of the progress report, the signature needs to be on the actual progress report.

**Appointments to Sponsored Projects**
- Appointments to sponsored projects must be for the period of actual time. These appointments may be beyond budget periods specified in the award if the PI and the department chair expect the grant period will be extended. However, a costing allocation to change the source of funds will be necessary if the grant is not extended or the sponsor issues a new award (in which case we must assign a new account number for the project). If a retroactive change needs to be made, a PAA must be processed.
- Overdrafts, unallowable costs, or costs not incurred within the period of the award remain the responsibility of the department. Therefore, personnel appointments to sponsored projects should be carefully evaluated. Appointments for extended periods should be considered when appropriate in lieu of preparing numerous forms over the life of multi-year or incrementally funded agreements.
- Ensuring costing allocations are correct during the period of performance will help reflect accurate time charged on the grant accounts and shown on the effort reports.

**Subrecipient Invoices for Grants**
Subrecipient invoices should be forwarded to SPA as soon as they are received. The Office of Management and Budget (OMB) Uniform Guidance requires subrecipient invoices to be paid within 30 days of receipt so SPA needs to log and track these invoices. Please ensure the PO# and grant ID are included on the invoice. SPA will forward the invoice to AP who will load in Workday. The invoice will route in Workday to the PI for approval. Please refer to the PI Checklist for Subcontractor Invoices in the Post Award Manual on the SPA website. The link can be found at [http://www.lsu.edu/administration/ofa/oas/spa/manuals/postawardadministration.pdf](http://www.lsu.edu/administration/ofa/oas/spa/manuals/postawardadministration.pdf).

**Equipment**
All equipment purchased on a sponsored project must be reconciled to both the ledger and asset records in
Workday to ensure that all equipment purchased is tagged on the correct account. Ensure that purchase orders which are split between multiple accounts (grants) are tagged appropriately. When cost transfers are processed, ensure the asset’s original source of funds reflect the amount charged to each account (grant).

General Purpose Office Supplies
General purpose office supplies (including printer cartridges and computers) are normally not allowable as a direct cost to federal or federal pass thru sponsored agreements. They are included in our F&A calculation.

Unallowable Credit Card Charges
Disputed items (disputed credit card charges due to fraud), disallowed items or personal expenses should never be charged to a grant. If any of these costs are incurred, please ensure they are charged to an account that is not a sponsored program.

Unallowable Costs on Sponsored Agreements
Effective February 18, 2019, FASOP: AS-21 UNALLOWABLE COSTS FOR SPONSORED AGREEMENTS was modified to include procedures for unallowable costs and cost overruns that have not been cleared. If charges are not cleared after proper communication, the new procedures allow the SPA Billing Analyst to transfer the unallowable costs or overdraft amount to a designated SPA-Unallowable Costs (unrestricted) account established in the college. An unrestricted program will be established in each College for each function (research, instruction & public service).

Overdrawn Accounts
University policy states that restricted accounts are the responsibility of the department and should not be in an overdraft status. It is imperative that immediate attention be given to such accounts and appropriate action taken to clear the overdrafts. In some extenuating circumstances, accounts may reflect an overdraft status, however, for only those accounts that have a multi-year agreement (waiting on upbudgets), incremental funding, or a pending request for additional funding should reflect an overdraft status.

Cost Transfers
A cost transfer is an after-the-fact reallocation of an expenditure from one account to a sponsored project via a manual journal or payroll accounting adjustment (PAA). Expenditures should be charged to the appropriate sponsored project when first incurred. However, if necessary, a cost transfer may be submitted within 90 days from the end of the month in which the original entry was recorded. To comply with allowability and allocability requirements of OMB Uniform Guidance, it is necessary to explain and justify the transfer of charges.

Please note using the following justifications “to clear an overdraft” or “to spend out the balance” are not acceptable. Also, frequent, tardy, unexplained and/or inadequately explained transfers can raise serious questions about the intent of the transfer and our accounting internal controls over transfers. The cost transfer forms (AS226 – non personnel and AS227 – personnel) were developed to avoid audit question regarding cost transfers.

Helpful hints
1. Attach a PDF version of the ledger to the journal entry.
2. Process cost transfers for only expenditures in “Posted” status.
3. Entries must be processed by line item. The memo section of the journal must include both the Header Memo and the Line Memo and must reference a unique identifying number i.e. supplier invoice #, expense report #, etc.. The detail ledger from the Expense by Award report displays these numbers and can be used for backup. The detail ledger is displayed when drilling down into current expenditures. If a partial charge is being transferred, it must be noted on the backup documentation.
4. Transfer requests must be processed within 90 days from the original ledger date.
5. Attach an AS226 to the cost transfer when transferring costs to a sponsored agreement. The justification should explain how the cost benefits the project that it is being charged. An AS226 is not required for transfers to LSU Foundation accounts, expired fixed price accounts, gift accounts, and state appropriations.
6. Ensure that funds are available in the account where the costs are being transferred to and that the charge is allowable on that account.
7. Ensure the associated Fringe Benefits and F&A costs are calculated when determining costs to be transferred.
8. Cost transfers should not be processed to solely...
Sponsored Program Accounting continued...

expend the remaining balance in an account.
9. Cost transfers should not be processed to solely move overdrafts from one project to another.

Retroactive Personnel Transfers
♦ Payroll expenditures cannot be transferred via journal voucher. For retroactive personnel transfers, a Payroll Accounting Adjustment (PAA) must be submitted with a SPA Justification attached (form AS227). Only the AS227 form will be accepted as the SPA Justification. The form can be found on SPA's website at http://www.lsu.edu/administration/ofa/oas/spa/asforms/as227.pdf.
♦ An AS227 is required when the PAA is prepared since it is after the effective date. The completed AS227 must document why the salary expenditure is being moved to the sponsored agreement account. Justifications “to clear an overdraft” or “to spend out the balance” are not acceptable. When answering question # 2, on the AS227, the response must detail duties the individual performed and how these duties fulfilled the goals and objectives of the project. For example, Mike Tiger is a Research Associate responsible for analyzing samples and compiling data for the ABC (sponsor name) project entitled XXX (grant name).
♦ Please review ledgers and process all correcting PAAs timely so effort certifications will reflect the correct time PIs have spent working on their awards/grants.
♦ If a manual PAA is created and approved (changing an already approved effort certification time period), please send notice to effortassistance@lsu.edu to rerun effort certification for the employee to keep the HCM and GL system in sync.

Early Termination
If an agreement is terminated for any reason, please notify both SPA and OSP in writing (e-mail is preferred). If the sponsor sent any written correspondence relating to the termination, e.g., e-mails, letters, etc., this must also be forwarded to both offices. Both SPA and OSP will work with the P.I., department, and sponsor to close the project. Additionally, if a P.I. or Graduate Assistant named on any project has left the University, please notify SPA and OSP immediately.

Auditors
If an auditor from a sponsoring agency requests information, please contact Jaime Estave in SPA at 578-2204 or jestav1@lsu.edu. No notification is needed if a Legislative Auditor is requesting information.

Accounts Payable & Travel

Personnel Change!
Please welcome Catherine Herman to the Direct Charge section of Invoice Processing. Catherine’s institutional knowledge of the accounts payable processes makes her a great asset to lead the Direct Charge team! Catherine can be reached at 578-1549 or cherman@lsu.edu.

Special Handling Form (AS209) must be attached to the top of the invoice or document in order for the special handling request to be handled timely and properly. If a check is required by a certain date, please make sure the due date is specified in the Priority Handling section of the form. For questions, please contact Catherine Herman at 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:
- Amber Tran 578-1545 or atran17@lsu.edu
- Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu

Accounts Payable & Travel forms can be found on our website under AS Forms. Departments are encouraged to use the current forms and provide all requested information. Incomplete or outdated forms may delay the processing of the payment request.

LACARTE

Delinquent LaCarte transactions for FY18
There are still 115 outstanding LaCarte transactions for FY18 that require immediate attention. Cost Center Managers are encouraged to run the “Outstanding Credit Card Transactions by Employee Cost Center” or “Find Credit Card Transactions by Employee Cost Center” reports on a monthly basis to ensure LaCarte procurement transactions are
Accounts Payable & Travel continued...

reconciled via Expense Reports in a timely manner. It is imperative that immediate attention be given to any outstanding LaCarte procurement transactions to avoid cardholder suspension. For questions, please contact Patrice Gremillion at pgremill@lsu.edu or 578-3366.

An Expense Report should be created for LaCarte procurement and CBA transactions with complete cost documentation no later than 30 days from the date of the purchase/transaction.

Itemized receipts must be attached to the LaCarte Expense Reports.

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.

LaCarte cardholders are to be reminded that their LaCarte card should not be shared or loaned to another person. The cardholder will be held responsible for all transactions. No Exceptions!

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

ån Theresa Oubre 578-1543 or talber3@lsu.edu
ån DeAnna Landry 578-8593 or deannal@lsu.edu

TRAVEL

Change in Approvals
Any of the requests listed below that were previously sent to Donna Torres should now be sent to Patrice Gremillion:

◊  Travel greater than 30 days
◊  Travel Exceptions
◊  High Risk Travel (required forms should be e-mailed directly outside of Workday)
◊  Hotel Agreements

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

Important Payment Change by Enterprise Rent-a-Car
Effective February 15, 2019, Enterprise discontinued the Corporate Account Code, NA1403 for all LSU business rentals and assigned new corporate account codes for LSU by campuses. In effort to streamline the rental process, Enterprise created customized reservation links by campus for LSU. The reservation link can be found on the Accounts Payable & Travel website at: https://www.lsu.edu/administration/ofa/oas/acctpay/travel.php. At this page, travelers should scroll down to the Vehicle Rentals section and click Enterprise/National Rental Reservations.

Once the Enterprise/National Rental Reservations link is clicked, the screen will display a list of all campuses for the travelers to select their respective campus. For non-employees, the campus incurring the expense should be selected.

Once the respective campus is selected, travelers will have the option to select Enterprise or National. Enterprise is the mandatory vendor for in-state rentals and one of the options for out-of-state rentals. National should be selected only at airports.
Enterprise also offers discount rates for personal rentals and have included the tab to select for personal use. **Note:** It is important that travelers not select the LSU Personal Use Account for business rentals in order to ensure the vehicle rental is covered by the Enterprise Rent-A-Car’s State Motor Pool Rental Contract.

For questions, please contact Jennifer Driggers at jdrigg@lsu.edu or 578-1538 or Patrice Gremillion at pgremill@lsu.edu or at 578-3366.

**Short’s Travel Management Contact Information:**

**SHORT’S TRAVEL MANAGEMENT**  
Toll Free - (888) 846-6810  
Fax - (319) 433-0847  
E-mail: state@shortstravel.com or international@shortstravel.com  
Website: www.shortstravel.com/lsu

**Travel Expense Reports** must be created once the travel has been completed and must include all expenses related to the trip. **It is recommended that Expense Reports be created immediately following the trip to ensure all travel transactions are expensed in the fiscal year the trip was completed.**

**Spend Authorization** in Workday must include the following detailed information:

- **Start Date Field** – must be the first actual date of travel
- **End Date Field** – must be the last actual date of travel
- **Description Field** – must include the departure destination and business destination in the format of “Departure City, State to Departure City, State or City, Country

**AS292A, Spend Authorization Attachment form** is required when the following applies:

- Disclosure of personal travel dates and destination  
- Request for US Department State Rates  
- High Risk Travel to a Restricted Region  
- Travel Greater than 30 days

**Spend Authorization and/or Form AS516, Request for Authorization to Travel for Non Worker** are required and must be approved prior to the travel. Also, an estimate of the travel expenses should be included.

**Travel Expense Reports** will be delayed if the appropriate supporting documentation is not provided. The following is a list of common travel expense items and the required supporting documentation that should accompany the travel expense reports:

- **Mileage** – a mileage odometer log or MapQuest is required.  
- **Foreign Travel paid in foreign currency** – a copy of the conversion is required if LaCarte was not used  
- **Taxi fares** – a written receipt is required  
- **Lodging** – hotel folio with a zero balance is required  
- **Fuel** – an itemized receipt is required  
- **Vehicle Rental** – an itemized receipt/final invoice from the car company is required  
- **Airfare (if paid with personal funds or CBA)** – traveler’s final itinerary is required  
- **Conference travel (i.e. hotel, registration fees)** – conference agenda is required

**Helpful Hints for Travel Expense Reports:**

- **Destinations** – The appropriate destination option should be selected. The options are In-State, Out-of-State or Foreign.  
- **Mileage** – The actual miles driven should be reflected in the “quantity” field or a web site mileage calculator showing total miles travel can be attached to Travel Expense Report.  
- **Reuse of Airfare** - The original airfare Travel Expense Report number should be referenced in the expense item memo field. Please ensure that the explanation as to why the original airfare was cancelled is attached to the expense report.  
- **Out-of-State mileage** – A Short’s Travel quote is required and must be attached to the Expense Report as the mileage may be limited.
Accounts Payable & Travel continued...

- **Suburbs** – Please attach a website mileage calculator to the Expense Report if claiming a higher Tier city. The suburb city must be within 50 miles of the higher Tier city.

- **University guest expenses** – If an employee pays for guests or students travel expenses, the employee’s travel Expense Report with the guest’s travel expenses and the travel expense report for the guest should be referenced to each other if possible. Please use the header “Justification” memo field on the Expense Report for the reference. Also ensure that if an employee pays multiple expenses for the same guest that those expenses are on the same Travel expense report.

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

- Arianna Elwell 578-6052 or acreech@lsu.edu
- Doris Lee 578-3698 or dorislee@lsu.edu
- Kaylen Mayfield 578-3697 or mayfield1@lsu.edu
- Kathleen Patrick 578-3699 or kelder1@lsu.edu

### Finance Trainings

Below is a list of Finance classes that are currently available on the Training and Event Registration website at training.lsu.edu.

<table>
<thead>
<tr>
<th>Start/End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounts Payable &amp; Travel Instructor Led Business Policies/Processes Training</strong></td>
<td>Thursday, March 21, 2019 1:00 pm - 4:00 pm 225 Peabody</td>
</tr>
<tr>
<td><strong>Bid Types</strong></td>
<td>Wednesday, March 6, 2019 3:00 pm - 4:00 pm 225 Peabody</td>
</tr>
<tr>
<td><strong>Budget Instructor Led Workday Training</strong></td>
<td>Thursday, March 21, 2019 9:30 am - 11:30 am 232 Middleton Library</td>
</tr>
<tr>
<td><strong>Business Managers’ Meeting</strong></td>
<td>Tuesday, March 12, 2019 9:30 am - 11:00 am Magnolia Room, LSU Union</td>
</tr>
<tr>
<td><strong>Customer Accounts Receivable and Deposit (CARD) Instructor Led Workday Training</strong></td>
<td>Thursday, March 14, 2019 9:30 am - 10:30 am 230E Middleton Library</td>
</tr>
<tr>
<td><strong>Customer Accounts Receivable and Deposit (CARD) Drop-In Lab</strong></td>
<td>Thursday, March 14, 2019 10:30 am - 11:30 am 230E Middleton Library</td>
</tr>
<tr>
<td><strong>Financial Data Model (FDM) and Reporting Instructor Led Workday Training</strong></td>
<td>Thursday, March 7, 2019 9:30 am - 11:30 am 225 Peabody</td>
</tr>
<tr>
<td><strong>Methods of Procurement</strong></td>
<td>Wednesday, March 6, 2019 1:00 pm - 2:00 pm 225 Peabody</td>
</tr>
<tr>
<td><strong>Post Award Administration</strong></td>
<td>Tuesday, March 19, 2019 9:30 am - 11:30 am 235 Thomas Boyd</td>
</tr>
<tr>
<td><strong>Professional, Specialty &amp; Consulting Services</strong></td>
<td>Wednesday, March 6, 2019 2:00 pm - 3:00 pm 225 Peabody</td>
</tr>
<tr>
<td><strong>Sole Source Procurements</strong></td>
<td>Monday, March 18, 2019 2:30 pm - 3:30 pm 225 Peabody</td>
</tr>
<tr>
<td><strong>Workday Procurement: Tips &amp; Tricks</strong></td>
<td>Monday, March 18, 2019 1:00 pm - 2:30 pm 225 Peabody</td>
</tr>
</tbody>
</table>

To register for LSU Finance training classes:
- Log in to myLSU
- Click on 'Employee Resources'
- Click on 'LSU Training and Event Registration'
- Locate the appropriate training then click on 'View Classes'
- Click on the appropriate Training Date
- Click 'Register'
- E-mail confirmation of the registered course will be immediately received
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.

<table>
<thead>
<tr>
<th>Common Terms &amp; Documents</th>
<th>Workday Terms</th>
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<tbody>
<tr>
<td>AMAF</td>
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Financial Systems

| ABS                      | Accounts Payable & Travel |
| CARD                     | Accounting Services |
| DUR                      | Board of Regents |
| FAMIS                    | Board of Supervisors |
| FMS                      | Department of Energy |
| FAMIS                    | Financial Accounting & Reporting |
| FMS                      | LSU Foundation |
| FAMIS                    | Federal Bureau of Investigation |
| FES                      | Federal Emergency Management Agency |
| FES                      | National Institutes of Health |
| FES                      | National Science Foundation |
| FES                      | Office of Research and Economic Development |
| FES                      | Office of Sponsored Programs |
| FES                      | Office of Bursar Operations |
| FES                      | Payroll |
| FES                      | Procurement |
| FES                      | Property Management |
| FES                      | Sponsored Program Accounting |
| FES                      | Social Security Administration |
| FES                      | Tiger Athletic Foundation |
| FES                      | Auxiliary Services |
| FES                      | States Department of Agriculture |

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 |
| FES                      | Federal Bureau of Investigation |
| FES                      | Federal Emergency Management Agency |
| FES                      | National Institutes of Health |
| FES                      | National Science Foundation |
| FES                      | Office of Research and Economic Development |
| FES                      | Office of Sponsored Programs |
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