AP & Travel Expense Reminders

DeAnna Landry

Accounts Payable & Travel
Outstanding FY23 LaCarte Card Transactions

- FY23 outstanding transactions related to travel – 809

- Cardholders must reconcile travel transactions no later than the 15th day of the month following the completion of travel

- 11/15/2023 – Cost Center Managers will receive a list of cardholders with delinquent travel transactions

- 11/30/2023 – Deadline to submit expense reports to avoid suspension of card privileges

- Cardholders may be payroll deducted for expenses not reconciled after suspension of card privileges
LaCarte transactions related to business travel should be included on the expense report for the trip after the travel has been taken. Cardholder privileges will not be affected for travel expenses paid with LaCarte prior to the travel.
Expense Reports Awaiting Review By APT

**Procurement**
- New - 873
- Saved for later - 174

**Travel**
- New - 1200
- Saved for later - 225
Travel Updates

- Expense Item Changes

<table>
<thead>
<tr>
<th>Previous Expense Item</th>
<th>New Expense Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal (Federal Per Diem)</td>
<td>Meals &amp; Incidental Expenses (M&amp;IE)</td>
</tr>
<tr>
<td>Tips</td>
<td></td>
</tr>
</tbody>
</table>

Note: There is no change to the expense item for meals for single day travel.

- Expense item attributes were also updated
<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Updated Instructional Text</th>
<th>Search Keywords</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus/Trolley/Subway</td>
<td>Limited to $10 per day without a receipt, claims in excess of $10 per day require a receipt (i.e., Buses, Subways, etc.).</td>
<td>SC0193</td>
</tr>
<tr>
<td>Meals &amp; Incidental Expenses (M&amp;IE)</td>
<td>Travelers may be reimbursed for meals &amp; incidental expenses based on applicable travel location rates. Refer to PM-13 for guidance.</td>
<td>Per Diem Meals, SC0210</td>
</tr>
<tr>
<td>Parking Baton Rouge Airport</td>
<td>Contract Rate is $4.50 per day (receipts required) for parking in the indoor parking garage, as well as the outside, fenced parking lot at the airport.</td>
<td>SC0219</td>
</tr>
<tr>
<td>Parking New Orleans Airport</td>
<td>Surface Lot rate is $18 per day, Airline Economy Garage rate is $12 per day, or USPark at $14 per day. Receipts are required.</td>
<td>SC0219</td>
</tr>
<tr>
<td>Shuttles/Taxi</td>
<td>Require a receipt &amp; tips may not exceed 20% of the total charge. Rideshare receipts (i.e., Uber, Lyft) must include method of payment, location of ride, and tip amount.</td>
<td>Uber, Lyft, Rideshare, SC0195</td>
</tr>
<tr>
<td>Tips</td>
<td>As of October 1, 2022, tips are included in Meals &amp; Incidental Expenses (M&amp;IE).</td>
<td>SC0202</td>
</tr>
</tbody>
</table>
Travel Audit Issues

Reminder: The LaCarte Card is the preferred method of payment.

- Missing/inaccurate information on Spend Authorization (SA)
- Itemized airfare receipts and/or quotes
- Conference agenda and schedule
- Itemized lodging receipts
Travel Audit Issues Continued

- Itemized shuttle/tax receipts
- Out-of-state mileage documentation
- Justification for excess baggage
- Language translation of foreign receipts
- Currency conversion documentation

Cost Center Manager assistance is crucial to expedite final approval. Please respond to auditor emails in a timely manner.
Upcoming Trainings

Travel:
- November 16, 2023 - 9:30-11:30am
- December 5, 2023 - 1:00-3:00pm

LaCarte Card:
- December 7, 2023 - 1:30-3:00pm
Travel Contacts

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Facility Manager

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