



The Campus Traveler

January, 2018

Welcome to the new department newsletter devoted to keeping our traveling faculty current on the latest LSU traveling news. This issue will cover news for the 2017/2018 travel season beginning July 1, 2017. What's new?

LSU WebEx comes to Foreign Languages



What's WebEx and what can it do for me? Plenty. LSU WebEx is a LSU licensed screen sharing/online meeting tool that allows a person to remotely access another person's computer. Frey Computing has been using similar software (Bomgar) for years when they diagnose computer problems. The beauty of this arrangement is that you don't have to get up and go to another location for help.


If you need help with Workday or anything else, you can invite my computer to look at your computer even if you're at home or away from LSU traveling. When you invite me via WebEx to access your computer, my mouse and keyboard become operational on *your* computer for the duration of the session. You can watch and learn how to solve the problem while we're on the phone talking during the session. When we're finished, the session is terminated.

Dr. Orozco and I have already had a WebEx Workday lesson and I've also been helping Michael Dettinger with Workday expense reports via WebEx. Feel free to ask them how they like using it. Just let me know if you want to start using WebEx and I'll walk you through how to set up the software on your computer.

Travel Housekeeping

Spend Authorizations

I want to spend a few minutes talking about Workday Spend Authorizations and the kinds of mistakes that are still occurring. The main thing I still see is wrong information contained in the *Description* field. A correct Description field looks like the image below. The Description field should not be confused with the *Justification* field. Refer to the July issue of *The Campus Traveler* for more details. All of the campus traveler newsletters are posted on our Faculty/Staff Resources webpage.



Company	Louisiana State University and Agricultural and Mechanical College
Start Date	10/05/2017
End Date	10/08/2017
Description	Baton Rouge, LA to Atlanta, GA, United States
Business Purpose	Travel - Conference

I'm also still receiving questions about providing the AS292a. There are now only four conditions in which an AS292a is required to be attached to a spend authorization. They are:

- ✓ Disclosing personal travel
- ✓ Requesting Department of State rates
- ✓ Traveling to high risk destinations
- ✓ Traveling longer than 30 days

The AS292a is required to be attached to the spend authorization if you answer *yes* to any of these four conditions. If you answer *no* to all of them, then the AS292a *should not* be completed and attached to the spend authorization.

Expense Report Attachments

Attached receipts must be individually placed in the expense report *Attachments* tab in the same order as the expense line items. Don't forget that foreign currency receipts must be individually converted to USD with the web based conversion document provided with the receipt. **Please don't attach receipts or other supporting documents anywhere else in the expense report.** Supporting documents such as award letters can be placed in the *Attachments* tab after the receipts.