

Office of Accounting Services

Monthly Newsletter



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www.lsu.edu/administration/ofa/oas/

July 2023
Issue 464

Business Managers' Meeting

There will be no meetings held in July and August.



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What's New?

- **Fee Bills for Fall 2023 Semester**
Fee Bills will be published on 7/17/2023 via myLSU. Once available, you can view your Fee Bill via myLSU > Registration Services > Fee Bill > Fall 2023.
- **Fee Bills for Law School Fall 2023 Semester**
Fee Bills will be published on 7/17/2023 via myLSU. Once available, you can view your Fee Bill via myLSU > Registration Services > Fee Bill > Fall 2023.
- **Fee Bills for First Fall Online Module 2023**
Fee Bills will be published on 7/24/2023 via myLSU. Once available, you can view your Fee Bill via myLSU > Registration Services > Fee Bill > First Fall 2023.
- **Minor Employment Timekeeping and Compliance**
State and federal law mandates that persons ages 14-15 and ages 16-17 have distinct limitations on the types of jobs and on the number of hours and time during the day when they may work.

No minor shall be employed, permitted, or suffered to work for any **five-hour period** without one interval of at least **thirty minutes** within such period for meals. The break is to be documented, using the employer's normal timekeeping system.

Louisiana guidelines, including limitation for minors under age 17 can be found at [LA Works](#). You may also visit the U.S. Department of Labor [Youth Rules](#) website for federal guidelines related to employment of minors.

Please ensure anyone in your area who might supervise minors ages 14 to 17 reviews this information. Any department employing minors may be inspected by an officer of the Louisiana Workforce Commission for compliance. Violations in compliance may result in fines or criminal penalties.

FASOP AS-13, Research Participant Payments

FASOP AS-13 is being updated to reflect policy changes to be effective July 1, 2023. Please see the AP & Travel section for more detailed information.

PM-13, University Travel Regulations

PM13 is being updated for policy changes to be effective July 1, 2023. Please see the AP & Travel section for more detailed information.

Travel to Foreign Adversary Countries

With the recent 2023 Legislative Session, [Act 106](#): was 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. Please see the AP & Travel section for more detailed information.

Spend Authorization Questionnaire (SAQ)

Starting **July 1, 2023**, Workday functionality (i.e., Spend Authorization Questionnaire) will be enabled to capture additional information and the AS292-A form will be discontinued. The AS516 form will remain available for student travel and/or student group travel. Please see the AP & Travel section for more detailed information.

Bursar Operations

Important Deadlines**Payment Deadlines**

- ◆ **Deferred Payment Plan for Summer 2023 Semester:** For semester students that selected Deferred Payment Plan for Summer 2023, the first payment was due on 7/01/2023 and will be considered late after 4PM CST on 7/11/2023.
- ◆ **Deferred Payment Plan for Second Summer Module 2023:** For Second Summer Module students that selected Deferred Payment Plan, payment will be due on 7/24/2023 and will be considered late after 4PM CST on 7/28/2023.

Refund Deadlines

- ◆ **Second Summer Module:** Final Day to Receive 90% Refund – 7/4/2023
- ◆ **Summer Semester C Session:** Final Day to Receive 90% Refund – 7/6/2023
- ◆ **Second Summer Module:** Final Day to Receive 50% Refund – 7/7/2023
- ◆ **Summer Semester C Session:** Final Day to Receive 50% Refund – 7/12/2023

Reminders**International Payment**

International students may pay their student account balance using Flywire. The Flywire payment option is included on the Fee Bill and Billing Statement. Flywire commits to providing the best exchange rates.

1098-T forms

Students can access their 2022 1098-T forms at myLSU > Financial Services > Tax Documents. Questions regarding 1098-T forms can be directed to bursar@lsu.edu.

Credit Card Merchants

Elavon has started converting how American Express is settled on the backend. Merchants should see no change in the accepting of American Express. The reports from Elavon will show one deposit for all credit card transactions. After conversion, merchants will no longer have to break out the American Express MOP on their CARD entries. Any questions concerning the recording of revenue for credit cards should be directed to Jennifer Richard at jgendr1@lsu.edu or Kattie Gregoire at gregoire1@lsu.edu.

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 Brittney Grisby at bleahman1@lsu.edu.

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.

University Cashier

Departmental deposits can be dropped off in person between 10:00 am – 11:45 am and 12:30 pm – 4:00 pm, Monday – Friday.

Financial Accounting & Reporting

Merchandise for Resale

For those units who carry inventory of merchandise for resale:

- Inventory procedures were due **June 20**.
- **July 6** - Final inventory counts are due.

Inventory procedures and final inventory counts should be e-mailed to Jennifer Richard at jgendr1@lsu.edu.

Service Centers & Recharge Operations

- FY 2023 Service Center Revenue and Expense Reports are due to Budget and Planning by July 11, 2023. All final accruals should be included in the report.
- FY 2024 rate sheets are due to Budget and Planning by July 20, 2023. Internal billing journals should not be processed until Accounting Services has notified the departments that the FY 2024 rates have been approved.

Instructions and forms can be found on the [Budget and Planning](#) website.

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 at the bottom

under Reporting > Finance Reports by Functional Area.

Reconciliation Reminders

The following are some reminders for monitoring revenues and expenditures throughout the year:

- Review and reconcile reports/ledgers.
- Monitor budget to actual expenses by account and ledger on a quarterly basis.
- Process budget amendments, cost transfers, payroll accounting adjustments and internal billings for services rendered as needed.
- Request closure of accounts that are inactive or are no longer needed.
- Record CARD entries in a timely manner.
- Ensure worktags are not overdrawn.
- Investigate and correct errors.

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 a journal line detail report with all worktags visible 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 are being transferred.
- 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.
- A common source of errors is the "Additional Worktags" box. Verify all worktags listed under "Additional Worktags" prior to submitting.

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.

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 [FAR forms](#). Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bank-recon@lsu.edu.

Unclaimed Deposits/Wire Transfers

Departments that are anticipating funds (ACH or wire transfers to LSU) should contact bankrecon@lsu.edu. Please be able to provide estimated date of deposit and amount.

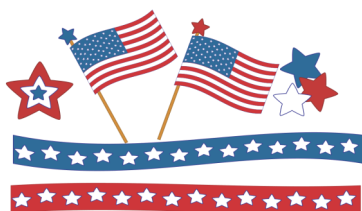
Petty Cash

Annual confirmations for petty cash funds have been distributed via e-mail in order to confirm the March 31, 2023 ending balances. If you have not already done so, please reply to the e-mail confirming the balance as well as the explanation as to why the petty cash fund is needed. Please confirm by reply e-mail to slaquer@lsu.edu.

[FASOP: AS-03](#) provides guidelines to be followed with petty cash.

Unclaimed Property FASOP

The University has published an [Unclaimed Property operating procedure](#). The Louisiana Uniform Unclaimed Property Act (Louisiana Revised Statutes 9:151-182) requires businesses and others to review their records each year to determine whether they are in the possession of any monies, funds, securities, or other intangible personal property that have been unclaimed for the required dormancy period. All departments should review to ensure compliance with the procedure.



Sponsored Program Accounting

Reminders

Key Personnel

LSU's cost sharing policy (FASOP: AS-06) states that cost sharing should be committed only when required by the sponsor as a funding stipulation. The salary for key personnel included in the approved budget should be charged directly to the sponsored agreement. Cost sharing in lieu of directly charging the sponsored agreement as a way of documenting key personnel effort is contrary to University policy since effort can only be cost-shared if required by the sponsor.

National Science Foundation (NSF)

NSF limits the salary paid to senior project personnel on NSF-funded awards (including NSF pass-thru awards) to 2 months of their regular salary in any one year. A year is based on a fiscal year beginning July 1 and ending June 30.

Board of Regents (BOR)

Final expenditure reports on BOR R&D and Enhancement contracts which expired June 30, 2023 are due to BOR by Thursday, September 30, 2023. In order to expedite the reporting process, please ensure cost sharing requirements are met, encumbrances are paid, and any unallowable charges are removed from the accounts. Also, unexpended balances will be refunded to BOR and submitted with the final financial report. If you have any questions, please contact your SPA grant contact.

Tentative Account Numbers

A copy of the budget and budget justification should be attached to a Request for Tentative Account Number. This allows SPA to approve expenditures more effectively.

For LSU, please forward all requests to Michelle Pennington in the Office of Sponsored Programs. Other Campuses should forward to the Sponsored Programs Office for their campus

Extensions/Rebudgeting/Amendments

Extension approvals, rebudgeting approvals, and amendments to existing agreements for the Baton Rouge campus, including Veterinary Medicine, must be **routed through the Office of Sponsored Programs (OSP) via**

GeauxGrants. OSP will forward the documents to Sponsored Program Accounting (SPA). Other Campuses should route through the Sponsored Programs Office for their campus

Invoicing Sponsors

Sponsored Program Accounting (SPA) is responsible for submitting all invoices on sponsored agreements LSUAM and LSUAG. If a sponsor contacts your department for an invoice, please refer the sponsor to the Grant Manager shown on the Roles tab of the grant or the Additional Reports tab of the award. The Grant Manager will work with the departments on getting the information to the sponsor as quickly as possible. If an award or grant has not been established, contact the appropriate Sponsored Programs Office. Additionally, if your department receives a payment from a sponsor, please forward it to SPA for deposit to ensure it is recorded properly.

CARD Entries

When grants are processed on CARD entries, revenue categories should **never** be used, only spend categories. Please consult with the Grant Manager before using grants on CARD entries.

Expiration notification letters are e-mailed to Principal Investigators 30 to 60 days before their sponsored agreements expire. These letters serve as a reminder that the agreements are scheduled for close out.

Payroll

Early Wage Payroll Deadline

Payroll	Period Ending	Time Locked
⇒ Wage	June 30, 2023	Monday, July 3, 2023 at Midnight University closed on Tuesday, July 4, 2023 for 4th of July Holiday

Close Time Entry

⇒ The Close Time Entry date in Workday is 90 days from the payment date for the time period. After this date no adjustments can be made in Workday for the time period. The 90 days coincides with the cost transfer timeline for sponsored agreements. Requests for time entry adjustments to be processed beyond 90 days must be submitted using the [AS420](#):

[Supplemental Timesheet](#) and must include an explanation of the extenuating circumstances that prevented the time from being entered or adjusted in Workday within the 90 day period.

Academic Dates

All campuses now use a standard academic year for Payroll purposes. The academic dates are as follows:

<u>Academic Year</u>	08/15 -- 05/14
<u>Fall Semester</u>	08/15 – 12/14
<u>Spring Semester</u>	01/15 – 05/14

Quick Guide for Work Study & President’s Student Aid

- ⇒ Work Study (WS) or President’s Student Aid (PSA) is designated with a Specific Job Profile
 - Job Profile **MUST** match award
 - For example student with PSA award must be in PSA Job Profile not Work Study Profile
- ⇒ PSA or WS **must ALWAYS be the PRIMARY job** for the student.
 - Work for any other department will ALWAYS be an ADDITIONAL job or jobs
- ⇒ Student must be hired **TIMELY**.
 - Late hire/data changes will not retroactively pay on the correct earning and corrections cannot be made.
- ⇒ Work Study cost allocations must be loaded at the **Worker-Position level** using the department account where any amounts over the limit will be charged.
 - **No Worker Position Earning for WS**
- ⇒ President’s Student Aid cost allocations must be loaded at the **Worker-Position-Earning level** using the PSA account established for the hiring department.

All of the above elements must be in place at the time payroll is processed for the Award to apply to the student and pay on the correct PSA/WS earning.

Reports to Assist in Determining Student Charges

REPORT NAME	DEFINITION	LOCATION
Payroll Accounting for Worker by Pay Period	Provides payroll accounting detail by worker.	Search Field— Type in Report Name or Payroll Accounting in Search Field
Journal Line Details with Employee Name	Use this standard report to find one or more journal lines. The more criteria you provide the more targeted the list that is returned. In Worktag field put employee	Search Field— Type in Report Name or Journal Detail in Search Field

Civil Service Structure Adjustments and Civil Service Market Adjustments

The Civil Service Structure Adjustments are effective 07/01/2023. The wage checks on 07/21/2023 for the period ending 07/14/2023 will be the first checks to reflect the increase for the structure adjustments. The Civil Service Market Adjustments are effective 07/15/2023. The wage checks on 08/04/2023 for the period ending 07/28/2023 will be the first checks to reflect the increase for the market adjustments. Any questions related to these adjustments should be directed to HR at 578-8200 or hr@lsu.edu.

Costing Allocations

There are two types of costing allocations. Position Restriction costing allocations and Worker costing allocations. Position Restriction costing allocations follows the position regardless of the worker filling the position.

Position Restriction costing allocation is assigned on the Create Position transaction and must have a begin date equal to the date the position is created.

Position Restriction cost allocations **should not have an end date**. End dates could cause the Position Restriction costing allocation to expire and expired or missing Position Restriction costing allocations **will prevent payment to an employee**. Funding sources such as grants or other temporary funding sources should not be used on a costing allocation for Position Restrictions. The Position Restriction costing allocation should be viewed as the commitment budget for the position and must cover the entire life of the position.

Worker costing allocations are assigned in the hire process and can be updated as needed.

When adding a new costing allocation on an existing Worker, 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. HR partners, Cost Center Managers and Student Employment Partners must perform ongoing audits of costing allocation 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 Worker costing allocations. The Payroll calculation engine does not recognize when a grant has expired, therefore it is important to keep costing allocations up to date to ensure proper posting of salary

charges.

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.

Compensation End Dates

Student and Graduate Assistants who are graduating in December should be loaded with a compensation end date in order to avoid a potential salary overpayment. This practice should be used each semester with graduating students.

Departments should run the **Employee Compensation Status** report in order to identify employees with compensation end dates that need to be continued. This will avoid surprises on Pay day when an employee is expecting a check and does not get paid.

Timely Termination of Employees

Employees who are no longer working should be terminated in the Workday system. If you have a student or WAE employee who is no longer working, please process a termination immediately. Leaving employees active in the system who are no longer working increases the risk of Payroll fraud or loss of university assets.

Payroll Accounting Adjustments

Departments should contact the Payroll office if a Payroll Accounting Adjustment (PAA) needs to be cancelled or rescinded. Request should be e-mailed to Katie Maglone at kmaglone1@lsu.edu.

Reminder: Payroll Accounting Adjustments affecting FY 22-23 must be **completed by Monday, July 10, 2023**.



Accounts Payable & Travel

Invoice Processing

FASOP AS-13, Research Participant Payments

FASOP AS-13 has been updated to reflect the following policy changes to be effective July 1, 2023. The key policy changes are:

Social Security Numbers (SSNs) will not be required for research participant payments of \$100 or less provided the following conditions are met:

- * The individual participant payment is \$100 or less, and
- * It is not anticipated that the individual will receive participant payments, from all sources, totaling \$600 or more during the calendar year, and
- * The participant is not a non-resident alien (NRA)

Participant payments made to NRAs are subject to 30% federal tax withholding, regardless of the payment type or dollar amount. SSNs are required for any participant payment greater than \$100.

The chart below provides a summary of the participant payment options:

	Participant Payment Amount	SSN/ITIN Required?	Payment Type
Individual Participant Payments (non-NRA)	\$100 or less	No	Cash, check, digital gift card
	Greater than \$100	Yes	Check
Studies with Multiple/ Continuous Participant Payments (non-NRA)	Combination of individual payments expected to exceed \$600	Yes	Check
NRA Participant Payments	Any amount	Yes, if available or No, leave blank	Check

Research Participant Payment Types:

1. Research payments by cash should follow the spend authorization process for cash advances. Cash advances should be minimal and are used for small dollar (\$100 or less), in-person participant payments.
2. Research payments by check should follow the Miscellaneous Payments process.
3. Research payments by digital gift cards should be procured from a service provider that best meets the desired outcomes for the research study.

- a. Service providers must meet the University's IT100 form requirements for LSU A&M campus (or IT requirements as set forth by other campuses). The IT100 form is required for all software, digital media, digital goods, and digital platforms.
- b. Any unexpended funds must be returned to the University at the completion of the research study. It is the responsibility of the researcher/department to reconcile the digital gift card payments and request a refund from the service provider, if applicable.
- c. Physical gift cards are prohibited for research participant payments.
- d. Digital gift cards purchased directly from vendors (i.e., Amazon, Target, Walmart, etc.) are prohibited.

The following are service providers enrolled as a supplier in Workday:

Service Provider	Supplier ID	Research Data Type
Amazon Mechanical Turk	SPL-29004	* Computing tasks * Routine sorting tasks
Prolific	SPL-51127	* Social science research * Locating specific designated demographic data
Qualtrics	SPL-05393	* Targeted surveys * Panel data
LUCID Theorem	SPL-31718	* Targeted surveys

Refer to FASOP AS-13 for more detailed information. For questions, please contact Valery Sonnier at vsonnier@lsu.edu or 578-1531.

Job Aid, AP & Travel FYE Processing Procedures

The AP & Travel FYE Processing Procedures job aid is available on the Accounts Payable & Travel website. Departments are encouraged to have staff, in particular any new staff performing fiscal year-end duties, to review the Job Aid for detailed information.

As a reminder, **departments should not create any accrual journal entries.** Accounts Payable & Travel

will create the accrual journal entries as the supplier invoices (i.e., direct charge & purchase orders) are approved by the CCM's. The accrual journal entries will be created daily, starting on July 5 - July 11 (at noon) and will be reflected as a "Supplier Invoice Accrual Journal Source" on the departmental actual ledgers. For supplier invoice accrual corrections, please contact Valery Sonnier at vsonnier@lsu.edu.

The AS forms include the "Fiscal Year End Accrual" box that should be marked with either **Yes** or **No** to indicate if the invoice/document should be accrued. All AS forms should be completed in their entirety to avoid delays in processing. For questions, please contact Valery Sonnier at vsonnier@lsu.edu.

Supplier invoices are being processed in Workday with routing to the Cost Center Manager for approval. 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 Valery Sonnier at vsonnier@lsu.edu or Patrice Gremillion at pgremill@lsu.edu.

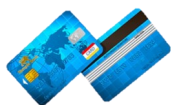
For questions concerning supplier invoices, please contact a member of the Invoice Processing staff:

Direct Charge:

- ☎ Jessica Prather 578-1536 or jmor116@lsu.edu
- ☎ Deana Clement-Delage 578-1539 or dcleme2@lsu.edu
- ☎ Arlyn Gamble 578-3697 or abecnel1@lsu.edu

Purchase Order:

- ☎ Maci Jones 578-1620 or macijones1@lsu.edu
- ☎ Austin Ledet 578-1545 or aledet@lsu.edu
- ☎ Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu



LACARTE

Fiscal Yearend Reminders for Special Meals, LaCarte, CBA, and Travel Expense Reports:

1. Expense report reconciliation requirement is reduced to **5** days in the month of June.
2. Final date for FY23 expense reports to be submitted to Accounts Payable & Travel is **Wednesday, July 5 at 4:30 close of business day (cob)**.

3. **Expense Reports** can be initiated after June 30 to include transactions that should be charged to FY23 budgets. **Expense Reports** processed against FY23 budgets; the following criteria must be met:
 - a. LaCarte/CBA Transactions must be linked/imported
 - b. Expense Report Date = **June 30, 2023**
 - c. All required cost documentation must be attached
 - d. All "Approvals must be Secured"
 - e. Routed to and awaiting action by an Expense Partner (by Wednesday, July 5 at 4:30 pm cob)

Please note: Expense Reports not meeting all of the above criteria will be charged to FY24 budgets.

4. A fully completed and approved AS499 form should be included in the supporting cost documentation for special meal expense reports.
5. **No accrual journal entries** should be created for any FY23 expenses processed via the expense report.
6. Please do not Edit or Withdraw any expense reports awaiting final approval by the auditors.
7. Please respond timely to auditor e-mails to expedite final approvals.
8. **Cash Advances** issued are not charged to departmental budgets until an expense report is processed and approved. **Cash advances should not be accrued.**

Cost Center Managers are encouraged to do the following:

1. Run the "Find Outstanding Credit Card Transactions by Employee Cost Center" report on a weekly basis and on a daily basis in the month of June to monitor for "new" or "in Draft" LaCarte transactions by cardholders.
2. Reach out to the faculty/cardholders to ensure their transactions will be expensed by the July 5th deadline to ensure transactions will be charged to FY23 budgets and equally important, to avoid card suspensions.
3. Review the expense report in "draft" status to investigate why the expense report has not been submitted. Cardholders may need assistance.
4. Review expense reports "in Progress" status by clicking the Business Purpose to see its current status. If the expense report is awaiting action by an Approver (other than a LaCarte or Travel Auditor)

send the Approver an e-mail to expedite the approval process.

5. Run the “**Find Expense Report for Cost Center**” and “**Find credit card Transactions by Employee Cost Center**” reports which display both “**Awaiting Action**” and “**Comments**” from the expense report Business Process tab to monitor expense report approval.

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

- ☎ Theresa Oubre 578-1543 or talber3@lsu.edu
- ☎ Christian O’Brien 578-1544 or cobrien2@lsu.edu
- ☎ DeAnna Landry 578-8593 or deannal@lsu.edu



TRAVEL

University Travel Regulations, PM-13, has been updated to reflect the changes to the travel policy effective July 1, 2023. PM-13 includes appendices to better serve the travelers, departments, and all LSU institutions. Appendix A provides a summary of travel rates and Appendix B provides a summary of approval authority specific to each institution for certain travel expenses.

The following is a summary of the key policy changes:

1. Faculty members will no longer be responsible for employed graduate student cash advances.
2. University-sponsored conferences:
 - a. Lunch served in conjunction with university-sponsored conferences, billed to the University, shall not exceed the combined US General Services Administration (GSA) meal rate for breakfast and lunch of the conference location. Any gratuity not required by the caterer must not exceed 20% of the total meal cost. For example, if the GSA meal rates for New Orleans are \$17 and \$18 for breakfast and lunch, respectively, the conference lunch rate will be \$35.
 - b. Breakfast and/or dinner served in conjunction with university-sponsored conferences, billed to the University, may not exceed the special meal rates.
 - c. Conference lodging rates should be within the published lodging rates for the conference location.

3. Uber or Lyft type services are reimbursable. A standard sized vehicle is encouraged, and an itemized receipt is required. Wait time charges and the following vehicle types are not reimbursable:
 - a. Uber Black, Uber Black XL, and Uber Premier
 - b. Lyft Lux, Lyft Lux Black, and Lyft Lux Black XL
4. Ethics clarification: It is the responsibility of the university and the employee to comply with all ethics laws and requirements. Refer to the Louisiana Board of Ethics website for more information.

Also, other key travel reminders:

1. Christopherson Business Travel (CBT) remains the State of Louisiana contract travel agency and use is mandatory for university business travel. Travelers are encouraged to use CBT’s Concur Online Booking System which is available through myLSU under Travel Resources. The online booking fee is \$7, in contrast to the agent-assisted service fee at \$24. For more information on CBT, please refer to the Travel Agency section on the Accounts Payable & Travel website.
2. Spend authorizations must be fully completed and approved prior to making any travel arrangements. If any travel expenses are paid prior to travel authorization approvals, the employee may be at risk of not being reimbursed.
3. Travel to the 48 continental US and District of Columbia is subject to GSA rates for mileage, lodging, and meal per diem and incidentals (M&IE).
4. Travel to foreign countries is subject to US Department of State rates for lodging, and M&IE.
5. Travel to Alaska, Hawaii and US territories are subject to the M&IE rates as published in the State Travel Policy, PPM-49. Refer to PM-13, Appendix A for the rates.
6. Hotel lodging, including Airbnb, should have only the first night lodging paid to secure the reservation. Lodging should not be prepaid in total; payment should be made upon checkout. If the travel is canceled for any reason and the total lodging amount was prepaid, only the first night of lodging may be allowed as a university expense. The other prepaid lodging days will be the responsibility of the traveler.
7. Enterprise, National and Hertz remain the out-of-state travel state contract vendors for rental vehicles and use is mandatory for employees. Use of the contracted vendors is encouraged for non-employee University students, guests, and contractors. It is at

the traveler's discretion which rental company is utilized.

8. Personal travel destinations should not be included in business travel airfare. Refer to PM-13 for reimbursement limitations.
9. Travelers/departments should always monitor unused tickets every 30 days and take them into consideration when making travel arrangements.

The revised policy incorporating the summarized changes will be available on the University Administration and Accounts Payable & Travel websites. For questions, please contact Jennifer Driggers at jdrigg@lsu.edu or 578-1538 or Patrice Gremillion at pgremill@lsu.edu or 578-3366.

Christopherson Business Travel (CBT) is the State of Louisiana contracted travel agency. The contact information for CBT is provided below. For more information on CBT, please refer to the New Travel Agency section on the Accounts Payable & Travel website.

CBT UNIVERSITY TRAVEL TEAM

Monday – Friday

7a.m. – 7p.m. CT

P: 800-961-0720

E-mail: 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** for domestic and **\$31** for international.
3. Any calls to (800) 961-0720 made between 7pm and 7am CST will roll over to the After-Hours Service Provider. After-Hour services should be for limited to true emergencies. Airfare bookings should be made during normal business hours.

Travel to Foreign Adversary Countries

With the recent 2023 Legislative Session, [Act 106](#): was 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.

Prior approval shall be based on the binding commitment of the individual traveler not to violate the institution's limitations on travel and activities abroad and to obey all applicable federal laws. Any person subject to this Section 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

identifies the adversary countries as follows:

- * China
- * Cuba
- * Iran
- * Russia
- * North Korea
- * Venezuela

In an effort to meet this new requirement, 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. The high risk forms are also being updated to include information for the adversary countries.

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 578-3366.

Spend Authorization Questionnaire

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 (SAQ) will be enabled, and the AS292-A form will be discontinued. The AS516 form will remain available for student travel and/or student group travel.

Administration

All travel expense reports/reimbursements will require a spend authorization for workers and non-workers. The SAQ must be completed by the initiator immediately after submitting the spend authorization. The “up next” window appears after submitting the spend authorization with a link to the SAQ, or the SAQ can be accessed from the initiator’s inbox. ***The spend authorization will not route until the SAQ is fully completed and submitted.*** Once the spend authorization routes for approvals, the questionnaire responses will be visible on the “Questionnaire Responses” tab on the spend authorization. The information captured on the SAQ will allow the University to meet annual state reporting requirements.

La Ethics Reporting

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. The ethics form will be reviewed for completeness and assurance of the appropriate travel approvals prior to the Agency Head designee signature. For questions, please contact Patrice Gremillion at pgremill@lsu.edu or 578-3366.

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

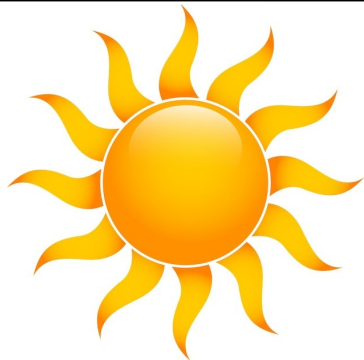
- Caitlin Cox 578-6052 or ccox40@lsu.edu
- Jonathan Fresina 578-3672 or jfresi1@lsu.edu
- Henry Woodard 578-8928 or hwooda4@lsu.edu

Unclaimed Property Notifications

If a department receives notification regarding unclaimed property due to their department, please submit the correspondence to Accounting Services. Any information or history related to the referenced unclaimed property would be helpful in determining if the claim is legitimate and LSU is due the unclaimed property. Accounting Services will complete the paperwork, obtain signatures, and submit the claim.

Shredder

Accounting Services has an industrial-sized shredder located on the 4th floor of Thomas Boyd Hall that departments can reserve. To reserve the shredder, please send an e-mail to imagingdistr@lsu.edu. The e-mail should include the day and time of your requested appointment. In an effort to allow all departments across campus to utilize the shredder and maintain the work flow internal to our office, we have limited the use to 2-hour increments. Appointments can be made for 8:00 to 10:00 am, 10:00 to 12:00 pm, and 1:00 to 3:00 pm. If a department is more than 15 minutes late, the appointment may be rescheduled. If a department has a project that includes a large amount of paper to be shredded and a timeline to abide by, we will do our best to accommodate. Any departments using the shredder will be trained on how to safely operate the shredder, clean the general area, and proper disposal of the bags of shredded paper. Note that the shredded bags of paper must be transported to the dumpster outside T Boyd & LSU Library and can be fairly heavy when being moved. Also, due to budget constraints, departments with a large amount of shredding may be required to purchase and replenish shredder bags and oil. Note: this equipment does not dispose of microfilm or microfiche - it is intended for **paper only**.



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
CBT	Christopherson Business Travel
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
JE	Journal Entry
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
M&IE	Meals and Incidental Expenses
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
WAE	Wages As Earned

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

Workday Terms

AG	Agency Clearing
AJ	Accounting Journal
AWD	Award
AWDC	Award Conversion
BA	Budget Adjustment
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
PAA	Payroll Accounting Adjustment
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