

# Office of Accounting Services

## Monthly Newsletter



204 Thomas Boyd Hall Baton Rouge, LA 70803 (225) 578-3321  
[www.lsu.edu/administration/ofa/oas/](http://www.lsu.edu/administration/ofa/oas/)

**November 2023**  
**Issue 468**

### November Business Managers' Meeting

- ◇ Employee Assistance Program (EAP)
- ◇ Special Meals & AS499 Form Update
- ◇ LaCarte Reminders
- ◇ Travel Updates

November 14, 2023  
9:30 - 11:00 am  
Online via Zoom



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## What's New?

### Expense Item Changes

Some travel expense items were renamed for clarity purposes, including attributes and instructional text. Refer to the Travel Section for more details.

## Financial Accounting & Reporting

### 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 can be found on the Workday Training webpage at [Finance Training](#)

- Financial Accounting
  - Create Journal Entry: Internal Billing

### Important Reminders

- Worktags on Internal Billings must match the attached supporting documentation – please do not use Legacy Account numbers
- 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 sponsored agreement account (excluding gift, University Foundation, and expired 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

### 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” 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.

### Reporting

Below is a list of commonly used reports in Workday that can be accessed by typing the Report name into the Workday search box.

- **Data Audit** – Provides a list of values for FDM dimensions (various reports)
- **Journal Line Details** – Provides a list of detail journal entries by period
- **Journal Line Details with Employee Name** – Provides a list of detail journal entries by period, with employee name included
- **Payroll Accounting per Worktag** – Provides payroll detail by organization
- **Trial Balance** – Displays beginning balance, debits, credits, and ending balance for worktags chosen
- **Revenue & Expense** – Provides budget, current month actuals, cumulative encumbrances, tentative and balance (various reports by dimension chosen)

### Workday Security Access

Workday Access can be requested through myLSU:

- Financial Services
  - Workday Security Access Request

### Bank Reconciliation

Contact us at [bankrecon@lsu.edu](mailto: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 [bankrecon@lsu.edu](mailto:bankrecon@lsu.edu).

### \*\* Unclaimed Deposits/Wire Transfers \*\*

Departments that are missing funds (expected ACH or wire transfers to LSU) should contact Stephanie Laquerre at 578-1450 or [bankrecon@lsu.edu](mailto:bankrecon@lsu.edu). Please be able to provide estimated date of deposit and amount. If you wish to be added to the monthly unclaimed deposit notifications that are e-mailed, please e-mail your name and contact information to [bankrecon@lsu.edu](mailto:bankrecon@lsu.edu).

### 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 Stephanie Laquerre at [slaquer@lsu.edu](mailto:slaquer@lsu.edu) and Jennifer Richard at [jgendr1@lsu.edu](mailto:jgendr1@lsu.edu) using **Melanie Powell (SPL-44555)** 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](#).

[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 website.

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.

increases or late time submission is paid on the next regular payroll and not a supplemental payroll. Since these type of payments are now included with the regular paycheck, the employee’s taxable income, and thus taxes, are increased for any affected payroll. The earnings are being taxed correctly in accordance with the IRS tax withholding tables. The employee can adjust their W-4 and/or L-4 at anytime in Workday to help minimize these tax effects.

The job aid for changing withholding elections can be found at [Training for Employees](#).

**Address Changes or Corrections**

Please verify that the address is correct on the Contact tab in Workday for employees who work in your department. Having a correct address is important when payroll information including the W-2 has to be mailed to an employee. The [View and Change Home and Emergency Contact](#) job aid provides instructions on updating address information in Workday.

**Early Wage Payroll Deadline Due To Thanksgiving Holiday**

Payroll	Period Ending	Time Locked
● Wage	November 17, 2023	Sunday, November 19, 2023 at 11:59 pm

**Timekeepers**

The following reports should be run to identify any time that has not been submitted or approved to ensure all time is paid correctly. As always, we recommend that all timekeepers run these reports weekly.

- Time Not Submitted
- Time Not Approved
- Workers with No Time Entry

**Insurance Coverage at Retirement**

Health premiums for retirees are determined by health participation as an active employee prior to retirement. Employees are encouraged to contact Human Resources for a vesting participation audit prior to retirement in order to ensure continuation in the OGB or LSU First Health plans are affordable and fit their changing needs due to retirement. Retiring employees must complete form GB-01 with Human Resources

**Payroll**

**TAX TOPICS**

**International Employees**

**Tax treaty benefits expire** December 31, 2023. Any employee who is eligible for treaty benefits for 2024 should attend the tax treaty workshop on one of the following days:

**Monday, November 6 or  
Tuesday, November 7**  
8:30 am to 4:00 pm  
Lobby of Thomas Boyd Hall

Employees must bring their Passport, Visa, I-94, I-20 and DS2019 with them in order to complete the paperwork. Completion of the required forms will take about 20 minutes.

**Invalid or Temporary Social Security Number**

A valid social security number is required for employment, and for W-2 reporting of employee earnings to the Internal Revenue Service. Please make sure that all employees with temporary 999 numbers have obtained a valid U.S. Social Security Number and that the U.S. SSN has been updated in Workday. LSU may face a monetary penalty from the IRS for failing to include the employee's correct SSN on W-2s and other wage reports. If you have questions, contact Dianne Bohn at [dbohn1@lsu.edu](mailto:dbohn1@lsu.edu).

**Tax Withholdings**

In Workday all payment for extra earnings and late pay transactions are made on the regular pay cycle - there are no supplemental payrolls in Workday. Please see the [payment of extra earnings](#) job aid. Any late or retro salary

within 30 days of retirement or coverage will be terminated. Employees who do not continue benefits into retirement will not be eligible to return to state coverage as a retiree.

## Sponsored Program Accounting

### Checks

Departments should **promptly** forward checks for sponsored agreements to Accounting Services, 204 Thomas Boyd, Attn: SPA. Checks for sponsored agreements on the AG Center campus should be sent to Ag Center's Sponsored Programs Office who will forward to SPA. Please include all identifying documentation with the check, such as the LSU account number, principal investigator name, proposal number, and a name and phone number to contact, if necessary.

### Closeout Period

Closeout periods for sponsored agreements is usually 30 to 90 days (some awards are less than 30 days) after the expiration date of the award. The 30 to 90 day period is intended for paying outstanding bills. All work must have been completed and all items purchased must have been received by the expiration date of the expiring award.

### Invention/Patent Certifications

All invention/patent certifications must be sent to Spencer Rogers, Innovation & Technology Commercialization Director, Office of Innovation & Technology Commercialization (ITC), 800 Innovation Park Drive, Building 300, [itc@lsu.edu](mailto:itc@lsu.edu) after being signed by the Principal Investigator. For Ag Center, the certifications must be sent to Wade Baumgartner, LSU Agriculture Center, Office of Intellectual Property.

### LA Board of Regents ENH and R&D awards

Rebudgeting requests must be submitted to BOR for expenditures in line items not included in the original budget. These requests must be routed through the appropriate Sponsored Program office.

Prior approval of the Board of Regents (BOR) is required for the purchase of equipment not listed in the approved budget, unless the change in equipment involves no more than a change in make or model number.

Also, prior approval must be obtained from BOR to reduce the amount of salaries for graduate assistants. If approval to rebudget funds from the graduate student category is not received, the remaining balance in the graduate student category will have to be refunded to BOR along with the associated F&A costs. Rebudget requests reducing graduate student support must include the associated tuition remission cost sharing reduction. Note, tuition remission is not calculated on the Student Allowance therefore, if a graduate assistant is paid a Student Allowance during the summer when they are not enrolled, a request to reduce the tuition remission cost sharing must be submitted if tuition remission cost sharing was committed.

A complete list of the categories requiring prior approval can be found in Section IX of the contract from BOR titled Rebudgeting. Please be aware that the BOR does not approve such requests after the expiration date of the contract.

### No Cost Extensions

PIs should request no cost extensions if the work (including deliverables) is not completed on sponsored agreements by the expiration date. It does not matter if the agreement is cost reimbursable or fixed price. Requests for extensions must be routed through the appropriate Sponsored Programs Office before submitting to the sponsor. Requests for no cost extensions must be made before the expiration date and in accordance with the agency's guidelines.



# Bursar Operations

## Important Deadlines

### Fall 2023

- ◆ **November 3:** Final Day to Drop Courses for Fall
- ◆ **November 20:** Final Day to Drop Courses for Fall Session C

### Fall 2024 – Law Campus

- ◆ **November 27:** Fee Bills for Spring 2024 are Published via myLSU

### Second Fall Module 2023

- ◆ **November 20:** Final Day to Drop Courses for Second Fall Module

### Winter Intersession 2023

- ◆ **November 9:** Fee Bills are Published via myLSU
- ◆ **November 27:** Payment Due Date for Winter Intersession

### Spring 2024

- ◆ **November 27:** Fee Bills for Spring 2024 are Published via myLSU

## Reminders

### Foreign Source Reporting

Section 117 and Act 767 requires LSU and Affiliate Organizations to report any foreign-sourced gifts, contracts, grants, donations, scholarships, and pledges during a calendar year. Reports are filed to the Department of Education and Board of Regents semi-annually. The upcoming report date is as of December 31, 2023 and is due by January 31, 2024. Bursar Operations is responsible for information gathering and reporting from individual departments. More information can be found at [FASOP: AS-35](#) and questions can be directed to Mary Catherine Gillespie at [mgille7@lsu.edu](mailto:mgille7@lsu.edu).

### 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](mailto:bursar@lsu.edu).

### Credit Card Merchants

Elavon has converted how American Express is settled on the backend. Merchants should see no change in the accepting of American Express. The reports from Elavon now show one deposit for all credit card transactions. Merchants 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](mailto:jgendr1@lsu.edu) or John Milligan at [jmilligan@lsu.edu](mailto:jmilligan@lsu.edu).

### 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 John Milligan at [jmilligan@lsu.edu](mailto:jmilligan@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](mailto: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 clearly visible signatures.
- ◆ 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 10:00am – 11:45am and 12:30pm – 4:00pm, Monday – Friday.

# Accounts Payable & Travel

## Invoice Processing

Direct charge and purchase order invoices should be sent to [aptravel@lsu.edu](mailto: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 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu) or Valery Sonnier at 578-1531 or [vsonnier@lsu.edu](mailto:vsonnier@lsu.edu).

## Special Handling

As a reminder, LSU outsourced the check-printing function to JP Morgan. If special handling is requested for a check, the check is returned to LSU via FedEx overnight. This means that there is a 24-hour delay for the check to be available for pick-up. Please plan accordingly.

## 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 supplier invoices, please contact a member of the Invoice Processing staff:**

### Direct Charge:

- ☎ Jessica Prather 578-1536 or [jmor116@lsu.edu](mailto:jmor116@lsu.edu)
- ☎ Deana Clement-Delage 578-1539 or [dcleme2@lsu.edu](mailto:dcleme2@lsu.edu)
- ☎ Arlyn Gamble 578-3697 or [abecnel1@lsu.edu](mailto:abecnel1@lsu.edu)

### Purchase Order:

- ☎ Maci Jones 578-1620 or [macijones1@lsu.edu](mailto:macijones1@lsu.edu)
- ☎ Austin Ledet 578-1545 or [aledet@lsu.edu](mailto:aledet@lsu.edu)
- ☎ Jessica Hodgkins 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu)



## LACARTE

## Delinquent Outstanding LaCarte Card Transactions

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. **To date, there are 925 FY23 transactions outstanding.** To avoid suspension of cardholder privileges, it is imperative that immediate action is taken to reconcile LaCarte transactions, not related to future travel. For questions, please contact DeAnna Landry at 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu).

## Annual Cardholder Review

As a reminder, each Department Head is required to conduct an annual review of their unit's LaCarte cardholder profiles, spending limits, and last usage date to determine if each employee should retain his/her card and/or if the cardholder's spending limit should be adjusted. AP & Travel provided a list of the unit's cardholders that should have been reviewed and certified by the Department Head. The deadline to return the listing to AP & Travel was **October 13, 2023**, where the information will be centrally filed. If you have received a reminder e-mail to complete the review, please ensure the review has been completed and signed by the Department Head and returned to 217 Thomas Boyd Hall.

## LaCarte Card Distribution

We are still holding LaCarte cards that have been awaiting pickup greater than 30 days. If the LaCarte card is no longer required, please contact DeAnna Landry. 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.

As a reminder, it is imperative that cardholders take the correct training. If the correct training is not taken, the cardholder will be unable to receive his/her new/replacement card. For cardholder questions and/or special requests, please contact DeAnna Landry at [deannal@lsu.edu](mailto:deannal@lsu.edu).

**LaCarte related questions, please contact a member of**

**the LaCarte staff:**

- ☎ Theresa Oubre 578-1543 or [talber3@lsu.edu](mailto:talber3@lsu.edu)
- ☎ Christian O'Brien 578-1544 or [cobrien2@lsu.edu](mailto:cobrien2@lsu.edu)
- ☎ DeAnna Landry 578-8593 or [deannal@lsu.edu](mailto:deannal@lsu.edu)

## SPECIAL MEAL

**Special Meal Expense Item Group**

A new Special Meal expense item group has been created to assist users when searching for special meals related expense items. Search keywords of 'Food' and 'Catering' are added for all special meal expense items.

**Catering Spend Category Hierarchy**

The Catering spend category hierarchy is renamed to "Catering/Food" to assist users when searching for special meals related spend categories.

**AS499, Request for Special Meal form**

The AS499 Instructions on page 2, box 10, has been updated to assist users with the form requirements based on the funding source. The following summarizes the funding source:

Funding Source	AS499 Form Required?	Spend Category	Notes
Event funded by university funds	Yes	<ul style="list-style-type: none"> <li>➤ Special Meal— Business Meeting/ Event (SC0103)</li> <li>➤ Special Meal - Recruiting (SC0104)</li> <li>➤ Special Meal - Refreshments (SC0070)</li> <li>➤ Special Meal - Sponsored Programs (SC0105)</li> </ul>	FDM worktag indicated on the AS499 must match the expense report, supplier invoice, or America-To-Go requisition in Workday.
Event 100% funded by registration fees	Yes	Event Expenses Funded by Participant Registration (SC0013)	The event is not subject to special meal allowances reference in PM-13, University Travel Regulations.
Event 100% funded by Foundation funds	No	N/A	Such payment requests should be submitted to the LSU Foundation on a Foundation Check Request.

As a reminder, the special meal allowances are as follows:

Type of Meal	Maximum Allowed
Breakfast	\$ 18.00 per person
Lunch	\$ 25.00 per person
Buffet Dinner Reception	\$ 25.00 per person
Dinner	\$ 45.00 per person
Refreshments	\$ 5.50 per person
Reception	\$ 8.00 per person

Please make sure the correct allowance is referenced on the AS499 form. For questions, please contact Jessica Hodgkins at 578-1541 or [jhodgkins1@lsu.edu](mailto:jhodgkins1@lsu.edu).



## TRAVEL

**Expense Item Changes**

For clarity purposes, the following changes have been made to properly reflect meals and tips expenses in the appropriate expense item - Meals & Incidental Expenses (M&IE).

Previous Expense Item	New Expense Item
Meal (Federal Per Diem)	Meals & Incidental Expenses (M&IE)
Meal (Per Diem)	
Tips	

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

**Instructional Text Changes**

Expense Item	Updated Instructional Text	Search Keywords
Bus/Trolley/ Subway	Limited to \$10 per day without a receipt, claims in excess of \$10 per day require a receipt (i.e., Buses, Subways, etc.).	SC0193
Meals & Incidental Expenses (M&IE)	Travelers may be reimbursed for meals & incidental expenses based on applicable travel location rates. Refer to PM-13 for guidance.	Per Diem Meals, SC0210
Parking Baton Rouge Airport	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.	SC0219

Parking New Orleans Airport	Surface Lot rate is \$18 per day, Airline Economy Garage rate is \$12 per day, or USPark at \$14 per day. Receipts are required.	SC0219
Shuttles/Taxi	Require a receipt & 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.	Uber, Lyft, Rideshare, SC0195
Tips	As of October 1, 2022, tips are included in Meals & Incidental Expenses (M&IE).	SC0202

**Christopherson Business Travel (CBT)** is the State of Louisiana contracted travel agency. *As a reminder, faculty, staff and LSU students are required to use CBT.* 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  
 7 a.m. – 7 p.m. CT  
 P: 800-961-0720  
 E-mail: [Statelauniv@CBTravel.com](mailto:Statelauniv@CBTravel.com)

**Summary of pertinent information:**

1. Christopherson Business Travel normal business hours are 7:00 am to 7:00 pm 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.

**CBT Concur Online Booking System is available on myLSU!**

The link to CBT Concur Online Booking System is located on myLSU under Travel Resources. Upon myLSU login and clicking the link, users will land on the Header screen in Airportal. Users must click, **Book a Trip** on the left-hand side of the screen to be taken into the Concur site. The online booking fee is \$7.

**Unused Tickets**

Departments are encouraged to monitor unused tickets and reuse eligible tickets as applicable. For unused tickets where a traveler will not travel prior to the ticket expiration date, departments should use eligible unused

tickets on other traveler’s airfare booking. **Departments are encouraged to implement a business process to analyze eligible unused tickets and work with a CBT Travel Advisor to reuse the tickets on airfare bookings, regardless of the originator of the unused ticket.**

Reminders:

- 1) Unused tickets for domestic travel will automatically be applied in the CBT Concur Online Booking system for owners of the original unused ticket. The system is configured to apply the unused ticket. The use of the unused ticket will be displayed on the “final ticketed” airfare itinerary. The Concur system will only apply an unused ticket to a new airfare booking if the same airline is being used.
- 2) A CBT Agent must be contacted for the following:
  - a. Unused ticket will be reused toward an international airfare booking.
  - b. Unused ticket will be used toward another traveler booking (i.e., name change).
  - c. Circumstances where the unused ticket should not be applied automatically.
- 3) At any time, an airline may change the rules, and/or there may be certain circumstances where tickets or the residual values cannot be transferred. For example, United Airlines will not apply an unused ticket if the residual value is greater than \$200. It’s best to apply an unused ticket toward a new airfare booking that will not leave any residual value.

**International Travel**

International travel to a destination that has a U.S. Department of State Travel Advisory or to a Foreign Adversary is subject to prior approvals as referenced in FASOP AS-18, High Risk Travel to Restricted Region and Foreign Adversaries, regardless of the funding source which includes university affiliates (i.e., LSU Foundation, etc.).

University Affiliates have been informed that all prior approvals to any high-risk countries, especially to a foreign adversary are subject to the approval protocol for a recommendation by the International Travel Oversight Committee (ITOC) with final approval by Academic Affairs. **Please make sure that any travel reimbursement requests to university affiliates include the high-risk prior approval supporting documentation that provides final approval by Academic Affairs.**

**Failure to obtain the required prior approvals will result**



in the travel being considered personal. For questions, please contact Patrice Gremillion at 578-3366 or [pgremill@lsu.edu](mailto:pgremill@lsu.edu).

- Caitlin Cox 578-6052 or [ccox40@lsu.edu](mailto:ccox40@lsu.edu)
- Jonathan Fresina 578-3672 or [jfresi1@lsu.edu](mailto:jfresi1@lsu.edu)
- Henry Woodard 578-2007 or [hwooda4@lsu.edu](mailto:hwooda4@lsu.edu)
- Kalyn Lewis 578-8928 or [mayfield1@lsu.edu](mailto:mayfield1@lsu.edu)

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

## TRAININGS

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

Description	Division	Date	Time	Location
LaCarte Card	AP & Travel	Thurs, 11/2	9:30 am—11:00 am	Online via Zoom
Specs and Moe Specs	Procurement	Thurs, 11/2	1:00 pm—3:30 pm	Online via Zoom
Invoice Processing and Special Meals	Procurement	Mon, 11/6	1:30 pm—3:00 pm	Online via Zoom
Payroll 101	Payroll	Tues, 11/7	9:30 am—10:30 am	Online via Zoom
Intro to Post Awards	SPA	Wed, 11/8	9:00 am—11:00 am	Online via Zoom
Diversifying Spend	Procurement	Wed, 11/8	10:00 am—11:00 am	Online via Zoom
Post Award Management Reports	SPA	Thurs, 11/9	9:00 am—11:00 am	Online via Zoom
Sole Source Procurements	Procurement	Fri, 11/10	10:00 am—11:00 am	Online via Zoom
Procurement Institute	Procurement	Mon, 11/13	9:00 am—10:30 am	Online via Zoom
Business Managers' Meeting	--	Tues, 11/14	9:30 am—11:00 am	Online via Zoom
Effort and Key Personnel	SPA	Wed, 11/15	9:00 am—11:00 am	Online via Zoom
Budget Instructor Led Workday Training	Budget & Planning	Wed, 11/15	10:00 am—11:30 am	Online via Zoom
Department Solicitations	Procurement	Wed, 11/15	10:00 am—11:00 am	Online via Zoom
Travel	AP & Travel	Thurs, 11/16	9:30 am—11:30 am	Online via Zoom
Professional, Specialty & Consulting Services	Procurement	Mon, 11/20	2:00 pm—3:00 pm	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 11/29	10:00 am—12:00 pm	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
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