

Office of Accounting Services

Monthly Newsletter



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

December 2025
Issue 493

December Business Managers' Meeting

- Payroll Deadlines & Reminders
- Final AP Settlement Run & Payment Requests
- Credit Card Merchant Reconciliation
- International Travel

December 9, 2025
9:30—11:00 am
Join Online via Teams



AP & Travel

- ~ Enterprise Rentals
- ~ Business Purpose Name Update
- ~ New Travel Resources
- ~ Expense Report Attachments
–Updated Guidance

Page 7 for details

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Bursar Operations

Important Deadlines

Fall 2025

- LSU Grad & Undergrad
 - **December 1:** Final Installment of Fall Payment Plan is Due
 - **December 1:** Charge Due Date for Wintersession Courses
 - **December 13:** Final Day of Classes for Grad and Undergrad Fall Courses
 - **December 15:** First Day of Classes for Wintersession Courses
 - **December 15:** Final Day to Drop without Record End for Wintersession Courses
 - **December 15:** 100% Charge Adjustment Deadline for Wintersession Courses
 - **December 16:** Last Add Date for Wintersession Courses
 - **December 24-31:** University Closed for Winter Break

Spring 2026

- **December 15:** Payment Due Date for Graduate and Undergraduate

Reminders

CARD Entries

CARD entries are no longer manually scanned into CARDOBO@lsu.edu. The system now automatically routes non-cash entries to FAR. It is recommended that you retain supporting documentation in your files for audit purposes. Cash CARD entries (including Cash, Checks, and Money Orders) must be **hand-delivered to the University Cashier**, and the carrier is required to **wait until the entry is confirmed** before leaving. All CARD entries must be **approved, signed, and submitted with the proper supporting documentation** to be accepted for processing. For questions about CARD entries or procedures, you may contact CARDOBO@lsu.edu.

University Cashier

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

Foreign Source Reporting

Federal and state requirements mandate that LSU and Affiliate Organizations report on any foreign-sourced gifts, contracts, grants, donations, scholarships, and pledges during a calendar year. Reports are filed with the respective agencies semi-annually. The next report date is December 31, 2025, and is due by January 31, 2026. 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 John Milligan at jmilligan@lsu.edu or Matthew Nelson at mnelson1@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 show one deposit for all credit card transactions. Any questions concerning the recording of revenue for credit cards should be directed to Jennifer Richard at jgendr1@lsu.edu or John Milligan at 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 or Matthew Nelson at mnelson1@lsu.edu.

International Payment

Transact International Payments offers international students and their parents a secure and seamless way to pay for tuition and fees in your currency of choice. Without leaving the student portal, you can quickly and conveniently make an international payment from over 160 countries, using more than 130 currencies.

PCI Compliance Training

Our mandatory annual PCI DSS compliance training is currently open. All employees who are required to take this training should have received an e-mail from our training service provider, CampusGuard. If you have questions or issues completing the training, please contact Matthew Nelson at mnelson1@lsu.edu or John Milligan at jmilligan@lsu.edu. The final day to complete this training is **December 31**.

Penny Shortage

Since pennies are no longer being minted, we are unable to get rolls of pennies from the bank. If your department has pennies that are not needed, please bring them to Bursar Operations in 125 Thomas Boyd Hall, to exchange them for other denominations.

In addition, measures should be taken to implement a rounding policy for cash transactions due to the penny shortage. This may require updating point-of-sale systems to accommodate rounding for cash transactions and tax calculations.

Departments should also consider going cashless to the greatest extent possible. This reduces the risk of handling and securing cash. Refer to [FASOP AS-34: Cash Handling](#) for guidance related to cash transactions.

Payroll

TAX TOPICS

2025 Tax Withholding Updates

On July 4, 2025, Public Law 119-21, known as the One Big Beautiful Bill Act (OBBBA), was signed into law. The OBBBA contains new and enhanced tax deductions, and many of these deductions are available from the beginning of 2025, including:

- New income tax deductions for qualified overtime compensation and tips and qualified passenger vehicle loan interest;
- an enhanced deduction for seniors;
- an increase in the standard deduction and the child tax credit; and
- an increase in the limit on the itemized deduction for state and local taxes.

If employees want to account for these deductions in the income tax withheld from the rest of their paychecks in 2025, they must submit a new 2025 Form W-4, Employee's Withholding Certificate, to their employer. Employees can find the form on the [IRS](#) website. **Please note: If employees do not submit a new Form W-4, withholding will continue based on their previously submitted form.** Before submitting an updated 2025 Form W-4, employees should carefully read the instructions included with the

form and consult a tax professional, if needed. To figure their updated withholding amount, they can use the IRS's updated [Deductions Worksheet](#) and input their total in Step 4(b) of the 2025 Form W-4.

The IRS's tax withholding estimator is also available (do not use if situation is complex). As of September 30, the estimator has only been updated to account for the increased standard deduction and child tax credit. If employees do not qualify for the deductions for qualified overtime compensation or tips, qualified passenger vehicle loan interest, or seniors, they can use the estimator. To effectively use the estimator, it is helpful to have a copy of their most recent pay statement and tax return.

To figure their updated withholding amount for the remainder of 2025, employees should use either the updated Deductions Worksheet or the estimator, but not both. If employees choose to update their withholding for the remainder of 2025, they should recheck and update their withholding at the beginning of 2026. In most instances, employees Form W-4 stays in effect until they submit a new one.

The IRS created a [webpage](#) that contains more information for employees who want to update their tax withholding.

Employees can complete and update their W-4, L-4 and L-4E forms through Workday. There is a job aid for [changing withholding elections](#).

Changes will take effect within two business days.

2026 Contribution Limits

The IRS has announced the dollar limits applicable to pension plan contributions will increase for calendar year 2026. Elective deferral limits are as follows:

403(b) Plans - \$24,500

457 Plans - \$24,500

Both 457 and 403(b) plans allow catch-up contributions for individuals age 50 or over. The catch up contribution

limit remains at \$8,000 for 2026.

403(b) plans allow for a 15 year catch-up with a lifetime maximum of \$15,000 and a yearly maximum of \$3,000. In order to determine eligibility the employee must contact Payroll or HR.

Employees who wish to change contribution amounts to their supplemental retirement account should refer to the [Supplemental Retirement Plans](#) webpage for further instructions.

International Employees

Tax treaty benefits expire December 31, 2025. If you have an international employee who was unable to attend the tax treaty workshop in November, please have them contact Grace-Anne Jones at gajones@lsu.edu to make an appointment to come into the Payroll office and complete the required forms. Renewal documents need to be processed ASAP to avoid any delay in tax treaty benefits for calendar year 2026.

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 Grace-Anne Jones at gajones@lsu.edu.

No Mismatches Please

Employee names as reported on Form W-2 must match Social Security Administration (SSA) files. Employers are subject to a \$60 penalty for name mismatches. Additionally, employees may not receive proper credit for Social Security or Medicare earnings if SSA cannot identify the individual.

The name and Social Security number (SSN) on the employee's card should match the name and SSN that appears in Workday. If the employee wishes to be employed under another name, they must first go to the

Social Security Administration and have their card changed before Payroll or Human Resources can make the change.

Address Changes or Corrections

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

Insurance Premium Changes

Newly elected benefit coverages and premiums for the 2026 plan year will be reflected in December paychecks.

Annual Enrollment elections for flexible spending healthcare and dependent care accounts will be reflected in employee January paychecks.

Employees electing to participate in the Health Savings Account must submit a new payroll deduction form each calendar year. The form GB- 79 can be found on the LSU HRM Benefits website at [HSA Enrollment Form \(GB-79\)](#). The GB-79 forms can be e-mailed to benefits@lsu.edu. Employees must be enrolled in the Pelican HSA_775 Medical Plan to participate in the Health Savings Account. Effective date of deduction will be based on when changes are entered in the OGB enrollment system. Deductions will start based on the effective date assigned by the OGB system.

Employees who submitted enrollment changes should report a discrepancy to Human Resources as soon as possible in order to ensure a correction can be made.

Insurance E-mail

An e-mail address has been established specifically for the Insurance section of Payroll. Please send any question related to insurance deductions to insurance-payroll@lsu.edu.

The Fair Labor Standards Act dictates that employees **must be paid for all hours worked** and the payment should be made for the pay period in which the work was performed.

Payroll Deadlines For University Holidays

Payroll	Period Ending	Payment Date	Time Locked or Last Day for Transactions
Academic	December 14, 2025	Friday, December 19, 2025	COB on Friday, December 12, 2025
Professional	December 31, 2025	Tuesday, December 23, 2025	COB on Tuesday, December 16, 2025
Wage	December 12, 2025	Friday, December 19, 2025	Monday, December 15, 2025 at 11:59 p.m.
Student	December 19, 2025	Tuesday, December 23, 2025	Thursday, December 18, 2025 at 3:00 p.m. Only Estimate Time if Certain Student is Working
Wage	December 26, 2025	Friday, January 02, 2026	Monday, December 22, 2025 at 11:59 P.M. 2nd week must be estimated Payroll processing on 12/23/2025 which is the last day we work prior to the University Holidays Holiday Trigger may be needed to submit time for 2nd week

Early Retro Pay Deadlines due to Early Payroll Runs

Pay Group	Retro Date	Completion Date
Academic	Pay Period Beginning Prior to November 15, 2025	COB Wednesday, Dec. 10, 2025
Professional	Pay Period Beginning Prior to December 1, 2025	COB Thursday, Dec. 11, 2025
Wage	Pay Period Beginning Prior to November 29, 2025	COB Wednesday, Dec. 10, 2025
Student	Pay Period Beginning Prior to December 06, 2025	COB Wednesday, Dec. 17, 2025
Wage	Pay Period Beginning Prior to December 13, 2025	COB Friday, Dec. 19, 2025

Special Delivery

Timekeepers please remind employees and managers to submit and approve time by the designated payroll deadlines. Timely submission of time is especially important when there are **holidays in the pay period**. Calculations for overtime and holiday pay are performed automatically when time is submitted correctly **by the due date**.

Holiday Pay for Eligible Employees

If an employee is in a paid status (including paid leave) on the work day before or the work day after the holiday, the employee is due holiday pay for the entire holiday period. Please call Payroll or HRM if you have a question about an employee receiving holiday pay.

Time Should Be Estimated Carefully

Remember that we are approaching year end when early due dates mean time may have to be estimated. Please be careful as some students chronically overestimate their time and this causes an overpayment. Employee W-2 earnings cannot be adjusted for overpayments unless the earnings are repaid in the same calendar year.

Financial Accounting & Reporting

Credit Card Reconciliation Process

Departments who have been assigned a Merchant account to accept credit card payments must timely (daily or weekly) create CARD2.0 transactions to record the revenue received. FAR monitors the credit card merchant activity to ensure there are no errors in reconciliation and may reach out to resolve any discrepancies. As a reminder, please ensure that your CST number on your CARD entry matches the activity for the Merchant ID you are recording.

Departments can follow the steps below to reconcile their own credit card revenue to their completed CARD2.0 entries:

- ◆ Run a trial balance on ledger 1004:Cash Clearing - TransAct/CARD with your Customer number (CST-#####). Ledger 1004 is the clearing ledger where the bank deposits for each credit card merchant hit.
- ◆ This trial balance displays:
 - **Debit Amount**—CARD2.0 entries that have already been recorded.
 - **Credit Amount**—credit card transaction bank deposits that have hit your CST.

- ◆ The ending balance will identify actions that should be taken:
 - **Zero ending balance** - Reconciled, all credit card deposits have an associated CARD2.0 entry.
 - **Negative (credit) balance** - CARD2.0 entries should be made to recognize the credit card revenue you have received.
 - **Positive debit balance** – CARD2.0 entries are greater than credit card bank deposits. A CARD2.0 entry could be recorded twice or erroneously, a refund has been issued that has not been recorded, or the point-of-sale system should be settled so the credit card activity hits the bank.
- ◆ You can export the ending balance detail into excel by clicking the ending balance figure and then clicking the excel icon on the dialog box that pops up. This Excel sheet will allow you to see all deposits and CARD2.0 entry activity for the year.
- ◆ From there, you can match the debits to the credits to see what activity is still outstanding.

If you have any additional questions or would like a more detailed explanation, feel free to contact Jen Richard (jgendr1@lsu.edu) or Christopher Poore at (cpoore1@lsu.edu).

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

- ◆ 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.”
- ◆ A cost transfer cannot be completed until the original charge is posted.
- ◆ 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 or going to the Business Resource Management Dashboard:

- ◆ **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 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

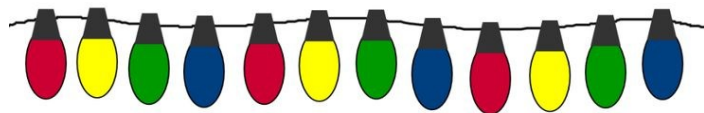
In addition, the AS32: Stop Payment Request and AS500: Request for Copy of an LSU Check forms can be found at [FAR forms](#). Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

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 and Jennifer Richard at jgendr1@lsu.edu with **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 2.0) 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.



**Happy
Holidays!**

Accounts Payable & Travel



Enterprise Rentals

The State of Louisiana contract with Enterprise Rentals has been expanded to now include **Enterprise Commercial Truck Rentals**, which offers truck and van rental solutions. Please see the Travel section for more information.

Business Purpose Name Update

The business purpose **Travel - Reimbursement - Non-Employee** has been renamed to **Travel - Non-Worker**. The updated name better reflects that this business purpose should be used for all non-worker travel expenses, regardless of whether the costs are paid out-of-pocket or on a LaCarte card. Examples include travel for students, interviewees, and guests.

New Travel Resources Available on Travel webpage

A new **Travel Resources** section has been added to the Travel page of the AP & Travel website. This section provides quick access to key reference materials, including the **Travel Checklist**, **Travel Documentation Examples**, and the long-standing **Travel Orientation Brochure**. These resources offer practical guidance to help travelers prepare for trips, submit complete documentation, and ensure compliance with LSU travel policies.

Expense Report Attachments – Updated Guidance

AP & Travel has updated its preferred method for attaching receipts and supporting documentation on expense reports. Going forward, attachments should be added directly to the related expense line whenever possible. This change supports receipt-scanning capabilities and prepares for additional upcoming projects.

Just to clarify:

- * Multiple documents can be attached to a single expense line (e.g., lodging receipt and GSA rate confirmation).
- * An attachment is not required for every expense line, only when documentation is needed for that specific transaction (e.g., No attachments necessary for Mileage/Google Maps).
- * Airfare receipts may be attached to either the airfare expense line or the related agent fee line

NEW INFORMATION

- * If a document applies to the entire expense report (e.g., conference agenda, AS493 Wire Transfer Request, LA Board of Ethics Form 413, etc.), attach it to the Attachments tab.
- * Attachments can still be added on the Attachments tab. However, Accounts Payable’s preference in moving forward is to attach documentation to the expense line when it relates to a specific expense.
- * All expense job aids have been updated to reflect this additional guidance.

This update improves clarity for approvers and aligns documentation practices with current and future enhancements to the Workday Expenses process. For questions, please contact DeAnna Landry at deanna@lsu.edu or 578-8593.

INVOICE PROCESSING

Mark your calendars...

The final AP Settlement run for 2025 will be **Monday, December 22, 2025**. Please plan accordingly to ensure supplier payments (especially construction payments) are processed and approved by the final settlement run.

Supplier Invoices

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 Jessica Hodgkins at 578-1541 or jhodgkins1@lsu.edu or Valery Sonnier at 578-1531 or 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 UPS 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 for 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:

- ☎ Deana Clement-Delage 578-1539 or dcleme2@lsu.edu
- ☎ Carly Carpenter 578-7828 or ccarp32@lsu.edu
- ☎ Dominic “DJ” Morgan 578-7886 or dmorgan1@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

SPECIAL MEALS

AS499, Request for Approval of Special Meal

AS499 form must be completed in its entirety with a detailed event purpose (especially for student events) and approved by the Dean, Director, or Department Head. The AS499 form should be attached to the Expense Report, Direct Charge invoice, or America-To-Go purchase order.

For questions concerning special meals and/or events, please contact one of the following:

Special Meals/Events:

- ☎ Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu
- ☎ Valery Sonnier 578-1531 or vsonnier@lsu.edu

Travel-related Special Meals:

- ☎ DeAnna Landry 578-8593 or deannal@lsu.edu
- ☎ Jennifer Driggers 578-1538 or jdrigg@lsu.edu



LACARTE

Expense Reports should be created for LaCarte transactions not related to travel and CBA transactions with complete cost documentation and submitted for approvals no later than 30 days from the date of the purchase/transaction. Failure to adhere to this policy will result in the suspension of the cardholder’s privileges.

LaCarte Reminders:

- 1) **Itemized receipts** must be attached on LaCarte Expense Reports. Receipts should be uploaded to the applicable expense line.
- 2) Expense Report **“Comments”** can be found on the Business Process tab. Please review the Comment section for the reason the expense report is not approved.
- 3) **Respond to e-mails in a timely manner.** If supporting documents and/or forms are requested, please send the information to the LaCarte or Travel auditor via e-mail. The auditor will attach the information to the expense report.
- 4) **Please do not withdraw Expense Reports in “Save for Later” status to edit or make changes.** The expense reports have been audited by the LaCarte or Travel auditors with their comments documented. The approval process starts over from the beginning whenever an expense report is withdrawn.

For 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
- ☎ Peyton Delatte 578-1406 or pdelatte@lsu.edu
- ☎ DeAnna Landry 578-8593 or deannal@lsu.edu



TRAVEL

Enterprise Rentals

The State of Louisiana contract with Enterprise Rental has been expanded to now include **Enterprise Commercial Truck Rentals**, which offers truck and van rental solutions. The following are some of the key highlights:

- * Support short and long-term projects with a versatile fleet of box trucks, pickup trucks and cargo vans.
- * Wide variety of commercial trucks: ½ ton pick-up trucks with 4-wheel drive, ¾ ton pick-up trucks with towing capabilities, box trucks, stake beds, cargo vans, refrigerated trucks, etc.
- * Meet immediate, peak or seasonal demands that help your organization get the job done effectively and efficiently.
- * Access to local, dedicated truck experts that are ready to support your organization’s needs from more than 575 locations across the U.S. and Canada.
- * Competitive rates are offered with Damage Waiver (\$2,500 Deductible), and Liability Protection includes \$1million Combined Single Limit (i.e., CSL).
- * Scheduled maintenance is available.

Enterprise commercial truck locations across the State of Louisiana:

Baton Rouge (225) 293-3354	Metairie (504) 779 -3311	Houma (985) 529-6505	Sulphur (337) 533-8332
New Orleans (504) 203-4024	Slidell (985) 605-2815	Lafayette (337) 234-7807	Shreveport (318) 213-9682

When selecting a rental location, please be sure the location offers the box truck options. Please see the AP & Travel website for the contract prices and additional program details. For questions, please contact Jennifer Driggers at 578-1538 or jdrigg1@lsu.edu.

Travel Expense Reports should be created once the travel has been completed/cancelled and should 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 recorded in the fiscal year when the trip was completed.*

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 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

booking system has limited search capabilities for international travel destinations.

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

- ✈ Jonathan Fresina 578-3672 or jfresi1@lsu.edu
- ✈ Henry Woodard 578-8928 or hwooda4@lsu.edu
- ✈ Kalyn Lewis 578-2007 or mayfield1@lsu.edu
- ✈ Julian White 578-2780 or jwhite22@lsu.edu
- ✈ DeAnna Landry 578-8593 or deannal@lsu.edu

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.

Unused Tickets

Departments should have a business process in place to monitor unused tickets and reuse them when applicable.

- * For unused tickets where the original traveler will not travel before the ticket expiration date, departments are strongly encouraged to apply the eligible unused ticket to another traveler’s airfare.
- * It is **not recommended** to use the online booking system to book airfare if an unused ticket must be applied.
- * Call an agent for assistance in booking airfare when an unused ticket must be applied.
- * A summary of the unused tickets is published monthly on the AP & Travel website.

For unused ticket questions, please contact Jennifer Driggers at jdrigg@lsu.edu or 578-1538.

International Travel

Departments/employees should contact a CBT agent for assistance with booking international travel as the online

Sponsored Program Accounting

Sponsor Deadlines

In order for SPA to meet agency deadlines for submission of invoices and financial reports, we request principal investigators (PIs) or their designees ensure that:

- Appropriate charges are reflected on the official University ledger,
- Cost sharing is documented,
- Key personnel commitments are met,
- The required monitoring/technical reports are submitted, and
- Property and patent reports are returned promptly to the SPA contact.

All invoices and financial reports must be submitted by SPA. The SPA Director has signature authority to sign the documents on behalf of LSU.

Monthly and quarterly invoices and financial reports are usually due within 10 to 30 days of month-end and final invoices within 10 to 90 days of expiration.

Final invoices will not be revised for additional expenditure. It is essential that departments notify SPA of any pending items in process, such as changes in costing allocations, before the final is billed.

Board of Regents (BOR) Graduate Fellows

BOR Graduate Fellowship Status Reports are due to the BOR by **January 31, 2026** along with the invoice. Please forward Graduate Fellowship Status Reports to Lakedra Fisher (lfisher@lsu.edu) in SPA no later than January 21, 2026 so they can be included with the invoices.

Early Termination

If an agreement is terminated for any reason, please notify OSP and SPA in writing (e-mail is preferred). If the sponsor sent any written correspondence relating to the termination, including e-mails, it must also be forwarded to both offices. Our offices will work with the PI, department, and sponsor to close the project.

Fixed Price Agreements should be treated like cost reimbursable agreements during the agreement period.

- If the work is not completed by the expiration date, a no cost extension should be requested through your campus Office of Sponsored Programs (OSP) to the sponsor.
- Fixed price agreement should have a 10% or less unexpended balance when the project is completed so the account balances should be reviewed routinely to ensure charges are proper.
- Large unexpended balances are red flags for audits and could mean the one of the following:
 - Project charges were charged to another sponsored agreement or to state funds. If this is the case, cost transfers need to be processed to move the charges to the correct account ASAP.
 - That the proposed budget was improper (non-project related costs were included). If this is the case, does a rebudget need to be submitted? Or, does the sponsor need to be refunded?

Internal No-Cost Extensions

LSU can only grant one no-cost extension up to 12 months on certain grants and cooperative agreements. These requests should be routed in GeauxGrants. If a PI requests a six-month extension internally and additional time is subsequently required, another request must be submitted by the PI to the sponsor through your campus OSP.

Service Centers

Salary for employees charged to accounts established as a service center cannot be used as cost sharing on a sponsored agreement. If the employee was committed to cost share on a project, one of the following actions must occur:

- Assign a replacement person who will work on the project to fulfill the cost sharing obligation. If the person is considered key personnel, the sponsor must be notified of the change in personnel. The request must be routed through OSP.
- Request a reduction in the cost sharing commitment. A letter would have to be submitted to the sponsor and routed through OSP.
- Process a costing allocation and PAA (if needed) to change the source of funds for the employee to put them on the appropriate departmental funds. In this case, the charge rate for the service center will be reduced.

Travel Expense Reimbursement Requests

When charging travel expenditures to a sponsored agreement account, the purpose stated on the expense report must relate to and/or benefit the sponsored project and the travel must be within the time frame of the agreement.



UNIVERSITY HOLIDAYS

DECEMBER 24, 2025–JANUARY 1, 2026

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
Specs and More Specs	Procurement	Wed, 12/3	10:00 am—11:30 am	Online via Zoom
Asset Custodian	Property Management	Wed, 12/3	10:00 am—11:30 am	225 Peabody
Cost Transfers	SPA	Thurs, 12/4	9:00 am—11:00 am	Online via Zoom
Sole Source Procurements	Procurement	Fri, 12/5	10:00 am—11:00 am	Online via Zoom
Business Managers' Meeting	—	Tues, 12/9	9:30 am—11:00 am	Online via Teams
Customer Accounts Receivable and Deposit (CARD 2.0)	Bursar Operations	Tues, 12/9	11:00 am—12:00 pm	Online via Zoom
Cost Sharing	SPA	Wed, 12/10	9:00 am—11:00 am	Online via Zoom
Asset Custodian	Property Management	Thurs, 12/11	9:00 am—10:30 am	225 Peabody
LaCarte Card	AP & Travel	Thurs, 12/11	9:30 am—11:00 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Mon, 12/15	10:00 am—11:00am	Online via Zoom
Invoice Processing and Special Meals	AP & Travel	Tues, 12/16	1:30 pm—3:00 pm	Online via Zoom
Budget Instructor Led	Budget & Planning	Wed, 12/17	10:00 am—11:30 am	Online via Zoom
Travel	AP & Travel	Thurs, 12/18	1:00 pm—3:30 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

ASP	Administrators of Sponsored Programs
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
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
MyLSU	Personalized online resource center for LSU Faculty, Students and Staff
NCE	No Cost Extension
OTP	One Time Payment
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
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
GG	GeauxGrants
SAE	Student Award Entry 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 Colleges
SPA	Sponsored Program Accounting
SSA	Social Security Administration
TAF	Tiger Athletic Foundation
UAS	Auxiliary Services
USDA	United States Department of Agriculture