

Office of Accounting Services Monthly Newsletter



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

October 2025
Issue 491

October Business Managers' Meeting

- Annual Enrollment for Plan Year 2026
- Employee Assistance Program (EAP)
- Cybersecurity Awareness
- Risk Management Updates

October 14, 2025
9:30—11:00 am
Join Online via Teams



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What's New?

Accounts Payable & Travel

The following changes went into effect September 15, 2025:

1. Baton Rouge Airport Parking rate increased.
 2. Enterprise Rent-A-Car and National increased vehicle rental rates.
 3. Enterprise Rent-A-Car contract expanded to include other rental options.
- Please see the Travel Section for additional information.

Effective October 1, 2025, Lod Cook Hotel and Conference Center has implemented a mandatory campus fee of \$15.00 per day. Please see the Travel Section for additional information.

Effective October 1, 2025, the East Baton Rouge Parish Sales Tax rate increased for the LSU Economic Development District. Please see the Invoice Processing Section for additional information.

Financial Accounting & Reporting

Requests for New Workday Dimensions

Departments who need new dimensions established in Workday should submit one of the following forms that can be found on the Accounting Services, [Financial Accounting & Reporting forms](#) webpage.

AS502: Request for Agency/Clearing

AS505: Request for Program

AS509: Request to Establish Endowed Scholarship

AS551: Request for Project

AS600: FDM Request Form – Sales Item, Expense Items, Ledger Accounts, Revenue or Spend Categories

AS600-A: FDM Request Form - Cost Center

AS600-B: FDM Request Form – Budget Code, Classification Type, Debt, Loan Receivable, Transfer Company

Appropriate approvals must accompany any request.

Reporting

Below is a list of commonly used reports in Workday and 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 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 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.

Bursar Operations

Important Deadlines

LSU Grad & Undergrad – Fall 2025

- * **1st Fall Courses**
 - October 13: Last Day of Classes
- * **2nd Fall Courses**
 - October 20: First Day of Classes
 - October 22: 100% Charge Adjustment Deadline
 - October 22: Last Day to Drop without Record End
 - October 24: Last Add Date

LSU Law – Fall 2025

- * October 24: Last Day to Drop with “W” Grade

LSU Online – Fall 2025

- * **1st Fall Online**
 - October 13: Last Day of Classes
- * **2nd Fall Online**
 - * October 13: Charge Due Date
 - * October 20: First Day of Classes
 - * October 22: 100% Charge Adjustment Deadline
 - * October 22: Last Day to Drop without Record End
 - * October 24: Last Add Date

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 Mary Catherine Gillespie Smiley at mgille7@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.

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.

Sponsored Program Accounting

Reminders

Sponsor Checks

If a check is received for a sponsored agreement in your department, please forward it to **Accounting Services, SPA, 204 Thomas Boyd**, to be logged in. Please include the following information on the check; award or grant number, principal investigator name, proposal number, and a name and phone number to contact if necessary.

LaCarte Expenses

In order for LaCarte expenses to be allowable on a sponsored agreement account, items purchased using LaCarte must be **received** during the grant's period of performance.

Payroll

Office Supplies

General purpose office supplies (such as computers and toner cartridges) are not normally allowable on federally sponsored agreements. General purpose supplies are part of facilities and administrative costs which are not considered allowable direct cost.

Source Documents

Requested information from sponsors should be routed to the appropriate SPA contact (Grant Manager). The Grant Manager can be found on the **Roles tab** of the grant in Workday.

Overdrawn Accounts

University policy states that restricted accounts are the responsibility of the department and should not be in an overdraft status. However, some accounts may be in an overdraft status which are acceptable due to extenuating circumstances (such as, a multi-year agreement or incrementally funded agreement or a pending request for additional funding). It is imperative that immediate attention be given to such accounts and appropriate action is taken to clear any overdraft accounts.

ASP

If you are new to Sponsored Program administration, please consider becoming a member of **LSU Administrators of Sponsored Programs (ASP)**. ASP provides its members with information and resources regarding administrative policies and regulations that govern sponsored programs. An individual may become a member by subscribing to the ASP-LISTSERV via the [LSU Office of Sponsored Programs](#) website.



Partial Payments

A partial payment is issued to an employee when the appointment transaction or timesheet is not completed by the payroll processing date. Please refer to the Payroll website for a more detailed explanation of the [partial payment procedure](#). Before departments request a partial payment for the employee be sure that the employee has reviewed and understands the partial payment process and send Payroll an acknowledgement that the employee is actually requesting a partial payment. Partial payments are generally not issued on extra earnings.

International Employees

Tax treaty benefits expire December 31, 2025. Departments and affected employees will be receiving detailed instructions soon on the renewal process.

Edit Passport and Visa Task

Please ensure that all employees are completing the **Edit VISA and Passport Task**. The Payroll office uses the VISA information to monitor when an international employee reaches substantial presence. Once an employee reaches substantial presence, they may be eligible for a retirement plan or mandated to pay OASDI and Medicare. Payroll cannot effectively capture this population and coordinate with Human Resources to ensure that the employees taxes and retirement are coded correctly without the VISA information. An alert similar to the ones received for personal information change and onboarding will be added. We are asking the departments to review and make certain that all their employees are completing this task in a timely manner.

Employee Benefits Annual Enrollment

LSU's Annual Enrollment is being held from October 1, 2025 through November 15, 2025. During this time, employees are able to make benefit plan changes for an effective date of January 1, 2026.

All eligible active employees will be routed an Open Enrollment event in Workday in October for Annual Enrollment.

The Open Enrollment event will go to their Workday Inbox. The Open Enrollment event in employee's inbox will disappear at close of business on November 15. Retirees will not have access to Workday. Retirees will receive an Annual Enrollment change form in the mail to be returned to LSU in order to make plan changes.

Employees are encouraged to print a benefits confirmation from their Benefits and Pay Hub after completing their Open Enrollment event in Workday. Employees should verify all benefits, contact information, personal information, dependent information, and plans are correctly reflected on their records and review their elections at the completion of the Open Enrollment event in Workday. This process will eliminate not receiving ID cards, tax documents, and desired benefits.

Employees currently participating in the flexible spending and health savings account options must re-enroll for the 2026 plan year. Employees may enroll in flexible spending account options through their Workday Open Enrollment event.

Accounts Payable & Travel

INVOICE PROCESSING

East Baton Rouge Parish Sales Tax rate increased for the LSU Economic Development District

Effective October 1, 2025, the parish sales and use tax rate increased from 5.50% to 6.50% for the LSU Economic Development District. Please update your point-of-sale system for the new rate if within the LSU EDD boundary map.

A new spend category/expense item has been created for the use of sales tax collection/recording:

Spend Category:

- SC7089 - Sales Taxes Collected - 5% State; 6.5% City/Parish - LSU EDD

Expense Item:

- Sales Taxes Collected – 5% State: 6.50% City/Parish – LSU EDD

For questions concerning sales tax, please contact one of the following:

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

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

Sales Tax Exemption at Walmart

Some cardholders continue to experience issues using the University's sales tax-exempt merchant ID at Walmart. Walmart's Corporate Office has confirmed that a physical card is **not required**. The current merchant ID (**3726307**) is valid through January 2027. If you encounter issues at checkout, please provide the merchant ID number to customer service for resolution. For assistance, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

Expense Reports should be created for LaCarte transactions (not related to travel) 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.

Delinquent FY25 Procurement Transactions

Several cardholders still have suspended card privileges due to delinquent FY25 procurement transactions. To restore privileges, outstanding LaCarte transactions must be reconciled immediately. As a reminder, LaCarte card transactions, not related to future travel, must be reconciled within 30 days of the transaction date to avoid suspension of card privileges. For assistance, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

Annual Cardholder Review

Each Department Head is required to conduct an annual review of their unit's LaCarte cardholder profiles, spending limits, and last usage date. The review should determine whether each employee should retain a card and/or if limits need adjustment. A cardholder list has been provided for review and certification by Department Heads. Certified lists must be returned to AP & Travel by **October 24, 2025**, for central filing.

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

Effective September 15, 2025, the contract with **Enterprise Rent-A-Car** now includes box trucks, cargo vans, and large trucks rental options (Siegen Lane location). In addition, **Enterprise Rent-A-Car** and **National** increased vehicle rental rates. The contract includes \$1,000,000 in insurance coverage. Please refer to the Accounts Payable & Travel website for the rate information.

Effective September 29, 2025, Enterprise Rent-A-Car will require a tax-exempt form whenever a **personal credit card** (non-LaCarte) is used for in-state (Louisiana) rentals. Form R-1376, *Louisiana Department of Revenue Governmental Employees Travel Sales/Use Tax Exemption Certificate*, must be presented at the time of vehicle rentals to honor the University's state tax exemption. If the R-1376 form is not provided, Enterprise will charge the sales tax in which travelers will be responsible for the sales tax. The R-1376 form can be e-mailed to Patrice Gremillion, Sr. Director of Accounts Payable & Travel at pgremill@lsu.edu.

Baton Rouge Airport Parking

Effective September 15, 2025, the parking rate increased to \$8.00 per day (up from \$4.50 per day). As a reminder, travelers must present the signed parking certificate/coupon and LSU ID upon exit from the facility. The Parking Certificate/Coupon is available on the Accounts Payable & Travel website.

Lod Cook Hotel and Conference Center

Effective October 1, 2025, a mandatory campus fee of \$15 daily will be charged. The fee includes parking, Wi-Fi, etc. There is no change to the nightly lodging rate.

Travel Orientation Brochure has been updated and is available on the Accounts Payable & Travel website.

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

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.

International Travel

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



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
Department Solicitations	Procurement	Wed, 10/1	10:00 am—11:00 am	Online via Zoom
Invoice Processing and Special Meals	AP & Travel	Tues, 10/7	1:30 pm—3:00 pm	Online via Zoom
Effort and Key Personnel	SPA	Wed, 10/8	9:00 am—11:00 am	Online via Zoom
Sole Source Procurements	Procurement	Wed, 10/8	10:00 am—11:00 am	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 10/9	9:30 am—11:00 am	Online via Zoom
Business Managers' Meeting	—	Tues, 10/14	9:30 am—11:00 am	Online via Teams
Cost Transfers	SPA	Wed, 10/15	9:00 am—11:00 am	Online via Zoom
Budget Instructor Led	Budget & Planning	Wed, 10/15	10:00 am—11:30 am	Online via Zoom
Customer Accounts Receivable and Deposit (CARD 2.0)	Bursar Operations	Wed, 10/15	2:00 pm—3:00 pm	Online via Zoom
Travel	AP & Travel	Thurs, 10/16	1:00 pm—3:30 pm	Online via Zoom
Cost Sharing	SPA	Thurs, 10/23	9:00 am—11:00 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 10/29	10:00 am—11:00am	Online via Zoom
Procurement Institute	Procurement	Wed, 10/29	1:30 pm—3:00 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

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