



LSU

Jennifer Driggers
Accounts Payable & Travel

Unique Cuisine Billing & Payments

Effective June 1, 2024, Lod Cook will no longer invoice catering provided by Unique Cuisine for events held at Lod Cook.

- ❑ **AS540, Request for Approval of the Cook Conference Center**, form has been updated to remove the catering section. The updated form can be found on the AP & Travel website.
- ❑ The **AS499, Request for Approval of Special Meal**, form should be used.
- ❑ Unique Cuisine will send invoices to departments.
- ❑ The direct charge invoice process should be followed and sent to the aptravel@lsu.edu.
- ❑ Unique Cuisine invoices should not be paid with LaCarte.

AS540 Lod Cook Hotel & Conference Center

- The AS540 form is required as follows if LSU is responsible for payment:

	Individual	Group
Lodging	AS540 is required if direct billed and invoice is sent to AP & Travel AS540 is not required if lodging is paid with LaCarte	AS540 and contract are required, and invoice is sent to AP & Travel LaCarte cannot be used
Conference Room Rental	AS540 & contract required	

- Lodging documentation required:
 - ▣ Approved Spend Authorization ECM
 - ▣ Lod Cook Room Confirmation
- The AS540 (Direct bill form) should be submitted prior to the stay and/or event. Please email the form to Jennifer Driggers at jdrigg@lsu.edu. Please allow for processing time.



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Patrice Gremillion
Accounts Payable & Travel

High Risk Travel Request Reminders

- ❑ Cost Center Managers/Approvers of Spend Authorization - please review international travel requests for the country and ensure the appropriate prior approval is obtained before approving the Spend Authorization.
- ❑ High Risk travel request, including travel to foreign adversary countries, should be submitted at least 30 days in advance to allow for processing time by the ITOC and Academic Affairs.
- ❑ We are experiencing during the expense report audit that prior approval by Academic Affairs for travel to foreign adversary countries is not being obtained before the travel which results in after-the-fact approvals.
- ❑ First annual report of travel to foreign adversary countries for FY24 is due in July 2024.
- ❑ Compliance with the legislation is important to avoid any penalty, including having the travel deemed a personal expense.

Successful Yearend Reminders

- Adhere to the important dates provided by Budget & Planning, Procurement, and Accounting Services.
- Take immediate action to address unresolved or outstanding issues.
 - Prioritize approvals – impacts to Payroll, I-9 Compliance, Grant Billings, etc.
 - Review and reconcile ledgers
 - Review “in progress” transactions
 - Investigate and correct errors
- Ensure supporting documentation is provided to avoid the following:
 - Delaying final approval of expense reports, journal entries, etc.
 - Returning CARD entries

Successful Yearend Reminders

- Be available & respond to emails timely!
- Adhere to the Payroll schedule. Make sure all forms and/or work hours are submitted by the deadlines.
- Review the Business Process for comments and/or status of expense reports, journal entries, etc.
- Anyone with outstanding expense reports awaiting to be audited, please do not call or email the staff for updates. It will disrupt the time spent auditing.

THANK YOU!

- Continued support and participation of the Business Managers meetings
- Presenters who contribute to the meetings and make them very informative & productive
- Promote the FIN Best Practices
 - Share institutional knowledge within your units & collaborate across departments/campuses
 - Utilize Resources
 - Workday Finance Job Aids
 - Newsletters – Finance & Administration, Accounting Services, Procurement, etc.
 - Departmental Internal Documents – Checklists, Cheat sheets, FAQ summaries
- Teamwork makes the dream work!
- We appreciate you! Thank you for all you do for LSU!