



## Business Manager Meeting

# Accounts Payable & Travel Updates

# Spending Freeze

- The Spending Freeze for FY21 will expire June 30, 2021.
- There will be no Spending Freeze for FY22.

## Note:

Any FY21 transactions affected by the FY21 Spending Freeze, the AS900 form must be included with the cost documentation.

# Renewal LaCarte Cards

- We are still holding LaCarte Renewal Cards
- Cardholders and Cost Center Managers have been notified
- If the card is no longer needed, please notify DeAnna Landry at [deannal@lsu.edu](mailto:deannal@lsu.edu) to have the card shredded.

# Unused Tickets Update!

The reconciliation of the eligible United Airlines unused tickets have been completed and the journal entries to credit the original accounts are reflected on the May ledgers. As a reminder, the credits for the eligible Southwest unused tickets are reflected on the March ledgers and the eligible Delta unused tickets are reflected on the April ledgers.

As of May 31, 2021, LSU has a total of **482** unused tickets. The following is a summary of the airlines, number of tickets, the total value and the expiration dates:

UNUSED TICKETS MAY 2021			
Airline	Total Dollar Value of Unused Tickets	Number of Unused Tickets Outstanding	Expiration Date
Air Canada	1,147.96	1	2/20/2022
Air France	2,611.60	3	12/31/2021
Alaska Airline	346.60	1	7/5/2021
American	196,024.20	435	<b>12/31/2022</b>
British Airway	1,360.05	1	12/31/2021
Delta	29,853.20	30	12/31/2022
Emirates	2,176.30	1	11/20/2021
Jet Blue	2,149.59	8	12/31/2021
Qantas Airlines	263.80	1	12/31/2022
United	318.12	1	12/15/2021
<b>TOTAL</b>	<b>236,251.42</b>	<b>482</b>	

# Unused Tickets Assistance

- ❑ Additional assistance by Short's Travel with unused tickets will expire on **June 30, 2021**.
- ❑ Starting July 1, 2021, any employee traveling during this time that has an eligible unused ticket listed must contact Christopherson Business Travel (CBT) directly at 1-800-961-0720 to seek assistance with reissuance of his/her unused ticket.
- ❑ CBT agent fee will be \$49 (not \$24) since the ticket was not purchased originally with CBT and the processing time will take a little longer for the agent to reissue the ticket.
- ❑ For questions, please contact Jennifer Driggers at [jdrigg@lsu.edu](mailto:jdrigg@lsu.edu) or Patrice Gremillion at [pgremill@lsu.edu](mailto:pgremill@lsu.edu).

# In-state Vehicle Rental Options

- ❑ The mandate to utilize Enterprise Rental for in-state vehicle rentals will expire on June 30, 2021.
- ❑ ***Effective July, 1, 2021, Enterprise, National or Hertz will be the available options for the mandatory in-state vehicle rentals.***
- ❑ The contract rates will be made available on the Accounts Payable & Travel website once the rates are received.

# Questions

