



LSU

Jennifer Driggers
Accounts Payable & Travel

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 rDTg is: 1a-Tue r





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.

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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
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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