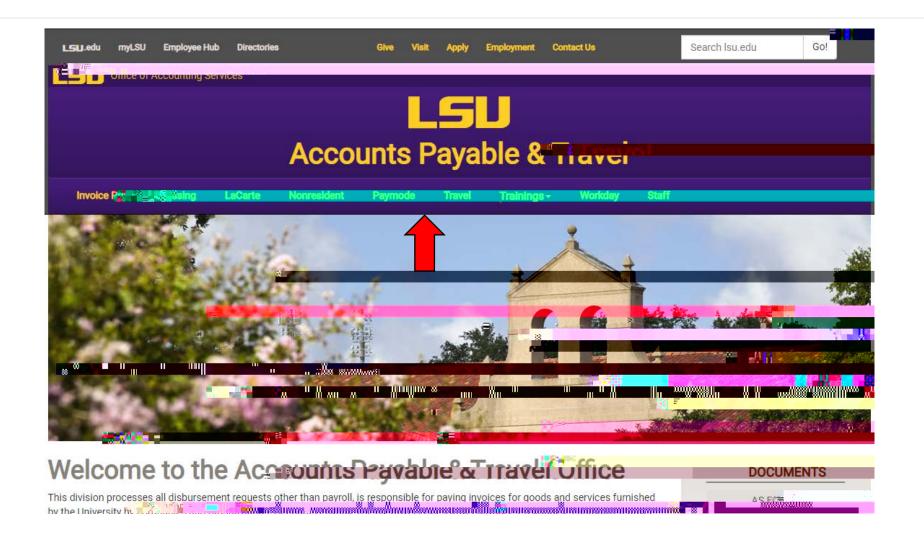






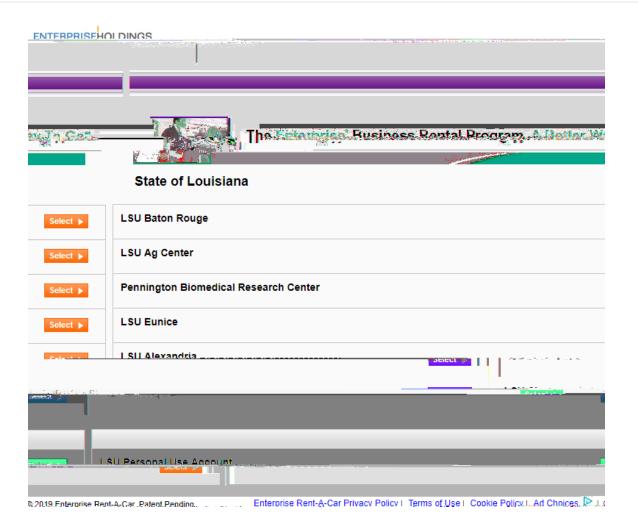
- Enterprise has discontinued the Corporate Discount Code, NA1403 for LSU Travelers
 - NA1403 was compromised
 - Only state-issued credit cards can be used
- Enterprise assigned new Corporate Account Numbers by campus
- Enterprise created a customized link for LSU
- AP & Travel website
 - Enterprise/National Reservations
 - Select the specific campus















1. Travel greater than 30 days

Add Patrice Gremillion on the Spend Authorizations

2. Travel Exceptions

- Jennifer Driggers (primary)
- Patrice Gremillion (secondary)

3. High Risk Travel Requests

AS295 or AS296 form should be sent directly to Patrice Gremillion via e-mail at





- 1. All LaCarte transactions should be submitted on an Expense Report for review/audit by the AP & Travel auditors. Itemized receipts are required.
- 2. Departments <u>should not prepare LSU Foundation Check Request prior to submitting the Expense Report, regardless if receipts are missing. Consequence for missing receipts is payroll deduction!</u>
- 3. Departments should wait until an E-mail Notification is received from an AP & Travel auditor
 - AP & Travel auditor will determine disallowed transactions which may be subject to a LSU Foundation reimbursement
 - 2. An E-mail Notification will be sent to the cardholder/department with the total amount that should attached to the LSU Foundation Check Request. LSU Foundation is requiring the e-mails.
 - 3. When the LSU Foundation reimburses the expense, sales tax must be included in the total reimbursement amount. All purchases made by the LSU Foundation are subject to sales tax.
 - 4. LaCarte should not be used for purchases that should be paid directly by the LSU Foundation

Outstanding LaCarte transactions

Delinquent transactions will result in card suspensions



Questions?

