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- 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

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Office of Accounting Services

LSU Accounts Payable & Travel

Invoice Processing LaCarte Nonresident Paymode Travel Trainings Workday Staff



Welcome to the Accounts Payable & Travel Office

This division processes all disbursement requests other than payroll, is responsible for paying invoices for goods and services furnished by the University.

DOCUMENTS







State of Louisiana

Select ▶	LSU Baton Rouge
Select ▶	LSU Ag Center
Select ▶	Pennington Biomedical Research Center
Select ▶	LSU Eunice
Select ▶	LSU Alexandria
Select ▶	LSU Personal Use Account



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

LSU

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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 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!
 3. Departments should wait until an E-mail Notification is received from an AP & Travel auditor
 1. 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 be 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?

LSU