



AP & Travel Expense Reminders

DeAnna Landry

Accounts Payable & Travel

Outstanding FY23 LaCarte Card Transactions

FY23 outstanding transactions related to travel 809

Cardholders must reconcile travel transactions no later than the 15th day of the month following the completion of travel

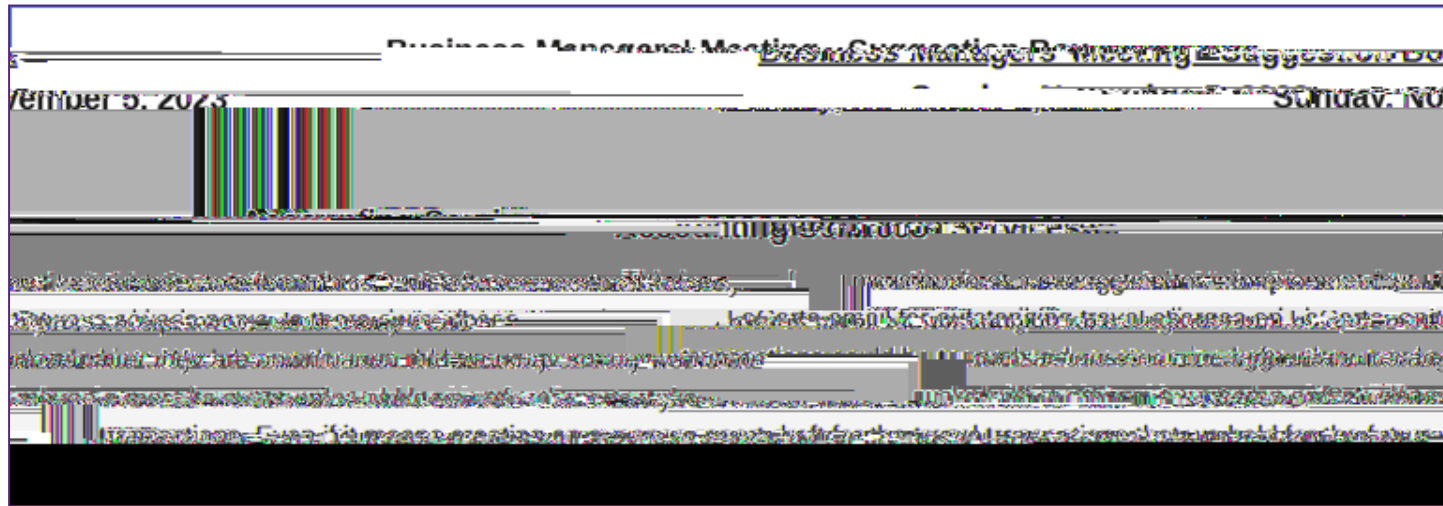
11/15/2023 – Cost Center Managers will receive a list of cardholders with delinquent travel transactions

11/30/2023 – Deadline to submit expense reports to avoid suspension of card privileges

Cardholders may be payroll deducted for expenses not reconciled after suspension of card privileges

Suggestion Box

30 day outstanding transaction notification



LaCarte transactions related to business travel should be included on the expense report for the trip after the travel has been taken. Cardholder privileges will not be affected for travel expenses paid with LaCarte prior to the travel.

Expense Reports Awaiting Review By APT

Procurement

New - 873

...Saved for later -174-

Travel Updates



Expense Item Changes

Meal (Federal Per Diem)

Meal (Per Diem)

Meals & Incidental Expenses (M&IE)

Tips

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Instructional Text

Expense Item	Updated Instructional Text	Search Keywords
Bus/Trolley/Subway	Limited to \$10 per day without a receipt, claims in excess of \$10 per day require a receipt (i.e., Buses, Subways, etc.).	SC0193
Meals & Incidental Expenses (M&IE)	Travelers may be reimbursed for meals & incidental expenses based on applicable travel location rates. Refer to PIB for guidance.	Per Diem Meals, SC0210
Parking Baton Rouge Airport	Contract Rate is \$4.50 per day (receipts required) for parking in the indoor parking garage, as well as the outside, fenced parking lot at the airport.	SC0219
Parking New Orleans Airport	Surface Lot rate is \$18 per day, Airline Economy Garage rate is \$12 per day, or US Park at \$14 per day. Receipts are required.	SC0219
Shuttles/Taxi	Require a receipt & tips may not exceed 20% of the total charge. Rideshare receipts (i.e., Uber, Lyft) must include method of payment, location of ride, and tip amount.	Uber, Lyft, Rideshare, SC0195
Tips	As of October 1, 2022, tips are included in Meals & Incidental Expenses (M&IE).	SC0202

Travel Audit Issues

Reminder: The LaCarte Card is the preferred method of payment.

Missing/inaccurate information on Spend Authorization (SA)

Itemized airfare receipts and/or quotes

Conference agenda and schedule

Itemized lodging receipts

Travel Audit Issues Continued

Itemized shuttle/tax receipts

Out-of-state mileage documentation

Justification for excess baggage

Upcoming Trainings

Travel:

November 16, 2023 9:30-11:30am

December 5, 2023 1:00-3:00pm

LaCarte Card:

December 7, 2023 1:30-3:00pm

Travel Contacts

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BRT Parking Contact

Please see below for contact information for LaTarsha Griffin, Manager for the BTR Parking facility:

