



REQUEST FOR DISTRIBUTION OF CASH INCENTIVE PAYMENTS

AS548

Request Date _____

It is requested that a representative from Bursar Operations be available to distribute cash incentive payments for:

Name of Workshop/Research Study		
Date of Workshop/Research Study		
Cash Incentive Payment Amount *		
Cash Incentive Payments should be distributed on:		
Date	Time	Location
Department		
Project Coordinator		
Phone	E-mail	
Workshop/Research Study Description		

* Attach a preliminary copy of AS549, "Acknowledgment of Cash Incentive Payment"

Approved by

_____	_____	_____
Project Coordinator	Printed Name	Date
_____	_____	_____
Head of Budgetary Unit	Printed Name	Date
_____	_____	_____
Accounting Services	Printed Name	Date

Procedures:

Payments to nonresident aliens must comply with FASOP: AS04.

The Project Coordinator should complete this form, have it approved by the head of the budgetary unit and submit it to Bursar Operations. On the arranged date agreed upon by Bursar Operations, a representative will be available at the designated location to disburse the cash incentive payment(s). Each participant will sign Form AS549, "Acknowledgment of Cash Incentive Payment" at the time he/she receives payment, certifying receipt of the amount of cash received.

The Project Coordinator will fill in the amount on the accounting distribution line of the AS300, "Travel Expense Reimbursement Request", attach the signed AS549 and give to the Bursar Operations representative who will deliver it to the Travel Office. The Travel Office will verify the total amount claimed on the AS300 agrees to the total amount certified as received by the participants on the AS549 and process a reimbursement check to "Laurence S Butcher, Fund Custodian for LSU Bursar's Office," as the payee indicated on the AS300.