Accounts Payable & Travel

Agenda

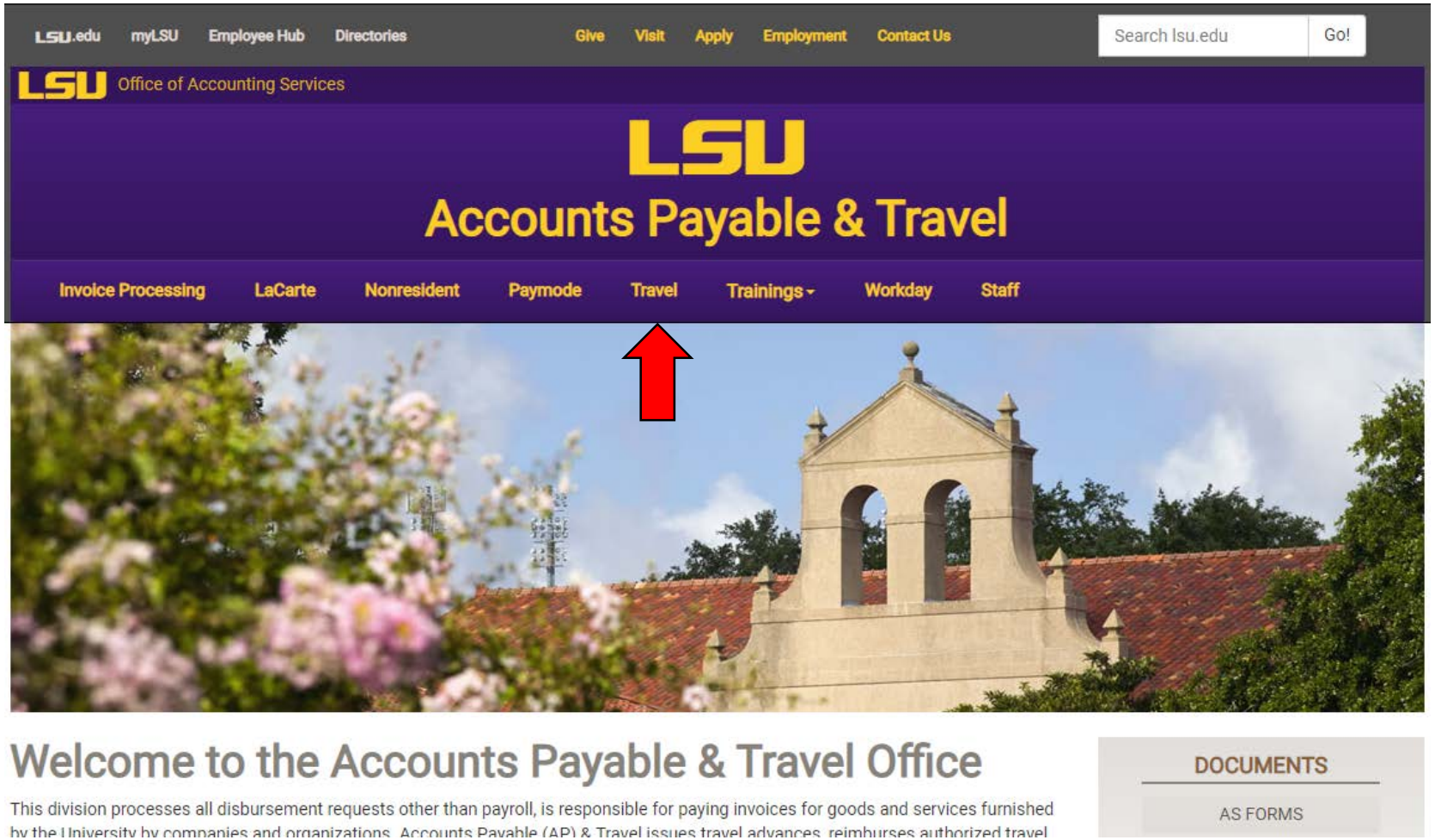
1. Enterprise Rentals
2. Approval Changes
3. LaCarte Transactions

Enterprise Rentals

Enterprise Rentals

- 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

Enterprise Rentals



Enterprise Rentals

Vehicle Rentals

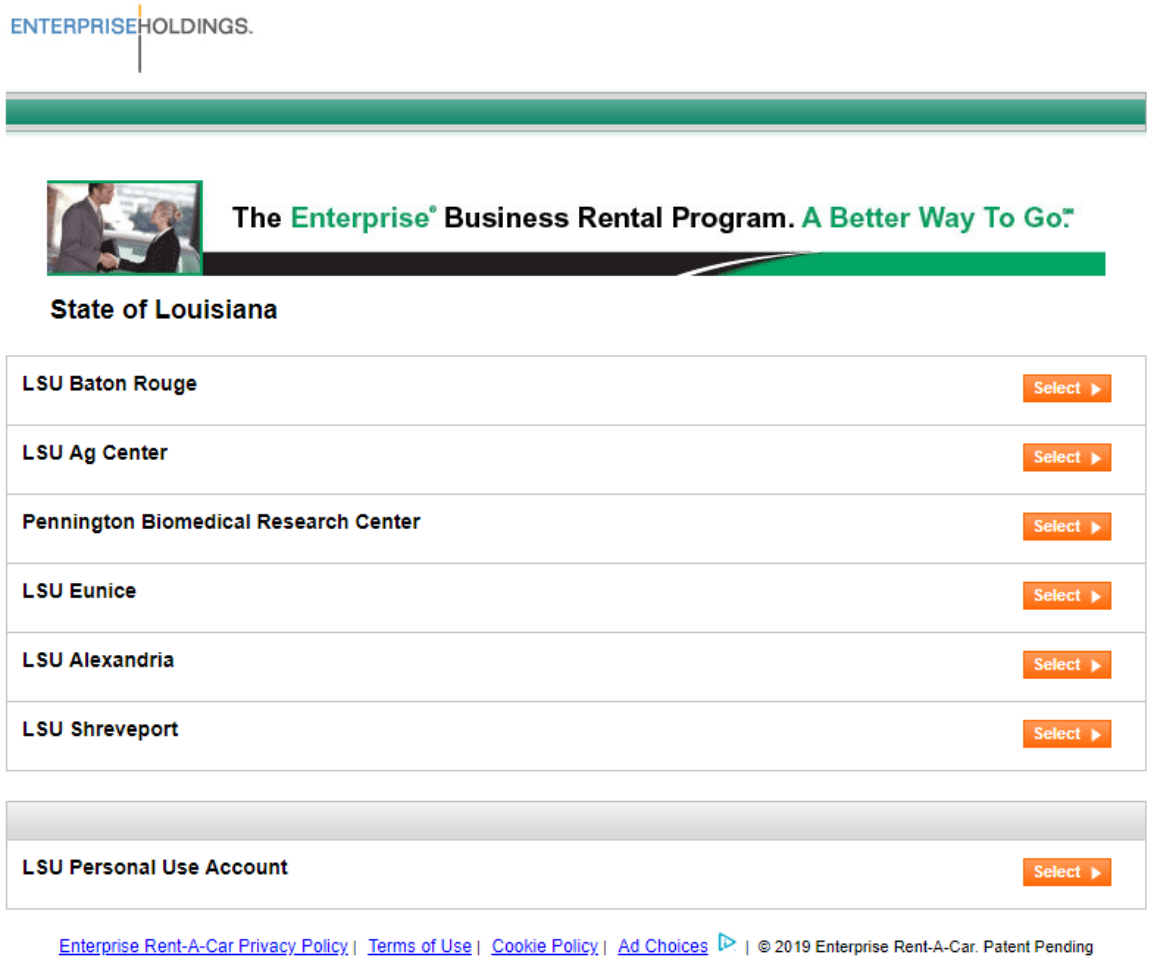
In-State Rentals:

- FY19 In-State Vehicle Rental Rates
- Enterprise Rental Locations
- Enterprise/National Rental Reservations
- LSU Acknowledgement Agreement: Passengers in State-owned or Rental Vehicle

Out-of-State Rentals:

- FY19 Out-of-State Vehicle Rental Rates
- Enterprise Rental Locations
- Enterprise/National Rental Reservations
- Hertz Rental Reservations
- LSU Acknowledgement Agreement: Passengers in State-owned or Rental Vehicle

Enterprise Rentals



Change in Approvals

Change in Approvals

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 pgremill@lsu.edu outside of Workday. The forms will be reviewed for recommendation by the ITOC.
   - Executive Vice President and Provost (or designee) will make final approval and return the form to the employee/department
4. **Hotel Agreements**
   - Send by e-mail at pgremill@lsu.edu

LaCarte Transactions

LaCarte Transactions

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 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?