

LSU Foreign Languages & Literatures

The Campus Traveler

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INSIDE THIS ISSUE:

What's new for FY 2018/2019

LaCarte card charges and cancelled trips

Unused spend authorizations & expense reports

Conference membership fees

Expense reports and how you can speed up your reimbursement

Claiming US Department of State rates

Helpful documents and contact information

Should you check that box?

Travel Tip!

Do you need to complete an [AS292-A Authorization to Travel?](#)

*Only if you **travel to high risk countries, include personal travel days with your trip, your travel extends beyond 30 days or you claim US Department of State rates.***

What's new for fiscal year 2018/2019

Welcome to another successful year of university travel!

FY2018/2019 will mark year three of Workday travel expense reporting so I hope the reimbursement process has become more familiar and easier to navigate. Just ask for help if you need assistance completing the Spend Authorization or Expense report.

The monthly *Campus Traveler* newsletter has a new look featuring helpful travel tips in the margins. In addition, the last page will provide links to important documents and contact information.

Let me know if you have a topic that you would like to appear in this newsletter and I'll be happy to include it in the next month's edition.



Featured in the [July 2018 Accounting Services Newsletter](#) on pages 7 & 8 is a list of FY18/19 travel rule changes. Notable changes are parking receipts are now required for both Baton Rouge and New Orleans airport parking and faculty traveling overseas may now be required to be covered by special Defense Base Act insurance. [PM-13](#), Section VIII, International Travel, page 19, discusses qualifying conditions for this insurance coverage.

LaCarte card charges and cancelled trips

If a LaCarte card is used to pay a travel expense and the trip is cancelled, the card charge remains active on the cardholders account. An expense report will need to be processed. Failure to process a report will eventually result in payroll deduction and/or card suspension – Accounting Services will render the card unusable until the expense is processed. In order to pass the expense report audit, you'll need to provide the information described below as attachments to the expense report. The charge will be deducted from your department travel account if payroll deduction isn't used by Accounts Payable.

Travel Tip!

Print the FY 18/19 [travel orientation brochure](#) or save a PDF version to your cell phone photos for reference while you travel. You can also save to your favorite cloud drive like Google Drive or Dropbox for easy reference.

Travel Tip!

Don't highlight anything uploaded into spend authorization or expense report attachments. Printed data isn't visible through highlighting. Use some other means to call attention to the information you want auditors to see.

LaCarte cards and cancelled trips cont.

- 1) *Was there an attempt to receive a refund?* If the refund was denied the card holder will need to provide an email (or other documentation) from the business or conference organizer showing the refund was denied.
- 2) *Attach a PDF of the vendor's original paid receipt to the expense report.* Do not copy and paste the receipt into a Word document then attach the Word file to the expense report.
- 3) *Attach a document showing the dates and location of the event the traveler planned to attend.*
- 4) *Provide a document explaining the work related issue that caused the traveler to cancel the trip.*

Workday expense reports reminders

Expense report documentation must be a PDF of the vendor's original document. Do not copy and paste a receipt into Word then attach the Word document to the expense report.

And remember that *each* foreign currency receipt must be converted to US dollars. A printed currency conversion must be provided with each receipt. Oanda.com provides a good conversion tool, but travelers are free to use other programs.

If mileage is claimed driving to an out-of-state conference the traveler must provide a Short's Travel airline ticket price quote to same destination. The traveler will be reimbursed the lower cost of the two calculations – either the calculated mileage or the cost of the airline ticket if Short's can fly to the destination cheaper than the traveler can drive there. And don't forget to attach a web based mileage calculator (Mapquest or similar product) to show miles between the trip origin and destination. Double the mileage calculation to account for the return trip.

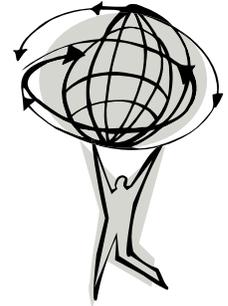
Unused spend authorizations & expense reports

The previous fiscal year several unused spend authorizations were left in Workday. If a spend authorization or expense report is created and a mistake is made, don't start another one and leave the incorrect authorization/expense report in Workday. At the end of the fiscal year there shouldn't be any unused spend authorizations or expense reports in Workday. Just ask and help to repair whatever mistakes need to be corrected. Leaving unused/incorrect spend authorizations or expense report in Workday can create confusion about which documents you really meant to use.

Conference membership fees

Last fiscal year travelers were asked to create separate expense reports for membership fees required to participate in conferences. I recently learned from one of the Travel auditors that travelers can now include membership fees on the same expense report used to claim other conference expenses when it can be documented that the fee is required to participate in the conference.

Travelers will need to provide a document showing the membership cost and a paid receipt. An invoice without a paid receipt will not satisfy reimbursement requirements. The traveler will also need to provide a document showing the membership is required to participate in the conference.



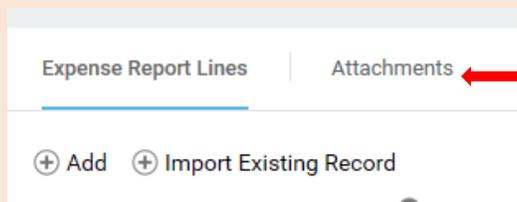
How to speed up a travel reimbursement

The best practice to speed up a reimbursement is to not procrastinate creating an expense report. The longer a traveler waits to process an expense report the longer it will take to receive the reimbursement.

Remember... if a traveler receives funds from other departments the award letters must be attached to the expense report or the report will be sent back causing reimbursement delays.

What else causes delays? Missing original paid receipts or other required documentation...foreign currency receipts that are missing currency conversions...out of state mileage claims that don't have the required airfare quote...incomplete or incorrect memo field information...the spend authorization wasn't linked to the expense report...missing documentation, etc.

Expense report attachments are not to be placed on each expense report line. Receipts are only to be placed in the *Attachments* tab found next to the *Expense Report Lines* tab. Receipts should be placed in the same order as the expense line items.



Expense receipts can be attached individually or batched together as a single attachment...**as long as the receipts are arranged in the same order as the expenses appear on the expense report. Other items such as award letters, AS292-A, etc. need to be attached individually separate from expense receipts.**

Travel Tip!

No place to put all those paper receipts that you might lose? Use your cell phone to take a picture of the receipt or something like the free cell phone app Evernote Scannable to scan receipts to your cell phone.

Evernote Scannable (or similar product) will scan and take a clear picture of your document then store it until you return to create the expense report.

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Claiming US Department of State rates

Travelers can claim US Department of State reimbursement rates when approved travel applies to countries outside the 50 United States, the District of Columbia (Washington, D.C.), Puerto Rico, the US Virgin Islands, American Samoa, and Guam. What are these rates? Use the link below to find rates per country.

https://aoprals.state.gov/web920/per_diem.asp

Just realize higher reimbursement rates mean a travel allowance will be consumed faster. Keep this in mind if multiple trips are planned. Travelers also need to complete and attach an AS292-A to the spend authorization and expense report.

Helpful documents and contact information

[PM-13](#): LSU's travel regulations

Short's Travel contact information:

Phone: 1-888-846-6810

Email: state@shortstravel.com

Web: www.shortstravel.com/lsu

[LSU Travel website](#): Everything you need to find for LSU travel

[Discounted Baton Rouge airport parking certificate](#)

[Discounted New Orleans airport parking reservation app](#)

[New Orleans airport parking Corporate Advantage Program for LSU employees](#)

[Risk Management Registration for Overseas Travel](#)

Should you check that box?

Should you check the *Final Expense Report for Spend Authorization* box on your expense report? Are there consequences to doing that? You bet....

Don't check this box. If you check the box the spend authorization cannot be corrected if Accounts Payable needs a traveler to make a correction on it. There's a complicated way to solve this problem but the best practice is to not check the box in the first place.

Expense Report Reference Information

Reimbursement Payment Type

* X Direct Deposit

Spend Authorization

Final Expense Report for Spend Authorization