



**LSU**

# Business Manager Meeting

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# Spend Authorization Questionnaire

## Spend Authorization Questionnaire

- Spend Authorization Questionnaire (SAQ) has been enabled and the AS292-A form has been discontinued.
- All travel expense reports/reimbursements will require a Spend Authorization for workers and non-workers. The Spend Authorization Questionnaire (SAQ) must be completed by the initiator immediately after submitting the spend authorization.
- The “Up Next” window appears after submitting the Spend Authorization with a link to the SAQ, or the SAQ can be accessed from the initiator’s inbox.
- ***The Spend Authorization will not route until the SAQ is fully completed and submitted.*** Once the Spend Authorization routes for approvals, the questionnaire responses will be visible on the “Questionnaire Responses” tab on the spend authorization.
- The information captured on the Spend Authorization Questionnaire will allow the University to meet annual state reporting requirements.

# Spend Authorization for Non-workers

- Spend Authorization for Non-workers (i.e., Spend Authorization ECM) will be required for travel reimbursements and/or expenses paid on the non-worker's behalf. This includes university contractors.
- A copy of the Spend Authorization ECM should be attached in lieu of the AS516 form, when applicable.
- Student group travel should have a list of travelers attached to the Faculty-Led Spend Authorization.
- AS516 form is available for events that include a group of attendees in which no travel reimbursement is due to an attendee. If a reimbursement is due, a Spend Authorization ECM will be required.

# Spend Authorization ECM vs AS516 FORM

Spend Authorization for Non-Worker/ECM	AS516 Form
Non-employed Student	Group travel where no reimbursement is due non-worker
University Guest/Contractor	
Interview Candidate	



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# Helpful Resources

- LSU Training and Event Registration is located on myLSU.
  - All new employees and/or employee's assigned new duties are encouraged to attend the trainings.
  
- Monthly Virtual Accounting Services Trainings for the Fall Semester are posted.
  
- Helpful Resources on the Accounting Services website:
  - ❖ Business Managers' Meetings Archives
  - ❖ Newsletter & Newsletter Archives
  - ❖ Who We Are
  
- Job Aids are posted on the LSU Workday Finance Training website [https://www.lsu.edu/workday/finance\\_training.php](https://www.lsu.edu/workday/finance_training.php).