



New Reports/Demo

Angie Mann


Accounts Payable & Travel

New Report: Expense Report Worktag Summary

- New report available to all users
- Provides summary of total amount charged by worktag on an expense report, excluding expense lines/itemizations marked as personal
- Available in two ways:
 - ▣ Standalone report (through search bar)
 - ▣ Embedded within expense report in the inbox for easy access when approving
- [Job Aid](#)
- Demo

Expense Report Worktag Summary - Report

Q Expense Report Worktag Summary ✕





 Expense Report Worktag Summary Report

Expense Report Worktag Summary ⋮ ✕





Expense Report

OK Cancel

Expense Report Worktag Summary - Report

Expense Report Worktag Summary    

Expense Report [Expense Report: ER-0000466076](#)

4 items    

Driving Worktag	Cost Center	Expense Report Line Amount
PG000028 LSUAM Animal Sciences	CC00104 LSUAM Col of AGRI Animal Sciences	\$1,289.28
AG0278 LSUAM Leadership LSU	CC00400 LSUAM Acad Affairs Executive Vice President & Provost Programs	\$400.00
GR-00004478 LSUAM Geaux Teach Math/Science Program 001	CC00169 LSUAM Col of HSE Dean's Office - Interdisciplinary	\$123.36
Total		\$1,812.64

Expense Report Worktag Summary - Inbox

Inbox

Actions Archive

Viewing: All Sort By: Newest

Expense Report: ER-0000466076, Mike The Tiger (00006328) on 04/28/2023 for \$1,812.64
51 second(s) ago - Due 05/18/2023; Effective 04/28/2023

Approve Expense Report

ER-0000466076 4/1/2023 - 4/15/2023 Baton Rouge, LA to Rajasthan, India To attend Ranthamb...

51 second(s) ago - Due 05/18/2023; Effective 04/28/2023

Pay To
Employee: Mike The Tiger (00006328)

Status
Waiting on Cost Center Manager

Company Paid	Cash Advance Applied	Reimbursement	Total
1,666.75 USD	0.00 USD	145.89 USD	1,812.64 USD

Expense Report Worktag Summary		
Driving Worktag	Cost Center	Expense Report Line Amount
PG000028 LSUAM Animal Sciences	CC00104 LSUAM Col of AGRI Animal Sciences	\$1,289.28
AG0278 LSUAM Leadership LSU	CC00400 LSUAM Acad Affairs Executive Vice President & Provost Programs	\$400.00
GR-00004478 LSUAM Geaux Teach Math/Science Program 001	CC00169 LSUAM Col of HSE Dean's Office - Interdisciplinary	\$123.36
Total		\$1,812.64

New Report: Purchase Order Lines Received and Not Invoiced

- New report available to all users
- Identifies purchase order lines with a quantity/amount received that is different from the quantity/amount invoiced
- Examples of usage:
 - ▣ Locate receipts missing a supplier invoice
 - ▣ Locate receipts created in error
 - ▣ Locate receipts where the incorrect quantity/amount was received
- Recommended to schedule report to run on a weekly basis (see [schedule a report job aid](#))
- Demo

Purchase Order Lines Received and Not Invoiced

Q Purchase Order Lines Received and Not Invoiced (x)

Purchase Order Lines Received and Not Invoiced Report

Purchase Order Lines Received and Not Invoiced (x)

Company

Cost Center

Requester

Exclude Punch-out Catalog Orders?

Filter Name

Manage Filters Save

0 Saved Filters

OK Cancel

Purchase Order Lines Received and Not Invoiced

Company	Purchase Order	Purchase Order Status	Purchase Order Date	Punchout	Line	Supplier	Line Description	Spend Category	Quantity/Amount Received	Quantity/Amount Invoiced	Quantity/Amount to be Paid
Louisiana State University and Agricultural and Mechanical College	PO-0000204697	Issued	09/05/2022	No	1	Sriram Neelamegham	travel expenses	Non-Employee/Guest Travel (SC0288)	1500	647.5	852.5
Louisiana State University and Agricultural and Mechanical College	PO-0000206825	Issued	08/23/2022	Yes	11	VWR INTERNATIONAL LLC - SUWANEE, GA	#6Q8031916888-000150#EC30 OXL Power Supply	Scientific & Research Supplies and Materials (SC0342)	1	0	1
Louisiana State University and Agricultural and Mechanical College	PO-0000220486	Issued	01/18/2023	No	8	QIAGEN Inc	338903CSOI00 Services Fee - Sample return shipment fee	Other Operating Services - Miscellaneous (SC0051)	1	0	1
Louisiana State University and Agricultural and Mechanical College	PO-0000222746	Issued	02/07/2023	Yes	1	B & H Foto & Electronics Corp - B & H Photo-Video-Pro-Audio	15 6 Book2 Pro 360 Multi-Touch 2-in-1 Laptop SAP954QEDKJ2	PP&E - Computers - Laptops/Notebooks/Tablets - \$1,000 to \$4,999.99 per item (SC0358)	1	0	1
Louisiana State University and Agricultural and Mechanical College	PO-0000225410	Issued	03/03/2023	Yes	1	Office Depot Business Solutions LLC - ODP Business Solutions LLC	Post-it(R) Super Sticky Full Stick Notes, 3 x 3, Energy Boost Collection, Pack Of 12 Pads	Office Products and Supplies (SC0057)	2	0	2



Travel Updates

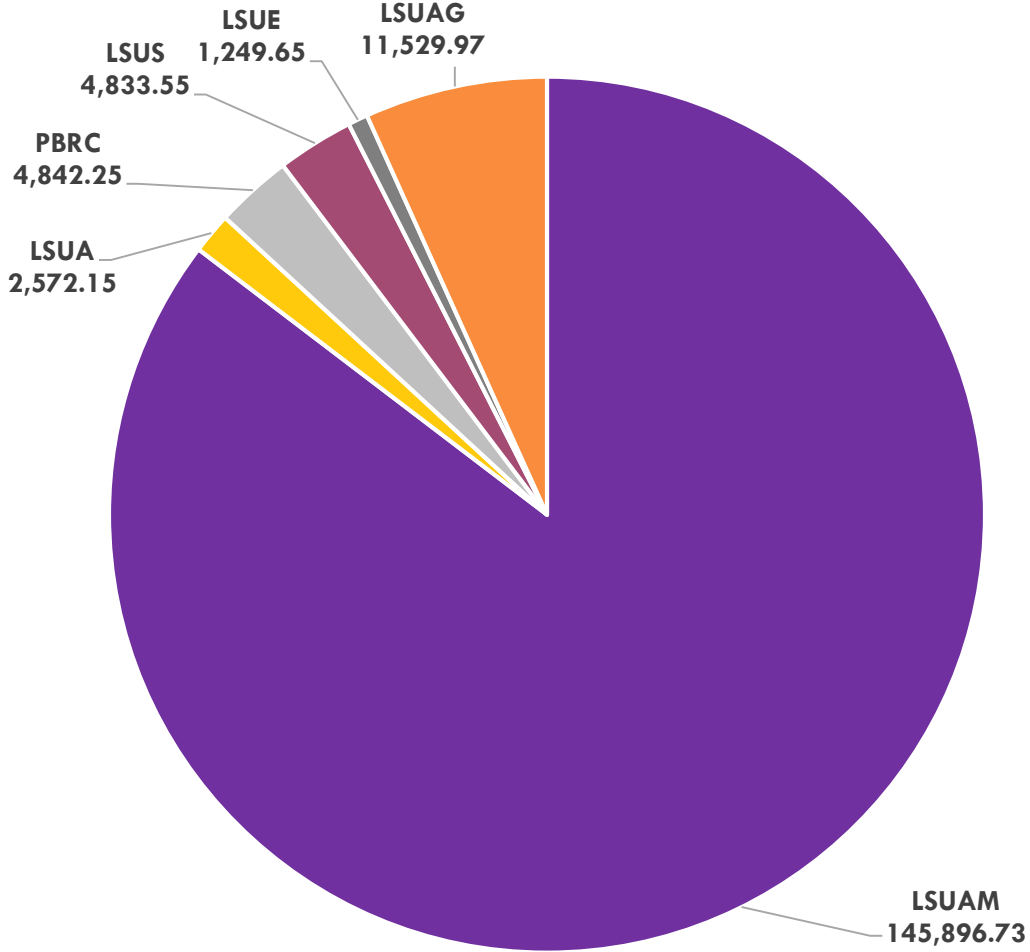
Patrice Gremillion

Accounts Payable & Travel

Unused Tickets

- Unused tickets are under review by the Office of State Travel
- LSU have at least 50% of the state's total of unused tickets
- ***We must do a better job monitoring & reusing unused tickets!***
- Departments must monitor unused tickets on a monthly basis and discuss with the travelers to determine if the unused ticket will be reused immediately or if the unused ticket can be used toward another traveler's airfare.

As of June 7, 2023: Summary of LSU's Unused Tickets



Unused Tickets	
LSUAM	145,896.73
LSUA	2,572.15
PBRC	4,842.25
LSUS	4,833.55
LSUE	1,249.65
LSUAG	11,529.97
Total	170,924.30

Summary by Airline for Reuse of Unused Tickets

American Airlines	Alaska Air	Delta Airlines	United Airlines	Southwest Airlines
Travel must begin one year from the date of original issue date.	Traveler must complete travel one year from the date of the original outbound flight.	Traveler must complete travel one year from the date of original issue.	Travel must begin one year from the date of original issue, return can be after that one-year mark. However, for tickets issued on or before 12/31/2022 travel must begin by 12/31/2023.	New travel must be completed one year from the date of original issue date.
Tickets are transferable without a fee	Tickets are transferable with a \$125 fee-waived if an Alaska Air Gold Member	Tickets are transferable with a \$100 fee	Tickets are transferable with a \$100 fee	Nothing is transferable
MCO's are not transferable	MCO's are not transferable	MCO's are transferable without a fee		
Partial tickets are not transferable	Partial tickets are not transferable	Partial tickets are not transferable	Partial tickets are not transferable	

Travel to Foreign Adversary Countries

- With the recent 2023 Legislative Session, it is anticipated that HB Act 767 will be signed which requires the University, starting **July 1, 2023**, to maintain prior approval and screening for any employment-related international travel to foreign adversary countries and employment-related foreign activities engaged in by any faculty member, researcher, or any other research department staff with foreign adversaries.
- Any person subject to traveling abroad representing their respective institution, upon return, shall report any gifts of funds or promises to pay offered by a foreign adversary or any entity representing the interests of a foreign adversary.
- **15 CFR §7.4 Determination of Foreign Adversaries** is the source which identifies the following as adversary countries: **China, Cuba, Iran, Russia, North Korea, and Venezuela.**
- Note: Cuba is the only country that is at a Level 2 travel advisory; all others have a higher travel advisory.

Travel to Foreign Adversary Countries

- **FASOP AS-18, High Risk Travel to a Restricted Region** is being updated to include a section, *Travel to Foreign Adversary Countries* which will require prior approval in the same manner as prior approval for travel to countries with a U.S. Department of State Travel Advisory.
- High-risk forms will be updated to include
 - Foreign Adversary Country information
 - Funding Source
 - ❖ University funded (i.e., LSU account number)
 - ❖ University Affiliate funded (i.e., Identify the affiliate)
 - ❖ Third-Party funded (i.e., La Ethics form)
- High-risk travel requests will follow the same protocol for a recommendation by the International Travel Oversight Committee (ITOC) for final approval by Academic Affairs.
- High-risk travel requests should be submitted to Patrice Gremillion at least 30 days in advance of the proposed travel. As a reminder, no travel arrangements should be made without the appropriate prior approvals. For questions, please contact Patrice Gremillion at pgremill@lsu.edu or at 578-3366.
- A report is due by July 31, 2023 for any travel to the foreign adversary countries for the period of January 1, 2023- June 30, 2023 travel.

Spend Authorization Questionnaire

- Workday provides functionality (i.e., **Spend Authorization Questionnaire**) to capture additional information which will replace having to complete and attach the AS292-A form.
- Starting **July 1, 2023**, the Spend Authorization Questionnaire will be enabled, and the AS292-A form discontinued.
- Spend authorization questionnaire must be completed by the spend authorization Initiator immediately after submitting the spend authorization
 - “Up Next” window appears after submitting spend authorization with link to access spend authorization questionnaire
 - Spend authorization questionnaire can also be accessed from initiator’s inbox
- Spend authorization **will not** route for approvals until the questionnaire is completed
- Questionnaire responses visible on new “Questionnaire Responses” tab on spend authorization

Spend Authorization for Non-workers

- Spend Authorization for Non-workers (i.e., Spend Authorization ECM) will be required for any travel reimbursements and/or expenses paid on the non-worker's behalf.
- Student group travel should have a list of travelers attached to the Faculty-Led Spend Authorization.
- AS516 form will be made 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.
- ***The information captured on the Spend Authorization Questionnaire will allow the University to meet annual state reporting requirements.***

Spend Authorization Questionnaire

This screenshot shows the LSU Spend Authorization interface. At the top, there is a navigation bar with the LSU logo, a search bar containing "Create Spend Authorization", and user profile icons. Below the navigation bar is an "Inbox" section with a list of items. A modal window is open in the center, displaying the message "You have submitted" and "Up Next: Angie Mann | Complete Questionnaire". A blue button labeled "Complete Questionnaire" is visible at the bottom of the modal. The background shows a list item for "Spend Authorization: SA-0000096082, (00012089) on 06/29/2023 for 110.00 USD".

This screenshot shows the LSU Spend Authorization interface with the "Complete Questionnaire" form open. The top navigation bar includes the LSU logo, a search bar, and user profile icons. The "Inbox" section shows a list item for "Spend Authorization: SA-0000096084, Angie Mann (00012089) on 06/29/2023 for 110.00 USD". The form content includes a "Travel Disclosure" section with the text: "This questionnaire replaces the AS292-A, Spend Authorization Attachment, and AS516, Request For Authorization To Travel For Non Worker, forms. This questionnaire **must be** completed and submitted by the spend authorization initiator for the spend authorization to route for approvals." Below this is a "Policy Documents" section with links for "PM-13: University Travel Regulations" and "FASOP AS-18: High Risk Travel to Restricted Regions". The form also includes a question: "Is the traveler an employee or non worker? (Required)" with radio button options for "Employee" and "Non Worker".

Spend Authorization Questionnaire

View Spend Authorization SA-0000096084

For **Angie Mann (00012089)** | Cash Advance Outstanding Balance 0.00 USD | Cash Advance Requested 0.00 USD | Spend Authorization Total 110.00 USD

Status **In Progress**

Spend Authorization Information

Company: Louisiana State University and Agricultural and Mechanical College

Start Date: 06/29/2023

End Date: 07/01/2023

Description: Baton Rouge, LA to Houston, TX

Business Purpose: Travel - Out of State (Domestic)

Spend Authorization Total: 110.00

Currency: USD

Spend Authorization Details

Reimbursement Payment Type: Direct Deposit

Justification: To attend Workday conference

Expense Report(s): (empty)

Cash Advance Repayments: (empty)

Spend Authorization Lines | Process History

2 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Spend Authorization	Spend Authorization	Step Completed	06/12/2023 12:46:10 PM	06/14/2023	Angie Mann (00012089)	1	
Spend Authorization	Complete Questionnaire	Awaiting Action			Angie Mann (00012089) (Employee As Self)	1	

View Spend Authorization SA-0000096084

For **Angie Mann (00012089)** | Cash Advance Outstanding Balance 0.00 USD | Cash Advance Requested 0.00 USD | Spend Authorization Total 110.00 USD

Status **In Progress**

Spend Authorization Information

Company: Louisiana State University and Agricultural and Mechanical College

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Business Purpose: Travel - Out of State (Domestic)

Spend Authorization Total: 110.00

Currency: USD

Spend Authorization Details

Reimbursement Payment Type: Direct Deposit

Justification: To attend Workday conference

Expense Report(s): (empty)

Cash Advance Repayments: (empty)

Spend Authorization Lines | Process History | Questionnaire Responses

5 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Spend Authorization	Spend Authorization	Step Completed	06/12/2023 12:46:10 PM	06/14/2023	Angie Mann (00012089)	1	
Spend Authorization	Complete Questionnaire	Step Completed	06/12/2023 12:49:02 PM		Angie Mann (00012089) (Employee As Self)	1	
Spend Authorization	Review Spend Authorization	Not Required		06/14/2023		0	
Spend Authorization	To Do: Add Payment Election	Not Required		06/14/2023		0	
Spend Authorization	Approval by Manager	Awaiting Action		06/14/2023	Patrice H Gremillion (00001969) (Manager)	1	

Ethics 413 Disclosure Form

- Starting **July 1, 2023**, all Ethics 413 Disclosure forms for international travel will require a copy of the approved Spend Authorization and when applicable, a copy of the approved high risk travel form to be attached to the ethics form.
- ***Preferred to receive the ethics form with prior approvals from the department Travel Arrangers/Coordinators.***
- Ethics form will be reviewed for completeness and assurance of travel approved prior to seeking Agency Head signature.
- For questions, please contact Patrice Gremillion at pgremill@lsu.edu or at 578-3366.

La Ethics Reporting

- La Board of Ethics provided this additional information:
 1. Always complete the latest version of Form 413 from the Ethics website. Outdated forms are not accepted.
 2. Disclosure will be deemed noncompliant if not fully completed.
 3. Agency Head (or designee) signature is required before the form can be filed electronically or submitted.
 4. A handwritten or an electronic signature is required.
 1. Only e-Signatures from digital applications such as DocuSign, AdobeSign, SignNow, etc., is accepted.
 2. Typed signatures with a selected Font is not accepted.
- No attachments can be made to the spend authorization once fully approved. Signed ethics forms should be attached to the expense report.

Ethics 413 Disclosure Form

- A handwritten or an electronic signature is required.
 - Only e-Signatures from digital applications such as DocuSign, AdobeSign, SignNow, etc., is accepted.
 - Typed signatures with a selected font is not accepted.

LOUISIANA BOARD OF ETHICS
Mail: P.O. Box 4368, Baton Rouge, LA 70821
Fax: 225-381-7271
Upload: <https://eap.ethics.la.gov/FileUpload>

COMPLIMENTARY ADMISSION, LODGING AND/OR TRANSPORTATION DISCLOSURE STATEMENT

Pursuant to La. R.S. 42:1115.2, any public servant who accepts complimentary admission, lodging, or transportation, or reimbursement for such expenses shall file a certification with the Board of Ethics WITHIN 60 DAYS AFTER SUCH ACCEPTANCE.

Agency Head Certification (to be completed prior to event attendance):

By my signature below, I, John Smith, (agency head printed name)

- Certify that the Public Servant's acceptance of the complimentary admission, lodging and transportation, or reimbursement of such expense (check applicable box)
 - is of direct benefit to the agency or
 - will enhance the knowledge or skill of the Public Servant as it relates to the performance of his public service.
- Certify that I approved the Public Servant's acceptance of the complimentary admission, lodging and transportation, or reimbursement of such expense prior to such acceptance.

AGENCY HEAD'S SIGNATURE: John Smith

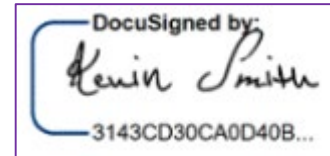
PUBLIC SERVANT'S FULL NAME: Sue Jones
ADDRESS: 123 Louisiana Ave.
CITY, STATE, ZIP: New Orleans, LA 70131
POSITION TITLE: Associate Director - Accounts Payable
EMPLOYING AGENCY: Louisiana State University (LSU)
DATE OF EVENT: 7/24/2022 - 7/28/2022
LOCATION: Lexington, Kentucky
DESCRIPTION OF PURPOSE OF PUBLIC SERVANT'S ACCEPTANCE OF COMPLIMENTARY ADMISSION, LODGING AND/OR REASONABLE TRANSPORTATION:
Selected to receive scholarship for CBMI 2022 on behalf of Southern Association of Colleges and University Business Officers (SACUBO). The CBMI Conference offers an intensive course of study in business and financial management for administrators of colleges and universities.
PERSON/ORGANIZATION PROVIDING ADMISSION, LODGING, AND/OR TRANSPORTATION: SACUBO
AMOUNT EXPENDED/REIMBURSED ON PUBLIC SERVANT
ADMISSION: \$ 644.38 LODGING: \$ 0 TRANSPORTATION: \$ 355.62

Public Servant Attestation:
By my signature below, the above provided information is true and correct to the best of my knowledge, information, and belief.

PUBLIC SERVANT'S SIGNATURE: Sue Jones
DATE: 7/8/2022

Revised December 2022 Form 413 www.ethics.la.gov

- Acceptable



- Not Acceptable

PUBLIC SERVANT'S SIGNATURE: Kevin Smith
DATE: June 12, 2023