

AP & Travel Expense Reminders

DeAnna Landry

Accounts Payable & Travel

Outstanding FY23 LaCarte Card Transactions

- FY23 outstanding transactions related to travel – **809**
- Cardholders must reconcile travel transactions no later than the 15th day of the month following the completion of travel
- **11/15/2023** – Cost Center Managers will receive a list of cardholders with delinquent travel transactions
- **11/30/2023** – Deadline to submit expense reports to avoid suspension of card privileges
- Cardholders may be payroll deducted for expenses not reconciled after suspension of card privileges

Suggestion Box

- 30 day outstanding transaction notification

Business Managers' Meeting - Suggestion Box

Sunday, November 5, 2023

Accounting Services

This is more of a suggestion for improvement, but I don't know where to submit this. Our staff receives the 30 day LaCarte email for outstanding travel charges on LaCarte, and it always causes panic. Is there a way those transactions could be tagged and recategorized after they are downloaded into Workday so they would be excluded from this automated email? And/or maybe a more relevant email could be sent for those travel transactions. Even if it means creating an expense report draft for the travel transactions that we hold for the future so it won't send an email threatening card suspension.

- LaCarte transactions related to business travel should be included on the expense report for the trip after the travel has been taken. Cardholder privileges will not be affected for travel expenses paid with LaCarte prior to the travel.

Expense Reports Awaiting Review By APT

Procurement

- New - 873
- Saved for later - 174

Travel

- New - 1200
- Saved for later - 225

Travel Updates

- Expense Item Changes

Note: There is no change to the expense item for meals for single day travel.

- Expense item attributes were also updated

Instructional Text

Expense Item	Updated Instructional Text	Search Keywords
Bus/Trolley/Subway	Limited to \$10 per day without a receipt, claims in excess of \$10 per day require a receipt (i.e., Buses, Subways, etc.).	SC0193
Meals & Incidental Expenses (M&IE)	Travelers may be reimbursed for meals & incidental expenses based on applicable travel location rates. Refer to PM-13 for guidance.	Per Diem Meals, SC0210
Parking Baton Rouge Airport	Contract Rate is \$4.50 per day (receipts required) for parking in the indoor parking garage, as well as the outside, fenced parking lot at the airport.	SC0219
Parking New Orleans Airport	Surface Lot rate is \$18 per day, Airline Economy Garage rate is \$12 per day, or USPark at \$14 per day. Receipts are required.	SC0219
Shuttles/Taxi	Require a receipt & tips may not exceed 20% of the total charge. Rideshare receipts (i.e., Uber, Lyft) must include method of payment, location of ride, and tip amount.	Uber, Lyft, Rideshare, SC0195
Tips	As of October 1, 2022, tips are included in Meals & Incidental Expenses (M&IE).	SC0202

Travel Audit Issues

Reminder: The LaCarte Card is the preferred method of payment.

- Missing/inaccurate information on Spend Authorization (SA)
- Itemized airfare receipts and/or quotes
- Conference agenda and schedule
- Itemized lodging receipts

Travel Audit Issues Continued

- Itemized shuttle/tax receipts
- Out-of-state mileage documentation
- Justification for excess baggage
- Language translation of foreign receipts
- Currency conversion documentation

Cost Center Manager assistance is crucial to expedite final approval. Please respond to auditor emails in a timely manner.

Upcoming Trainings

Travel:

- November 16, 2023 - 9:30-11:30am
- December 5, 2023 - 1:00-3:00pm

LaCarte Card:

- December 7, 2023 - 1:30-3:00pm

Travel Contacts

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BRT Parking Contact

Please see below for contact information for LaTarsha Griffin, Manager for the BTR Parking facility:

LaTarsha Griffin
Facility Manager



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SP+ Corporation

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[spplus.com](https://www.spplus.com) | [parking.com](https://www.parking.com) | [baqsinc.com](https://www.baqsinc.com)