Business Manager Meeting

Jennifer Driggers

Accounts Payable & Travel

Spend Authorization

Spend Authorization is an Authorization to Travel with electronic routing for approvals. The approval allows reimbursement/payment to or on behalf of the traveler.

There are two types of Spend Authorizations:

- ❖ **Spend Authorization - Worker**: Used for employed faculty, staff, or student traveling on university business.

- ❖ **Spend Authorization - Non-Worker (ECM)**: Used for any university guests (i.e., non-employee student, interviewee, speaker, etc.) when traveling to/from on university business. A Spend Authorization (ECM) is not required for local guests (i.e., no travel involved).

Spend Authorizations must include the following detailed information:

- ❖ **Start Date Field** – must be the first actual date of travel
- ❖ **End Date Field** – must be the last actual date of travel
- ❖ **Description Field** – must include the departure destination and business destination in the format of "Departure City, State to Departure City, State or City, Country
- ❖ **Justification Field –** must include a detailed purpose of travel

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 Reponses" 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

The "Edit Spend Authorization" feature is available <u>only</u> if the spend authorization is "in progress" or if there is no settled (paid) cash advance. If the spend authorization includes a paid cash advance, the spend authorization cannot be changed. If a change is needed, manual approvals will be required.

Spend Authorizations should not be cancelled. The current and previous fiscal year's spend authorizations are to remain in an approved status. AP & Travel will initiate an annual request, Spend Authorization Mass Close to closeout spend authorizations.
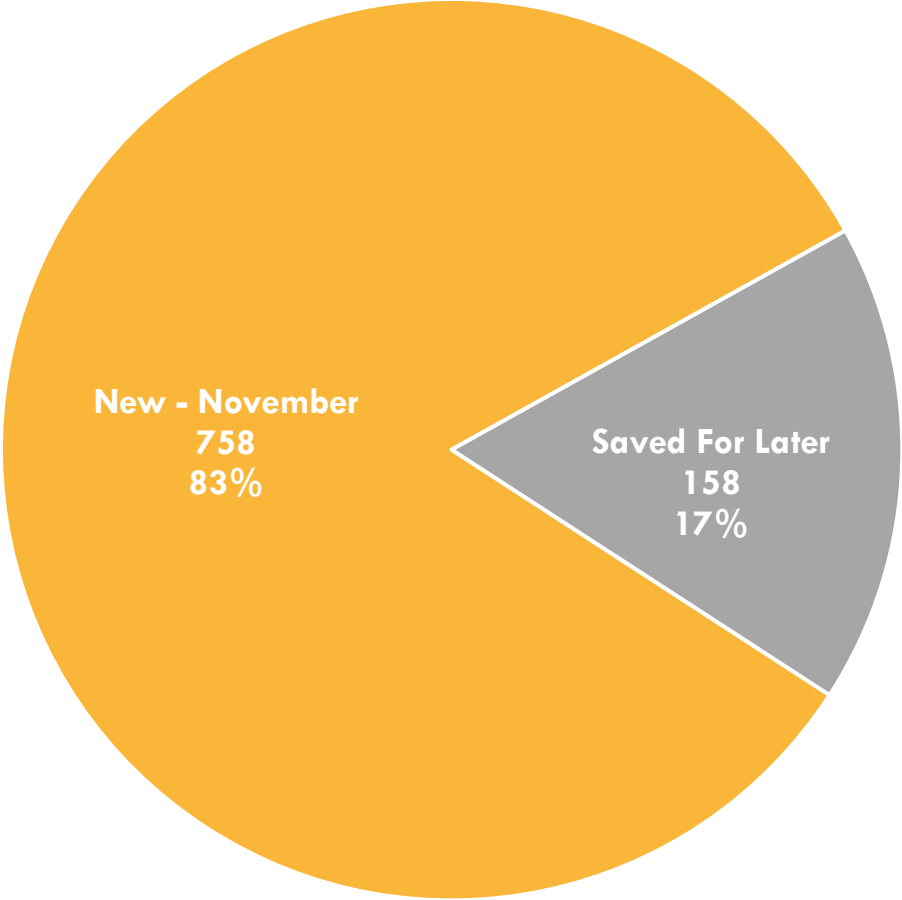
For spend authorization questions, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu.

Travel Expense Reports
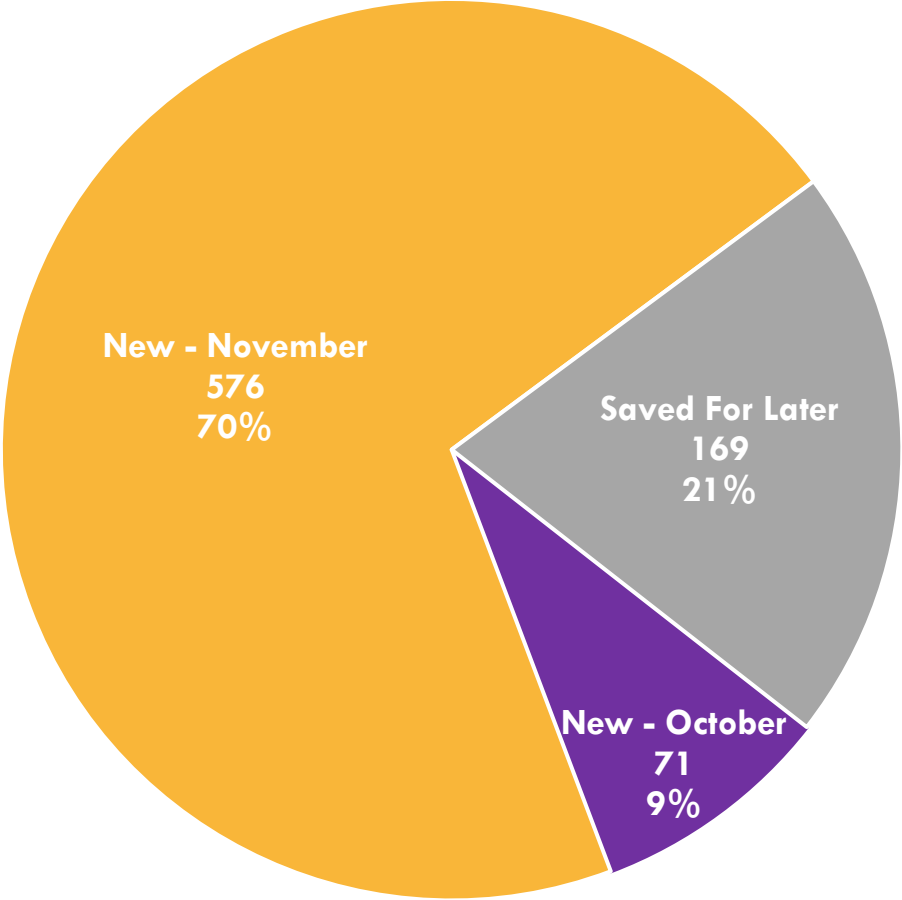
Saved For Later	
April 2024	1
August 2024	1
September 2024	17
October 2024	135
November 2024	15
Total	**169**

LaCarte Expense Reports

Saved For Later	
July 2024	6
August 2024	13
September 2024	37
October 2024	99
November 2024	3
Total	**158**

Auditor Comments

Expense Reports will include the Auditor's comments in the **Business Process.**

If there are any questions, please email the Auditor and do not respond or add comments in Workday. There is no notification sent to the Auditor.

All questions should be handled outside of Workday via email and the Auditor will attach the email string to the expense report as applicable.

Business Manager Meeting

Patrice Gremillion

Accounts Payable & Travel

Christopherson Business Travel (CBT) Program Review

- Continued growth of CBT's Online Booking System
  - Adoption rate of 77% (up from 75% last year)

- Customer Survey Responses
  - Feedback is welcomed

- Unused Tickets – decrease in volume which demonstrates a strong & impressive travel program
  - Thank You for your continued efforts!