

LSU Travel Program

**Office of Accounting Services
Accounts Payable and Travel
217 Thomas Boyd Hall
Baton Rouge, LA 70803
225.578.1550**



LSU Travel Program Policies

- PM-13, University Travel Regulations
- FASOP AS-18, High Risk Travel to Restricted Regions

Agenda

- **Travel Payment Methods**
- **LSU Travel Program**
 - Employee Travel
 - Non-Worker Travel
- **Related Policy within the Travel Program**
 - High Risk Travel
- **Reporting**
- **Resources**

LSU Travel Program – Travel Payment Methods

- **LaCarte Card (preferred)**
 - Employees are encouraged to request a LaCarte card if they plan to travel on University business
- **Traveler's Personal funds**
- **Centrally Billed Account (CBA)**
 - University guests or students only
 - Employee airfare is not allowed on CBAs (student employee is only exception)
- **Cash (Travel) Advance**
 - Only available for some travelers given the destination/purpose of travel – highly restricted

Employee Travel

LSU

LSU Travel Program – Employee Travel Authorization

- Spend Authorizations are created in Workday for the following:
 - LSU employees
 - LSU employed students
- Spend Authorizations are required to be fully approved prior to making any travel arrangements (airfare, lodging, or conference registration payments). The estimated expenses should be provided for travel expenses paid to or on behalf of the traveler.
- **Create Spend Authorization**
 - Start Date – first actual date of travel
 - End Date – last actual date of travel
 - Description – departure destination and business destination in the format of “Departure City, State to Business Destination City, State or City, Country”
 - Justification – detailed purpose of travel

LSU Travel Program – Employee Travel Authorization

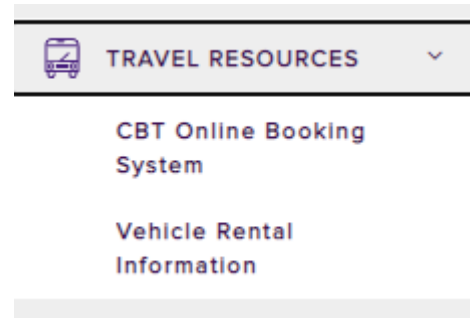
- The AS292-A Form is a supplemental attachment to the Spend Authorization.
- The AS292-A Form is only required if one of the following criteria applies:
 - Disclosure of personal travel dates and destination (Non-LSU travel).
 - High Risk Travel to a Restricted Region (Level 3 or 4)
 - Travel greater than 30 consecutive days on LSU Business at one location
- ****Personal travel destinations should not be included in business travel airfare.**

Requirements for Specific Travel Expenses



LSU Travel Program - Airfare

- **Christopherson Business Travel**
 - State-contracted travel agency to book airfare
- **Contact information:**
 - Email: Statelauniv@CBTravel.com
 - Toll-free phone: 1.800-961-0720 (Monday-Friday 7a.m.-7 p.m. CT)
- **Concur Online Booking Tool– Recommended!**
 - On-line support email: OnlineSupport@CBTravel.com
 - Toll-free Phone: 1.888-535-0179 ((Monday-Friday 7a.m.-7 p.m. CT)
- **Login to Concur Online Booking Tool:**
 - Access through myLSU online Single Sign-On
 - Click “Travel Resources”
 - Link to CBT Online Booking System will be provided
- **Agent-assisted travel arrangements**
 - Complex international travel
 - Group travel (10 or more people traveling together)



LSU Travel Program – Unused Tickets

- Departments are required to have procedures in place to monitor unused tickets which includes ensuring travelers are not applying unused tickets toward personal travel.
- **University Resources Available:**
 - Travelers receive 120, 90, 60, 30 and 14 day automated Unused Ticket e-mail notifications. Department Heads and Cost Center Managers (per Workday) are copied on the e-mails to the travelers
 - Department Heads receive monthly Unused Ticket Reports
 - Unused Tickets Report by campus is published on the AP & Travel website by the 15th of the each month

LSU Travel Program – Motor Vehicle

In-State Vehicle Rental & Out-of-State Vehicle Rental
Enterprise Rent-A-Car
National
Hertz

- **Vehicle Rentals:** Usage of one of these contracted vendors is mandatory due to the exceptional pricing which includes CDW/million dollar liability insurance. Written documentation from the contracted vendor is required if no vehicle is available and must be attached to the Expense Report.
- A compact or standard/intermediate vehicle should be obtained, unless the vehicle is to be used by more than two travelers on university business or hauling supplies and or equipment. Justification of the rental vehicle size must be attached to the expense report if rental vehicle is larger than a mid size.
- Accidents should be reported to the Office of Risk Management and rental company immediately.
- Refer to the AP & Travel website for the contract rates and reservation link.
- At the Enterprise reservation link, travelers must select their respective campus.

LSU Travel Program – Motor Vehicle

Rental Rate Changes Effective 9/15/2022

Vehicle Rentals

Contracted Rates:

FY23 Rental Rates

- Rental Rates effective 12/1/2022
- Rental Rates effective 9/15/2022
- Rental Rates effective 7/1/2022

- Accounts Payable & Travel website has been updated to reflect the new rates

LSU Travel Program – Insurance on Rental Vehicles

- **University employees insurance coverage for rental vehicles is covered by the Office of Risk Management for travel within 50 United States if the contracted vendor is is not used.**
 - Rental company’s insurance (i.e. CDW, LDW, PAC, ESP, etc.) is not reimbursable for employees.

- **Rental insurance on international rental cars are NOT covered by the Office of Risk Management outside 50 U.S. states.**
 - Insurances that are reimbursable
 - Collision Deductible Waiver (CDW)
 - Loss Damage Waiver
 - Auto Tow Protection
 - Supplemental Liability Insurance
 - Theft/Super Theft Protection
 - Vehicle coverage for attempted theft or loss due to a fire – only if required by rental company
 - Insurances that are not reimbursable
 - Personal accident Coverage Insurance
 - Emergency Sickness Protection

- **Non-employee students, guests, and contractors insurance coverage for rental vehicles are NOT covered by the Office of Risk Management if the contracted vendor is not used.**
 - If the In-State and Out-of-State rental contracts are not used, the University recommends the purchase of insurance.

LSU Travel Program – Personal Vehicle

- Mileage reimbursement rate is \$.62 per mile for travel dates of 7/1/2022-9/30/2022.
- Mileage reimbursement rate is \$.625 per mile for travel dates of 10/1/2022-12/31/2022
- Mileage reimbursement rate is \$.655 per mile for travel dates of 1/1/2023-6/30/2023

- **Out-of-state mileage**
 - Personal vehicle used for traveler's convenience; the mileage reimbursement is limited to the lowest logical airfare quote obtained 14 days prior to travel. The quote must be attached to the traveler's Expense Report.

 - Personal vehicle used for benefit of the university; mileage reimbursement is limited to the lowest logical airfare quote obtained 14 days prior to travel plus the cost of a rental vehicle at the point of destination. The quotes must be attached to the traveler's Expense Report.

LSU Travel Program – Personal Vehicle

Example: Out-of-state Mileage

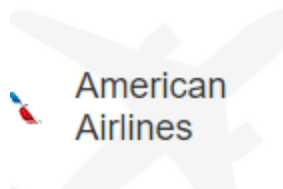
- John has LSU business travel in Houston, TX on 7/20/2022-7/22/2022. John has decided to drive due to personal preference.

← from Baton Rouge, Louisiana
to Houston, Texas

- Mileage from Baton Rouge, LA to Houston, TX is 268 miles.
- Mileage round trip is $536 \times .62 = \$332.32$

4 hr 18 min (268 miles)
via I-10 W

- Airfare quote is pulled for Baton Rouge, LA to Houston, TX for dates of travel = \$288.83



07:44a BTR → 11:27a IAH	1 stop DFW	3h 43m	\$288.33 View Fares
12:18p IAH → 04:02p BTR	1 stop DFW	3h 44m	

- The maximum amount John can claim for mileage is \$288.83 as it is more cost effective to fly than drive.

**Mileage map and airfare quote must be attached to expense report for reimbursement.

LSU Travel Program- Charter Bus

- **Christopherson has partnered with Short's Travel Management**
 - Charter bus services are handled by Short's Travel Management through STM Ground, Inc. – STM Driven.
 - Supplier ID for STM Ground, Inc. – STM Driven is SPL-24680.
 - No requisition is required
 - Benefits:
 - Student study trips
 - Athletics
 - International travel

- **Contact Information:**
 - STM Ground Inc. - STM Driven
 - 1203 W. Ridgeway Avenue Waterloo, IA 50701
 - Direct: 319-433-0851 Cell: 773-766-8123 Fax: 319-234-2490
 - E-mail: Nick Gyllin: ngyllin@stmDriven.com

**What to do when
travel has been
completed?**

LSU Travel Program – Create an Expense Report in Workday

- An Expense Report should be created once the travel has been completed and should include all travel expenses related to the trip. Travel expense reports should be submitted by the 15th of the month following the completion of the trip.
- The traveler will link the approved Spend Authorization to their Expense Report along with importing any expenses paid via LaCarte or add expenses paid out of pocket.
- All receipts/supporting cost documentation should be attached at the “Attachment” tab in one PDF document.
- The Expense Report will be delayed if the appropriate supporting cost documentation is not provided.
- Refer to Job Aid on how to “**Create Expense Report for Travel Business Purpose**” located on the LSU Workday website under Finance trainings.

LSU Travel Program – Create an Expense Report in Workday

- **Business Purpose for Expense Reports**

- The Business Purpose determines the routing of the Expense Report to the appropriate auditors (Travel versus LaCarte-procurement purchases)

<u>Travel Business Purposes</u>
Travel- In State
Travel- Out of State (Domestic)
Travel – Out of State (International)
Travel - Extension/Public Service (AG Center)
Travel – Reimbursement – Non-Employee *
Special Meal Events- Travel

*Used for all Non-Employee Expense Reports

- **Header Memo field on the Expense Reports**

- Should include travel dates, destinations (from city/state to city/state), and detailed purpose of travel. If any expenses are paid for by another individual, the expense report reflecting the expenses should be referenced.

LSU Travel Program – Create an Expense Report in Workday

The following is a list of common travel expense items and the required supporting documentation:

- **Airfare**
 - Traveler’s final itinerary is required (shows ticket number and last 4 digits of the credit card number)
- **Conference travel**
 - Conference agenda is required (Conference/workshop/seminar/training). Also, required for virtual conferences.
- **Vehicle Rental**
 - An itemized/final receipt from the rental vehicle company is required
- **Fuel**
 - An itemized receipt is required and only allowed in rental vehicle
 - A time stamped photo of the pump showing the number of gallons purchased and total price will be accepted if a traveler is unable to obtain a receipt from the pump or cashier.
 - Not allowed in personal vehicle or university vehicle
 - Fueltrac should be used for university vehicle
- **Mileage**
 - A mileage odometer log or website mileage calculator is required
 - Out-of-State mileage – A CBT Travel quote is required and must be attached to the Expense Report as the mileage may be limited.

LSU Travel Program – Create an Expense Report in Workday

- **Taxi/shuttle**
 - A written receipt is required
 - Uber or Lyft Services
 - A standard sized vehicle is encouraged with an itemized receipt
 - Wait times are not reimbursable
 - Final paid receipt must be attached.

- **Bicycles**
 - Bicycles are not allowed for university business travel

- **Parking at the Baton Rouge Airport and Parking at New Orleans Airport**
 - BTR Airport: Receipts required (contracted rate of \$4.50 per day at BTR airport). Coupon available on AP and Travel website and must present their LSUID.
 - New Orleans Airport: \$18 per day Surface Lot, \$12 per day Economy Parking Garage, or USPark at \$14 per day.

LSU Travel Program – Create an Expense Report in Workday

- **Public Ground Transportation**

- Reimbursement has been reduced to \$10 per day without a receipt.
- Claims exceeding \$10 per day will require a receipt.

- **Baggage Handling Incidental Tips**

- Reimbursement has been reduced to a maximum of \$5 per day for travel dates of 7/1/2022-9/30/2022.
- Reimbursement is now included in the GSA meals and incidental rates travel dates of 10/1/2022-6/30/2023.

- **Foreign Travel paid in foreign currency**

- A copy of the conversion is required if LaCarte was not used. Must use the date of the transaction when pulling conversions. (Oanda.com)

LSU Travel Program – Create an Expense Report in Workday

- **Lodging**

- A bona fide hotel itemized folio with a zero balance or paid receipt is required.
- Conference lodging documentation from the conference organizers showing the hotel name and nightly rate is required to receive the conference hotel rate.
- Pre-payment of lodging is not allowable. For all lodging, including Airbnb, only the first night lodging should be paid to secure the reservation. Payment of lodging should be made upon checkout. If the travel is cancelled for any reason and the total lodging was prepaid, only the first night of lodging may be allowed as a University expense if the justification is accepted. The other prepaid lodging days will be the responsibility of the traveler. A justification is required to be attached to the ER stating why the hotel was cancelled.
- Lodging at Lod-Cook should not include taxes if paid via LaCarte Card.

- **Meals and Incidental Expenses**

- AS350 Form, Travel Supplemental Information (**recommended**).
- No receipts should be attached for per diem.
- No per diem allowed if meals are included with registration or gratuitously provided by another person.

LSU Travel Program – Lodging, Meals and Incidental Expenses (M&IE) Rates

- **Changes!**

- Rates for lodging, meals and incidental expenses for travel dates of 7/1/2022-9/30/2022 can be found in Appendix A1 in PM-13
- Rates for lodging, meals and incidental expenses for travel dates of 10/1/2022-6/30/2023 can be found on Appendix A2 in PM-13.

Resource	Destination
GSA (General Services Administration)	48 Continental United States, including District of Columbia
PM-13 (University Travel Regulations), Appendix A2	Alaska, Hawaii, and U.S. Territories which include Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, and Saipan
U.S. Department of State	International Travel

GSA-Lodging, Meals and Incidental Expenses (M&IE)

- General Services Administration (GSA) Website:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

- Rates for 48 Continental United States, including District of Columbia
- The lodging rate **does not include** taxes and fees.
- M&IE are inclusive of taxes and tips, receipts not required
- Incidentals include tips for valets, porters, baggage carriers, hotel staff and complimentary shuttle services
- First and last day M&IE is limited to 75% of the daily M&IE rates for the travel destination
- When a meal is provided on first and last day of travel, the meal rate provided is deducted from the 75% rate
- The routine lodging rate for Lod Cook (not a GSA rate) increased to \$116/night inclusive of a full breakfast which is considered a third-party meal and the breakfast rate should be subtracted from the daily M&IE rate. (the Lod Cook lodging rate can be found in PM-13 Appendix A2)
- Expense item used on Expense Report: **Meal (Per Diem)**
- Job Aid: <https://www.lsu.edu/administration/ofa/oas/acctpay/pdfs/travel-updates-10.1.22.pdf>

Alaska, Hawaii & U.S. Territories- Lodging and M&IE

- Rates for lodging and incidental expenses (M&IE) for October 1, 2022 – June 30, 2023, can be found in PM-13, Appendix A2

Alaska, Hawaii, and U.S. Territories (Puerto Rico, U.S. Virgin Islands, American Samoa, Guam and Saipan)	\$175					
Alaska, Hawaii, and U.S. Territories (Puerto Rico, U.S. Virgin Islands, American Samoa, Guam and Saipan)	\$17	\$18	\$34	\$5	\$74	\$55.50

- Alaska, Hawaii and U. S. Territories which include Puerto Rico, U. S. Virgin Islands, American Samoa, Guam and Saipan (Domestic Travel)
- Lodging rate **does not include** taxes and fees.
- M&IE rates (Inclusive of taxes and tips, receipts not required):
 - Breakfast \$17.00
 - Lunch \$18.00
 - Dinner \$35.00
- Incidentals \$5.00 (includes tips for valets, porters, baggage carriers, hotel staff and complimentary shuttle service)
- First and last day M&IE rates are limited to 75% of the daily M&IE rates
- Lodging Rate \$175/night, itemized receipt required

U.S. Department of State- Lodging, Meals & Incidental Expenses (M&IE)

- Lodging, Meals and Incidental Expenses Website:

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

- Breakdown of Daily Meal Rates

https://aoprals.state.gov/content.asp?content_id=114&menu_id=75

- Rates are to be used for International Travel
- Lodging, M&IE rates are **inclusive** of taxes and tips.
- Incidentals include tips for valets, porters, baggage carriers, hotel staff, complimentary shuttle services, and **laundry/dry cleaning services**.
- First and last day M&IE are limited to 75% of the daily M&IE rates for the travel destination
- Expense Item to use on Expense Report: Meal (Federal Per Diem)
- Job Aid: <https://www.lsu.edu/administration/ofa/oas/acctpay/pdfs/travel-updates-10.1.22.pdf>

U.S. Department of State- Lodging, Meals & Incidental Expenses (M&IE)

Student Group Trips (including Athletics)

- Are eligible for the full M&IE rate when travel begins at/or before 8am on the first day of travel or extends to/or beyond 8pm on the last day of travel.

Single Day Travel

- Must not exceed 75% of the M&IE rate (GSA) for the travel destination and Department Head approval is required
- Travelers must be in travel status for more than 12 hours but less than 24 (no overnight stay)
- Single day travel M&IE are considered taxable income to the employee
- Expense Item to use on Expense Report: Meal (Single Day)

Job Aid: <https://www.lsu.edu/administration/ofa/oas/acctpay/pdfs/travel-updates-10.1.22.pdf>

LSU Travel Program – Create an Expense Report in Workday

- Once all travel expenses are added to the expense report and all supporting documentation is attached, click “submit” to route the expense report for approval.
- Approval process of expense reports:
 - Cost Center Manager (CCM)
 - Manager
 - Expense Partner- Travel

Non-Worker Travel

LSU Travel Program – Travel Payment Methods - Non-worker

- **Non-Workers** are defined as University guests/visitors, interview candidates, or non-employed graduate or undergraduate students.
- **Payment Options for Travel Expenses**
 - Departmental CBA (airfare and/or conference registration only).
 - LaCarte cardholder with a Travel Arranger spending profile
 - Direct Billing Payment Process with Lod Cook Hotel (Form AS540)
 - Personal Funds

LSU Travel Program – Non-Worker Travel Authorization

Travel Authorization for Non-Workers can be created via:

Spend Authorization

- Unemployed students, interview candidates, guests without stipends (Purchase Order).
- A Non-Worker will be created as an External Committee Member through Workday.
- Please refer to the “**Job Aid, Expense Report for Non-Workers**” for the step-by-step instructions on how to create an External Committee Member (ECM)/Non-Worker and the related expense report.

AS516 Form

- University Guests with a stipend (or Purchase Order)
- University Guests paid by wire (reimbursed on AS300-NW Form)
- Non-employee group travel (may do one AS516 Form with an attached list of travelers)

LSU Travel Program – Reimbursement for Non-Workers

- **Expense Reports for Non-Workers** must be created in Workday through the ECM Process. Departments will create the Non-Worker as an External Committee Member (ECM) in Workday and then create an Expense Report for reimbursement.
- **Business Purpose of Expense Reports for Non-Workers:**
 - Travel- Reimbursement- Non-Employee
- **International University Guests** will be reimbursed by completing the AS300-NW Form and AS516 Form. An **AS493 ACH/Wire Transfer Form** should also be attached with all receipts and submitted to Accounts Payable and Travel office in 217 Thomas Boyd Hall.

LSU Travel Program – Create an Expense Report in Workday - Non-Worker

- **If a Spend Authorization was created**
 - The Department should link the approved Spend Authorization to their Expense Report along with adding the expenses paid out of pocket.
- **If an AS516 Form was created**
 - The Department should attach the AS516 Form in the “Attachment” tab of the Expense Report along with adding the expenses paid out of pocket.
- All receipts/supporting cost documentation should be attached at the “Attachment” tab in one PDF document.
- **Code Expense Items to:**
 - Guest Travel
 - Faculty Staff Interviewee Travel
 - Student Interviewee Travel
- Please refer to the “**Job Aid, Expense Report for Non-Workers**” for the step-by-step instructions on how to create an External Committee Member (ECM)/Non-Worker and the related expense report.

High Risk Travel to Restricted Regions

LSU Travel Program – High Risk Travel to Restricted Regions (FASOP: AS-18)

- The U.S. Department of State Travel Advisory will include an accompanying rating level for every country.
- Travel Advisory levels
 - **Level 1 – Exercise Normal Precautions:** This is the lowest advisory level for safety and security risk.
 - **Level 2 – Exercise Increased Caution:** Be aware of heightened risks to safety and security.
 - **Level 3 – Reconsider Travel:** Avoid travel due to serious risks to safety and security. During an emergency, the U.S. government may have very limited ability to provide assistance.
 - **Level 4 – Do Not Travel:** This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or to leave as soon as it is safe to do so.
 - **Entire advisory must be read as some areas within a country may be at a different travel advisory level.**
- U.S. Department of State Travel Advisory can be found at www.travel.state.gov.

LSU Travel Program – High Risk Travel to Restricted Regions (FASOP: AS-18)

- All international travel requests to countries with a Level 3 or Level 4 travel advisory must be presented at least 30 days in advance of the proposed travel.
- The request is subject to approval by the Executive Vice President and Provost (or his/her designee) at the recommendation of the International Travel Oversight Committee (ITOC).
- The required form (i.e., AS295 or AS296) must be sent to Patrice Gremillion at pgremill@lsu.edu in Accounts Payable & Travel.
- The forms are sent to the ITOC for review and recommendation. The ITOC recommendation is sent with the forms to the Provost office.
- Final approval is made by the Provost's delegate who will return the form (either approved or not) to the traveler/department. If approved, the form should be attached to the Spend Authorization in Workday.

Reports

Workday Reports

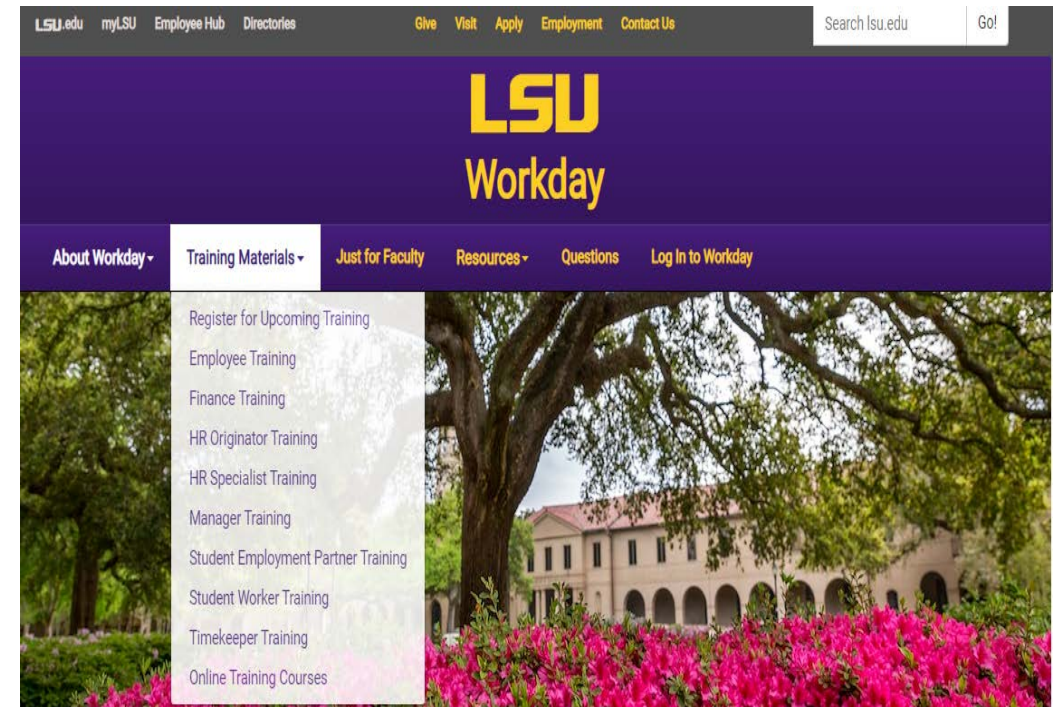
Helpful Reports:

- **Find Credit Card Transactions by Employee Cost Center**
 - Provides a list of all employees with credit card transactions for all statuses
- **Find Outstanding Credit Card Transactions by Employee Cost Center**
 - Provides a list of LaCarte/CBA transactions that have not been submitted on an Expense Report
- **Find Spend Authorization Report for Cost Center**
- **Find Expense Report by Worktag or Find Expense Report by Cost Center**
 - Provides a list of expense reports by employee and/or by a particular worktag or for Cost Center
 - Select only “Draft” and “In Progress” statuses to view tentative transactions.

Resources

Resources - LSU Workday Website

- See the tabs labeled “**Training Materials**” to search step-by-step instructions and how-to guides for preparing Workday related employee tasks.
- All job aides related to Accounts Payable & Travel are found under “**Finance Training-Expenses**” and select “**Expenses**”.



Workday at LSU

Workday is LSU's administrative system for financial, payroll and human resources processes. From this site you will find a variety of resources and frequent updates.

If you are new to Workday, an overview video is available at uiswcmsweb.prod.lsu.edu/training/employee/. This overview introduces a user to Workday's way of handling a few basic activities, including time entry. A wealth of other training videos and job aids are also available on this site as well.

QUICK LINKS

[Workday Support](#)

LATEST UPDATES & TRAINING RESOURCES

Resources

- **AP & Travel Website (i.e., AS Forms, PM-13, PM-78, etc.)**
 - <https://www.lsu.edu/administration/ofa/oas/acctpay/index.php>
- **Accounting Services Newsletter**
 - Contact: Danita King (dcking@lsu.edu)
- **Business Manager Meetings**
 - Hosted by Patrice Gremillion (pgremill@lsu.edu)
- **Map Quest or Google Maps for mileage calculations**
 - www.mapquest.com
 - <https://www.google.com/maps/>
- **Foreign currency conversion**
 - www.oanda.com
- **Translate foreign words to English**
 - <https://translate.google.com>

Contact Information

Patrice Gremillion	Director	pgremill@lsu.edu	225.578.3366
Jennifer Driggers	Associate Director – LaCarte/Travel	jdrigg@lsu.edu	225.578.1538
Valery Sonnier	Associate Director – Invoice Processing	vsonnier@lsu.edu	225.578.1531
Angie Mann	Business Solutions Manager	amann7@lsu.edu	225.578.3761

Travel Staff:

Kathleen Patrick	Assistant Director-Travel Program	kelder1@lsu.edu	225.578.3699 ***
Andrea Chu	Travel Auditor	andreachu@lsu.edu	225.578.3698 ***
Caitlin Cox	Travel Auditor	ccox40@lsu.edu	225.578.6052 ***
Jonathan Fresina	Travel Auditor	jfresi1@lsu.edu	225.578.3672 ***

LaCarte Staff:

DeAnna Landry	Assistant Director- LaCarte Program	deannal@lsu.edu	225.578.8593
Theresa Oubre	LaCarte Auditor	talber3@lsu.edu	225.578.1543
Christian O'Brien	LaCarte Auditor	Cobrien2@lsu.edu	225-578-1544

Direct Charge Invoice Processing Staff:

Arlyn Becnel	Staff Accountant	abecnel1@lsu.edu	225.578.3697
Deana Clement-Delage	Accounting Technician	dcleme2@lsu.edu	225.578.1539
Jessica Morris	Staff Accountant	jmor116@lsu.edu	225-578-1536

Purchase Order Invoice Processing Staff:

Jessica Hodgkins	Assistant Director- Invoice Processing	jhodgkins@lsu.edu	225.578.1541
Austin Ledet	Staff Accountant	aledet@lsu.edu	225.578.1545
Maci Jones	Staff Accountant	macijones1@lsu.edu	225.578.1620