



Business Manager Meeting

Updates/Announcements

Workday Updates



- Distance Calculation for Expenses
- Procurement Attachment Categories
- Streamlined Receiving Experience
- Job Aid distributed & posted on website
- Demo

CBT Update

- CBT provided a resolution for the HR Integration
 - Additional data fields required
 - Date of Birth
 - Employee's Phone Number (preferably a cell phone number)
 - HR integration should be back in production soon

- Single Sign-On
 - CBT is investigating the issue

- Continue to contact Jennifer Driggers at jdrigg@lsu.edu or Kathleen Patrick at kelder1@lsu.edu if you have any issues/questions



Ethics Reporting

- Complimentary admission, lodging, or transportation costs covered by a third-party or sponsor shall file a disclosure form with the Board of Ethics within 60 days after such acceptance (event).
- Requirement applies to travel scholarships
- **It is the employee's responsibility to disclose to the Board of Ethics using the Ethics 413 Disclosure form.**

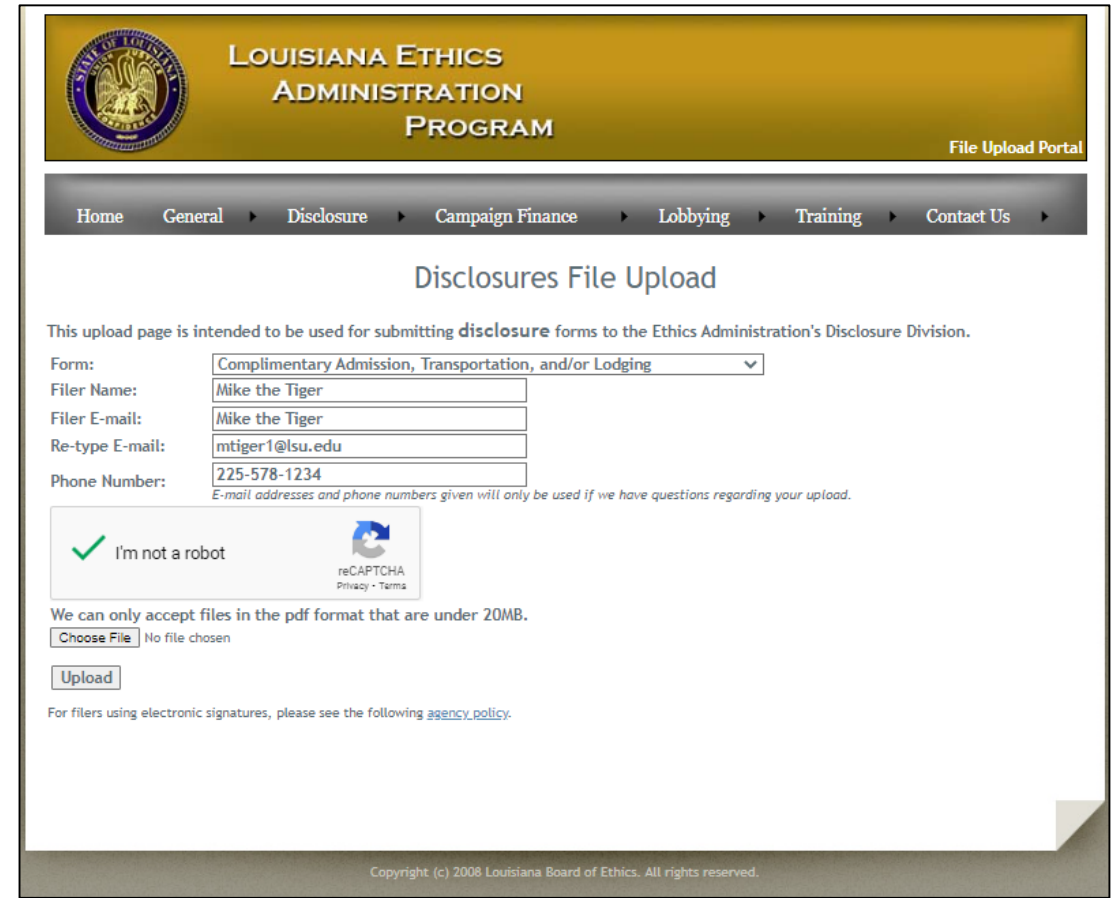
Disclosure Form 413

- ❑ Latest version of form must be completed (revised Dec 2022)
- ❑ Form will be deemed unacceptable if not fully completed
- ❑ Handwritten signature is required
- ❑ Electronic signatures not acceptable
- ❑ Agency Head (or designee) signature is required
- ❑ Signed form should be attached to the Spend Authorization/Expense Report

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
<small>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.</small>
Agency Head Certification (to be completed prior to event attendance):
By my signature below, I, _____ (agency head printed name)
<ul style="list-style-type: none">• Certify that the Public Servant's acceptance of the complimentary admission, lodging and transportation, or reimbursement of such expense (check applicable box)<ul style="list-style-type: none"><input type="checkbox"/> is of direct benefit to the agency or<input type="checkbox"/> will enhance the knowledge or skill of the Public Servant as it relates to the performance of his public service.• <u>Certify that I approved</u> the Public Servant's acceptance of the complimentary admission, lodging and transportation, or reimbursement of such expense <u>prior to such acceptance.</u>
AGENCY HEAD'S SIGNATURE: _____
PUBLIC SERVANT'S FULL NAME: <u>Valery Sonnier</u>
ADDRESS: <u>123 River Road</u>
CITY, STATE, ZIP: <u>Port Allen, La 70767</u>
POSITION TITLE: <u>Associate Director - Accounts Payable & Reporting</u>
EMPLOYING AGENCY: <u>Louisiana State University</u>
DATE OF EVENT: <u>July 24, 2022 to July 28, 2022</u>
LOCATION: <u>Lexington, Kentucky</u>
DESCRIPTION OF PURPOSE OF PUBLIC SERVANT'S ACCEPTANCE OF COMPLIMENTARY ADMISSION, LODGING AND/OR REASONABLE TRANSPORTATION: <u>Selected to receive a scholarship for CBMI 2022 on behalf of Southern Association of College 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.</u>
PERSON/ORGANIZATION PROVIDING ADMISSION, LODGING, AND/OR TRANSPORTATION: <u>SACUBO</u>
AMOUNT EXPENDED/REIMBURSED ON PUBLIC SERVANT
ADMISSION: \$ <u>644.38</u> LODGING: \$ _____ TRANSPORTATION: \$ <u>355.62</u>
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: <u>Valery Sonnier</u>
DATE: <u>7/8/2022</u>
<small>Revised December 2022 Form 413 www.ethics.la.gov</small>

Ethics 413 Form

- **The Board of Ethics requires the employee to file their Ethics 413 form electronically.**
- Steps for submitting the form electronically:
- [Louisiana Ethics Administration Program \(la.gov\)](http://la.gov)
 1. Select Form from drop down list: Complimentary Admission, Transportation, and/or Lodging
 2. Filer Name, E-mail Address, and Phone Number must be provided
 3. Check box – I'm not a Robot
 4. Choose File
 5. Click Upload
- This information has been added to the Travel webpage under Important Travel Updates: [Louisiana Ethics Reporting \(lsu.edu\)](http://lsu.edu).
- For questions, please contact Ashley Wimberly at the Board of Ethics at 219-5600. If Ashley is not available, please ask for Traci or Kathleen.



LOUISIANA ETHICS ADMINISTRATION PROGRAM

File Upload Portal

Home General Disclosure Campaign Finance Lobbying Training Contact Us

Disclosures File Upload

This upload page is intended to be used for submitting disclosure forms to the Ethics Administration's Disclosure Division.

Form:

Filer Name:

Filer E-mail:

Re-type E-mail:

Phone Number:

E-mail addresses and phone numbers given will only be used if we have questions regarding your upload.

I'm not a robot

reCAPTCHA
[Privacy](#) - [Terms](#)

We can only accept files in the pdf format that are under 20MB.

No file chosen

For filers using electronic signatures, please see the following [agency policy](#).

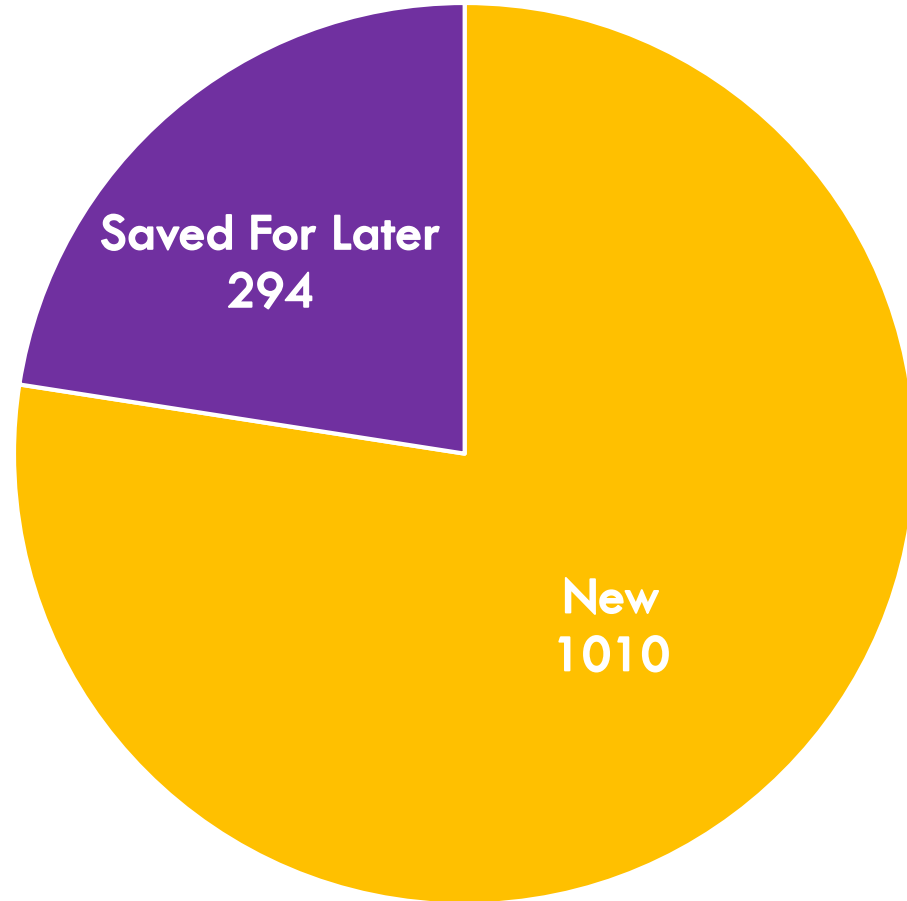
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Once the form is uploaded, the employee will receive an e-mail message as follows:

File successfully uploaded on 1/25/2023 at 12:59 PM

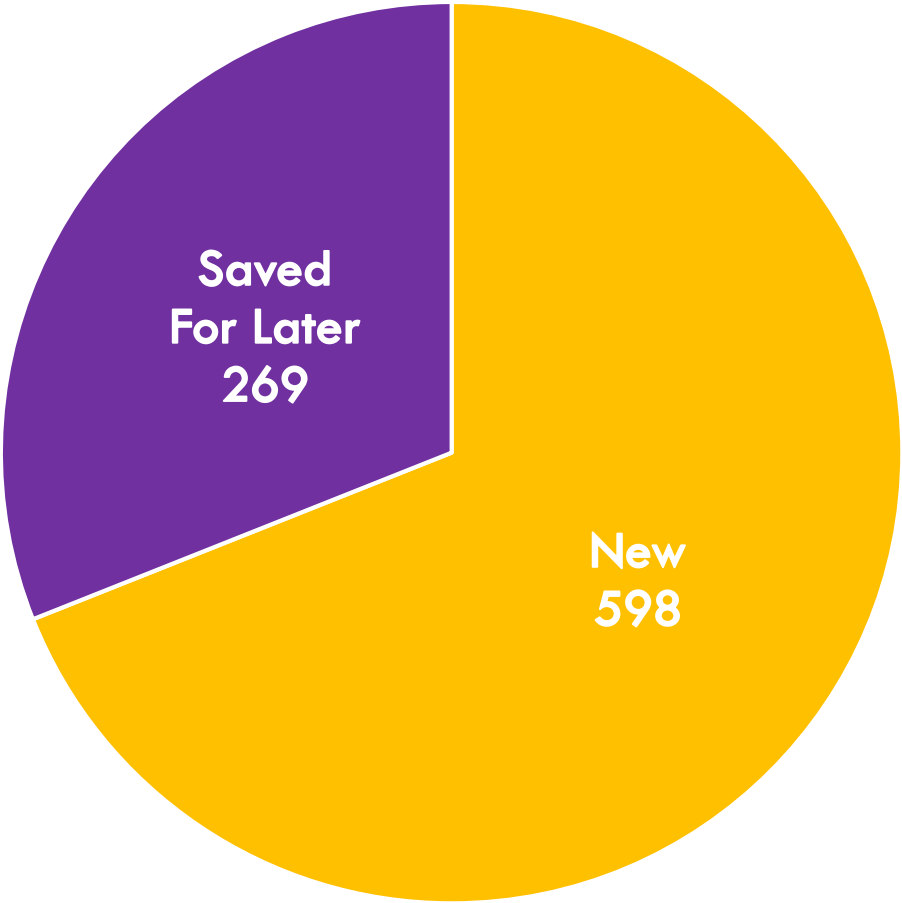


Travel Expense Reports



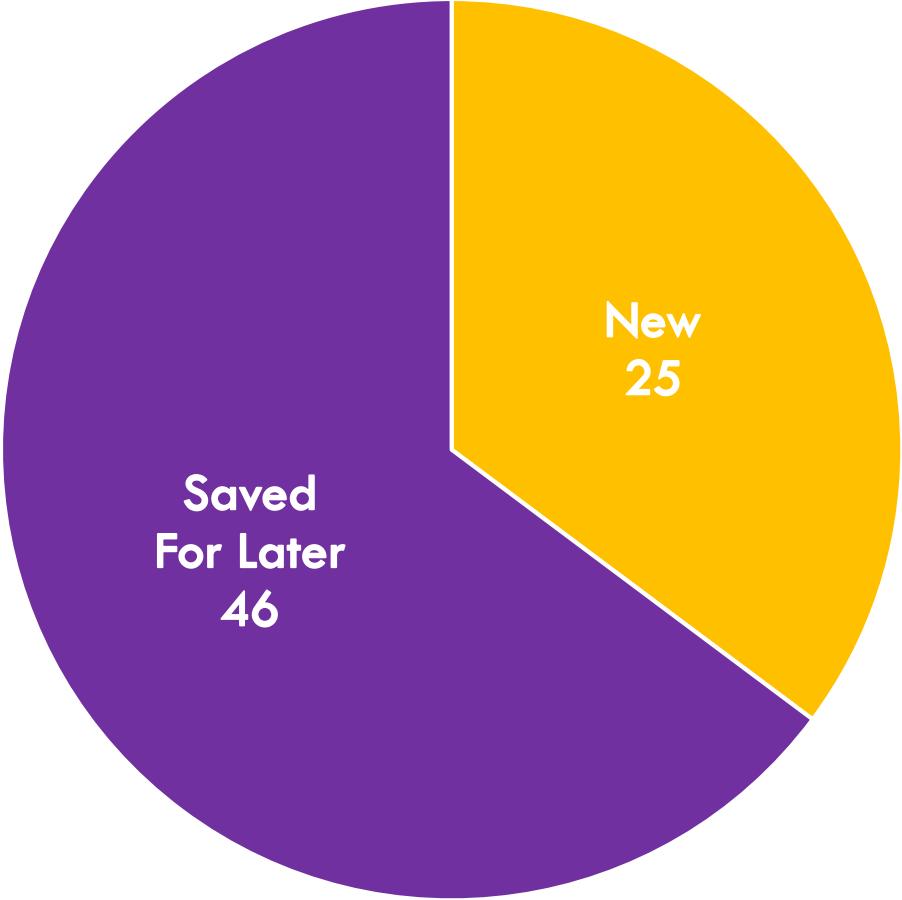
Saved For Later	
July 2022	2
August 2022	2
September 2022	3
October 2022	8
November 2022	22
December 2022	28
January 2023	51
February 2023	167
March 2023	11
Total	294

LaCarte Expense Reports



Saved For Later	
August 2022	1
September 2022	3
October 2022	7
November 2022	14
December 2022	17
January 2023	51
February 2023	125
March 2023	51
Total	269

Special Meal: Non-Travel Expense Reports



Saved For Later	
October 2022	2
November 2022	2
December 2022	2
January 2023	5
February 2023	3
March 2023	32
Total	46



Expense Reports Send Back

- Starting April 1, 2023, expense reports with incomplete information will be sent back to the initiators
- Auditors will continue to identify the issue(s) in the Comments on the Business Process
- Only the identified issues should be addressed on Expense Reports sent back.
- Expense Reports (sent back) are added to end of the queue when re-routed to AP & Travel

Helpful Resources

- Virtual Accounting Services Training Sessions
 - ▣ LSU Training and Event Registration via myLSU

- Finance Job Aids


- Accounting Services Newsletters

Help Us Help You!

□ Business Managers' Suggestion Box

- ▣ Seeking topics for future meetings
- ▣ Provide your Name & E-mail contact information or leave the boxes blank to remain anonymous

□ Demo



The screenshot displays the LSU Office of Finance & Administration Accounting Services website. The header includes the LSU logo and navigation links: About Us, AS Forms, Departments, DDD Memos, Policies & Procedures, Newsletter, and Calendar. The main content area features a table titled "Monthly Business Managers' Meetings" and a "CONTACT US" section. A red box highlights the "BUSINESS MANAGERS' SUGGESTION BOX" link in the footer area.

Date	Meeting Topic
2/14/2023	Travel Presentation Travel Training Presentation
12/13/2022	ITS Updates Payroll Deadlines & Reminders Final AP Settlement Run & Payment Requests
11/7/2022	Invoice Processing Updates

CONTACT US
8 a.m. - 4:30 p.m.
Monday - Friday
Front Desk: 225-578-3321
Fax: 225-578-7217

Who We Are

BUSINESS MANAGERS' SUGGESTION BOX



QUESTIONS?

