

## **Pull LaCarte charges in Workday:**

### **A. View OUTSTANDING charges in Workday:**

1. Login to workday at <https://workday.lsu.edu> using your MyLSU login and password.
2. Click on the Expenses widget.
3. From the Expenses menu, select Expense Transactions.
4. Click the Transaction Status empty box, and select New.
5. Click the OK button on the bottom left.
6. All NEW charges will be viewable.

### **B. Copy all transaction you will be submitting over to the LaCarte transaction Log; AS703**

1. Example attached.

### **C. PDF AS703 and receipts, including any additional backup documentation and justification, into one document and email to me; mfay@lsu.edu.**

## **Travel:**

### **Prior to Travel**

1. Fill out a [Request to Travel form](#).
  - a. [Pocket Travel Guide](#), for per diem amounts.
  - b. Submitting auto-routes to Kristin/Melissa for approval
  - c. Once approved, Melissa initiates a Spend Authorization
  - d. You, the traveler, approve the Spend Authorization
2. Once approved, Travel arrangements can be made.
  - a. [Flights on Shorts](#)
  - b. Car Rental through Enterprise.
  - c. Hotels can be made through the avenue of your choice
  - d. Retain all itemized receipts with the exception of Meals. Meals are paid on a per diem basis. DO NOT PAY ON LACARTE.
  - e. LaCarte cannot be used to pay for gas on a personal vehicle.

### **Post Travel**

1. [Travel Reimbursement Request](#)

## **Reminders:**

1. All TRAVEL charges on the LaCarte card must be reconciled on one report to be included with personally reimbursable charges (meals, etc.).
  - a. This will cause charges such as registrations and airfare, to sit in NEW status for an extended period.

optional for cardholder records

**LACARTE TRANSACTION LOG**

**AS703**

BF Lacarte # \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Default Account # \_\_\_\_\_

Activity Month \_\_\_\_\_

Date	Merchant	Purchase Description	Receipt(s) enclosed		Budget	Reconciled	
				Amount			Reallocated

Total amount from additional pages  
TOTAL

Approved by  
Melissa Fay  
\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date

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