Administrative Professional Workshop LaCarte/Travel
What is a LaCarte card?

• The Louisiana Purchasing Card ("LaCarte Purchasing Card," “LaCarte Card,” “P-Card” or “Purchasing Card”) is a Visa credit card issued by the Bank of America for the State of Louisiana. All P-Cards are issued with corporate liability, under which the state is liable for the cost of the purchases.

How do I apply for a LaCarte card?

• [LaCarte Application](#)

What are the requirements for applying for a LaCarte card?

• Annual LaCarte Training and Agreement in Cornerstone
  • [LaCarte Cardholder Agreement](#)

• Virtual Orientation before receiving card
Do’s and Don’ts of Using LaCarte Card

### Do’s:
- Purchase of supplies
- For travel expenses (lodging, airfare and travel agency fees, baggage, rental vehicles, taxis, parking, registration)
- For Special Meals

### Don’ts:
- Use for personal expense, including individual travel meals
- Split purchase
- Use for fuel for personal vehicles
- Use for Professional Services or anything that requires a contract
- Use for alcoholic beverages
- Allow Louisiana State Sales Tax to be charged
- Combine general purchases and Special Meals/Travel expenses on same receipt
Itemized Receipts

Your Red Ball Oxygen Co Inc receipt [#1330-9046]
Red Ball Oxygen Co Inc <receipts+acct_19uRKBICuex2gED4O@stripe.com>
Wed 11/3/2021 9:13 AM

CAUTION: This email originated from outside of UL Lafayette. Do not click links or open attachments unless you recognize
the sender and know the content is safe.

Receipt from Red Ball Oxygen Co Inc
Receipt #1330-9046

AMOUNT PAID       DATE PAID     PAYMENT METHOD
$113.96           November 3, 2021  Visa

SUMMARY

Invoices paid: T358047 $113.96

Amount charged $113.96

If you have any questions, visit our support site at
https://www.redballoxygen.com, contact us at
ecommerce@redballoxygen.com, or call +1 800-551-8150.

Something wrong with the email? View it in your browser.

You’re receiving this email because you made a purchase at Red Ball Oxygen Co Inc, which partners with Stripe to provide invoicing and payment processing.
Special Meals

- Special Meals are group meals with 2 or more people.
- Louisiana state taxes are not allowed for in-state meals.
- Allowable rates are:
  - Breakfast $10/person
  - Lunch $15/person
  - Dinner $30/person
  - Refreshments $4.50/person (allowed to provide up to 2 refreshments per day)
- A tip of up to 20% of the allowable rate is allowed in addition to the meal rate.
- Delivery fees, service fees, non-cash fees, out of state tax, china rental, and cups, plates and utensils are added to the cost of the food when calculating the per person rate.
- Room rental charges, tents, tables, chairs, fountains, chafing dishes, linens, bartenders/servers, and/or audio-visual equipment rental are to be invoiced separately, and are not added into the per person cost of the meal.
- If alcohol is served, a separate receipt must be issued and paid for with personal funds.
### Itemized Receipts

**Re: AGU Fall Meeting 2021 Confirmation [AGU2111292]**

#### Housing Details

**ASTOR CROWNE PLAZA**

739 Canal St  
New Orleans, LA 70110  
Phone: 504-962-0500  
Fax: 504-962-0511

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#### Arrival

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#### Resort Fee

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#### Estimated Reservation Charges

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<td>Room Revenue</td>
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#### Hotel Cancellation Policy

All cancellations must be received three days (72 hours) prior to your scheduled check-in date. If you cancel within 72 hours of arrival, you will be assessed a fee equal to one night's room and tax. Please note: If you do not arrive on your confirmed arrival date, your room will not be held for the remainder of your stay unless you make arrangements with the hotel. Please be sure to verify your registration information with the hotel and provide a confirmation number if you have one.
Lodging

- HOTEL/LODGING
  - If a hotel is not available within the allowable rate, permission may be granted to pay up to 50% higher than the allowable rate if requested on the Pre-Approval.
  - Airbnbs are allowed, but service charges and cleaning fees are not allowable expenses.
  - Tax Recovery Charges, Service Fees and/or Booking Fees are not allowed.
• AIRFARE AND AGENCY FEES – Must be paid for with traveler’s LaCarte card and must be booked thru Christopherson Business Travel.

  o If Christopherson representative has to make changes to traveler’s profile, there will be a $24 fee.
    o Christopherson Airportal

  o Contact information:
    o 1-800-961-0720
    o 1-205-874-8538
    o onlinesupport@cbtravel.com
    o statelauniv@cbtravel.com
Rental Vehicles

• RENTAL VEHICLES
  
  o In-state or Out-of-state rentals must be from:
    o Enterprise (Contract #NA1403)
    o Hertz (Contract #70592)
    o National (Contract #NA1403)

  o The purchase of fuel from rental agencies is prohibited.

  o Renting from a location at the Lafayette Airport is not allowed unless the rental agency is willing to remove all extra rental fees such as the customer facility charge and concession fee.

  o Cardholders are only allowed to rent Compact/Economy vehicles unless more than 2 people will be riding. Cardholder must provide list of passengers on Pre-Approval, and each passenger’s Travel Pre-Approval number, if renting a larger vehicle.
PPM-49 Travel PocketGuide

Available on the Louisiana State Travel Website at

PPM 49 Travel PocketGuide
LaCarte card information

- LaCarte card applications, Policy Manual, Tax-Exempt forms, Promotional Items Form, etc. can be found on our Purchasing website.

- Promotional Items form is required when items are given away and/or items have UL branding or logo.
  - Items given away are only allowed for students or potential students and minimal value

- Transactions are to be reconciled in Chrome River on a monthly basis and are required even for credits.
  - If charges are incurred prior to travel (registration, airfare, etc.), they must be reconciled at that time.

- For virtual conferences, a Pre-Approval is not needed. On your expense report, you will select Non-Travel/General as the Type on the header page. Once you save your header page, choose the License/Subscription/Membership tile and then the Type on this page will be Non-Travel Registration.
LaCarte card Deadlines

• 6th of the month - LaCarte statements available

• 15th of the month - Chrome River reconciliations due by submitting an Expense Report for all LaCarte transactions with Itemized Receipts.

• 20th of the month – Reconciliations not submitted, the state requires that the LaCarte card is inactivated.

• Last day of the month – Reconciliations of LaCarte transactions not submitted, the state requires that the cardholder reimburse the university for transactions and will be coded to NREIMB (Due from Employee) as per the signed Cardholder Agreement.

• Approved bank statements and Firm Paid Items Report must be sent to Purchasing via interoffice mail or email at Purchasing@louisiana.edu by end of month.

• Original receipts are to be kept in department.