



UNIVERSITY *of*
LOUISIANA
L A F A Y E T T E[®]

Administrative Professional Workshop LaCarte/Travel

LaCarte card

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

Firefox

https://outlook.office.com/mail/inbox/id/AAQkAGZlOTkwNjdILWRiNj...

Your Red Ball Oxygen Co Inc receipt [#1330-9046]

Red Ball Oxygen Co Inc <receipts+acct_19uRKBcuexZgED4O@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 at +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.



VISIT US ON THE INTERNET AT
www.redballoxygen.com
We offer online ordering, online invoices and
payments, proof of deliveries and more!
HAVE QUESTIONS ABOUT YOUR ACCOUNT?
PLEASE EMAIL US AT CUSTOMERSERVICE@REDBALLOXYGEN.COM
OR CALL 1-833-923-6332

BILL TO:
UNIVERSITY OF LOUISIANA
ACCOUNT PAYABLE
PO BOX 43574
LAFAYETTE LA, 70504-0000

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RENTAL INVOICE

INVOICE DATE	INVOICE NUMBER	AMOUNT DUE
OCT 29 21	T358047	\$113.96

PLEASE REMIT PAYMENT TO:

*NEW! Lock Box Remittance Address:
Red Ball Oxygen Co Inc PO Box 46166
Houston, TX 77210-6166

RENTAL PERIOD	BILL TO ACCT	SHIP TO ACCT	TERRITORY	TERMS	DUE DATE	PURCHASE ORDER
Sep 30 21 - Oct 29 21	71936	66570	Broussard	Net 30	NOV 28 21	

RENTAL SUMMARY

ITEM	START COUNT	SHIP	RTN	END COUNT	LEASED	OWNED	RENT DAYS	RENT RATE	TOTAL
Industrial HP : CO2 : 50 lb	1	0	0	1	0	0	30	\$ 16	\$4.80
Industrial HP : Helium : Medium	2	0	0	2	0	0	60	\$ 16	\$9.60
Industrial HP : Nitrogen : Medium	15	1	4	12	0	0	426	\$ 16	\$68.16
Spec Gas : Methane Pure : Large	2	0	0	2	0	0	60	\$ 16	\$9.60
Spec Gas : Misc Pure : Large	1	0	0	1	0	0	30	\$ 16	\$4.80

Asset Tracking	\$17.00
Subtotal	\$113.96
Tax	\$ 0.00
AMOUNT DUE	\$113.96

CUSTOMER AGREES TO PAY LATE CHARGE OF 1.5% PER MONTH FROM DUE DATE.

THE TOTAL VALUE OF ASSETS IN YOUR POSSESSION ON: \$8,699.22

Red Ball Oxygen Company Inc.

To insure prompt and proper credit, return this portion of this invoice with your payment.

Total Amount Due : **\$113.96**

Amount Enclosed : \$

UNIVERSITY OF LOUISIANA
ACCOUNT PAYABLE
PO BOX 43574
LAFAYETTE LA, 70504-0000

CUSTOMER: 71936
INVOICE NO: T358047
Invoice Date: OCT 29 21
Due Date: NOV 28 21

Please Remit To:

*NEW! Lock Box Remittance Address:
Red Ball Oxygen Co Inc PO Box 46166
Houston, TX 77210-6166

We Accept:   
Pay online at www.redballoxygen.com

ACH Payment Instructions:
Account Title: Red Ball Oxygen Co Inc
Account Number: 8912499999
ACH Routing Number: 085000090
ACH Remittance: remit to redballoxygen.com

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 {AGU211:11292}

Housing Details

ASTOR CROWNE PLAZA

739 Canal St
New Orleans, LA 70130

Phone: 504-962-0500
Fax: 504-962-0511

Status	Category	Occupancy
CONFIRM	STANDARD ROOM	Adults: 1
Arrival	Departure	Guests in Room
12 December 2021	17 December 2021	
Daily Rate	Room Tax	Deposit
\$179.00	16.20%	Credit Card Guarantee *****1170
Resort Fee	Occupancy Tax	
\$0.00	\$2.00 Per Night	Note: Taxes and fees are subject to change without notice
Estimated Reservation Charges		
\$1,049.99		
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		

Reply all Delete Junk Block sender



CROWNE PLAZA
NEW ORLEANS FRENCH QUARTER

12-17-21

United States	Folio No. :	Room No. : 0423
	A/R Number :	Arrival : 12-12-21
	Group Code : GZU	Departure : 12-17-21
	Company : American Geophysical Union	Conf. No. : 29692735
	Membership No. :	Rate Code :
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
12-12-21	Room Revenue	179.00	
12-12-21	Occupancy Tax (\$2.00)	2.00	
12-13-21	Room Revenue	179.00	
12-13-21	Occupancy Tax (\$2.00)	2.00	
12-14-21	Room Revenue	179.00	
12-14-21	Occupancy Tax (\$2.00)	2.00	
12-15-21	Room Revenue	179.00	
12-15-21	Occupancy Tax (\$2.00)	2.00	
12-16-21	Room Revenue	179.00	
12-16-21	Occupancy Tax (\$2.00)	2.00	
12-17-21	Visa CardXXXXXXXXXXXX1170		905.00
Total		905.00	905.00
Balance		0.00	

*If applicable, by signing the line below, you agree to a \$200.00 cleaning fee for smoking in a Non-Smoking room.

Guest Signature:

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Dear Valued Guest: In the near future you may receive a **Heartbeat Email Survey** from Intercontinental Hotels Group (IHG). We ask that you please complete the survey and remember that a "10" rating means that your stay was enjoyable. If you enjoyed your stay, please give us a "10" rating. If your stay was less than enjoyable, please contact a member of our Management Team prior to completing the Heartbeat Survey.

IXACP Hotel Owner LP, DBA Astor Crowne Plaza Hotel
739 Canal Street
New Orleans, LA 70130

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.

▼ Tue 03/08/2022	 Lodging	5,950.25 USD	0.00		✓
Wed 03/02/2022	 Room Rate	209.00 USD	0.00		✓
Wed 03/02/2022	 Room Tax	29.01 USD	0.00		✓
Wed 03/02/2022	 Room Rate	209.00 USD	0.00		✓
Wed 03/02/2022	 Room Rate	209.00 USD	0.00		✓
Wed 03/02/2022	 Room Tax	29.01 USD	0.00		✓
Wed 03/02/2022	 Room Rate	209.00 USD	0.00		✓
Wed 03/02/2022	 Room Tax	29.01 USD	0.00		✓
Wed 03/02/2022	 Room Rate	209.00 USD	0.00		✓

Airfare

- **AIRFARE AND AGENCY FEES** – Must be paid for with traveler's LaCarte card and must be booked thru Christopherson Business Travel.
 - If Christopherson representative has to make changes to traveler's profile, there will be a \$24 fee.
 - [Christopherson Airportal](#)
 - Contact information:
 - 1-800-961-0720
 - 1-205-874-8538
 - onlinesupport@cbtravel.com
 - statelauniv@cbtravel.com

Rental Vehicles

- **RENTAL VEHICLES**

- In-state or Out-of-state rentals must be from:
 - Enterprise (Contract #NA1403)
 - Hertz (Contract #70592)
 - National (Contract #NA1403)
- The purchase of fuel from rental agencies is prohibited.
- 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.
- 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.