



LaCarte Card Reminders

DeAnna Landry

Delinquent LaCarte Card Transactions

- Our business process is to complete prior fiscal year (FY24) closeout before starting current fiscal year (FY25) closeout.
- FY24: 299 delinquent transactions
- FY25: 5835 delinquent transactions (through March 14, 2025)
- On March 14, 2025, Cost Center Managers were sent an email containing a list of cardholders with delinquent transactions.
- Submission deadline was March 21, 2025.

****Please give immediate attention to delinquent transactions. We do not want cardholders to experience suspension of card privileges.****

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 credit card transactions that have not been submitted on an expense report
- **Find Expense Report by Worktag**
 - ▣ Provides a list of Expense Reports by employee and/or worktag
 - ▣ Select only “Draft” and “In Progress” statuses to view tentative transactions

LaCarte Card Transactions

- **Cardholder notifications in Workday:**
 - ▣ **Weekly Notifications:** New transactions are added to Workday and notifications are sent out weekly.
 - ▣ **Monthly Notifications:** On the 2nd day of each month, notifications are sent for any transactions that are outstanding for over 30 days.
- **Cardholders are strongly encouraged to review all notifications and monitor transactions.**

LaCarte Card Transactions

- **Why It's Important to Pay Attention to These Notifications:**
 - ▣ **Timely Transaction Review:** Weekly transaction reviews help ensure any unauthorized transactions are flagged promptly.
 - ▣ **60-Day Dispute Window:** Cardholders have up to 60 days from the transaction date to dispute charges with Bank of America.
 - If unauthorized transactions are not reported within the 60-day window, Bank of America is not obligated to honor the dispute.

LaCarte Card Transactions

- LaCarte transactions are normally loaded into Workday on Mondays.
 - ▣ We have recently experienced the weekly file being delayed due to Visa issues. These delays are outside the control of Bank of America and AP & Travel.
 - ▣ Do **not** create an expense report for any purchase made with a LaCarte card until the transaction has been imported into Workday.
 - ▣ Submitting an expense report without the corresponding LaCarte transaction may lead to reimbursement errors and potential payroll deductions.

Global Card Access

Bank of America's Global Card Access offers a convenient free mobile application and website.

- **Real time account information**

- Activate card
- Manage PIN
- Manage transaction/account activity alerts by email and/or text message

- **Quick action for added security**

- Verify/confirm transactions
- View transaction decline reason
- Temporarily lock card to prevent unauthorized use

Cardholders are encouraged to register with Global Card Access to receive immediate notifications/alerts.

Activate New Cards Immediately

- Bank of America periodically replaces LaCarte cards that have been affected by third-party compromises.
 - ▣ Cards involved in a compromise will be replaced, regardless of whether fraud has occurred.
 - ▣ The compromised/exposed card will be deactivated after 30 days.
 - ▣ Cardholders should activate their new cards immediately to avoid disruption.



Announcements

Patrice Gremillion

Announcements

- Please allow adequate time for processing the following:
 - High-risk travel request
 - Group airfare and lodging contracts
 - LA Ethics Disclosure Form
 - Cash advance requests

Note: **Travel contracts are now reviewed by the General Counsel Office, which may extend timelines.**

Announcements

- Submit Current Versions of Required Forms:
 - ▣ AS295 & AS296 – Request to Travel to Restricted Regions
 - ▣ R1376 – Certificate of Government Exemption/Lodging Taxes
 - ▣ Form 413 – LA Ethics Disclosure
- Current forms are available on the AP & Travel website.

Appreciation Week

Student Appreciation Week

- April 14 – 18

Staff Appreciation Week

- April 21 – 25

Let's take this time to recognize the dedication, hard work, and impact of our amazing staff and student employees.

Thank you for all that you do for LSU!  