Memo # 3515-09

LSU

CAMPUS CORRESPONDENCE

To: **LSU Vice Chancellors, Deans, Directors and Department Heads** **Date: September 26, 2014**

From: **Donna K. Torres, CPA**
Associate Vice Chancellor for
Accounting and Financial Services Donna K Torres

Subject: Monitoring of Unused Airline Tickets

The Office of the State Inspector General released the State of LA's Unused Airline Tickets report on Friday, September 12, 2014 which listed LSU as one of the top agencies with the highest value of unused airline tickets and reported the amount of unused airline tickets by department. The report may be found at: http://oig.louisiana.gov/assets/State%20Airline%20Travel.pdf.

When the Office of Internal Audit conducted the **Travel Risk Audit** in FY14, the issue of unused airline tickets was also addressed. I would like to take this opportunity to further emphasize the importance of departments having procedures in place to monitor unused airline tickets. The procedures should include obtaining written justifications from the travelers as to the business reason for the cancellation and the resulting unused airline ticket. This documentation should be kept in a departmental unused airline ticket central file. However, if the airline ticket is reused, this documentation must also be included with the employee's travel payment request for audit with the travel expenses.

Please be reminded that the University has the following resources to assist with the monitoring of unused airline tickets:

- Travelers receive 120, 90, 60, 30 and 14 day e-mail notifications regarding unused airline tickets in their name directly from Short's Travel.
- Each campus receives Unused Airline Ticket reports on a monthly basis directly from Short's Travel.
- The Unused Airline Ticket report by campus is available on the Accounts Payable & Travel website by the 15th of each month.

Effective November 1, 2014, Department Heads and Business Managers, including those individuals with a business manager profile, will be copied on the automated unused airline ticket e-mail notifications sent from Short's Travel to the travelers. This will allow departments the ability to address the use of any unused airline tickets prior to expiration.

If there are any questions or concerns regarding unused airline tickets, please contact Patrice Gremillion at pgremill@lsu.edu or 578-3366 or Lindsay Berthelot at lberthe@lsu.edu or 578-1538.

xc: F. King Alexander, President and Chancellor
Stuart Bell, Executive Vice Chancellor and Provost
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