Supplemental Procedures for Payment by Affiliated Organizations

Source: Act 710 of the 2004 Regular Session
La. RS 17:3390(F)

I. Expense Reimbursement/Payment Policy.

Any (1) public employee of a public higher education institution or public employee or officer of a management board of a public higher education institution (2) who requests payment of expenses of over one thousand dollars (3) for a single transaction, (4) that is to be reimbursed or directly paid by a nonprofit organization, (5) must obtain written approval pursuant to University policies and procedures.

II. Purpose. The purpose of the legislation is to create a public record of all covered requests and actions taken thereon even when such payments are made by an affiliated entity with other than state funds.

III. Request and Payment Process.

A. An employee must submit a copy of any request for payments of more than $1000 per single transaction to be reimbursed or directly paid by an affiliated nonprofit organization to his/her unit business office on an official expense reimbursement form. The request for reimbursement must contain date, place, reason and purpose of expense, persons present (if relevant), receipts, proof of expenses, and supporting documents as the circumstances require.

B. The completed request form must be signed by the person requesting reimbursement or payment and by his/her supervisor, as applicable in accordance with existing University policy.

C. The approved request is to be submitted to the nonprofit organization for reimbursement or direct payment in accordance with their policies, the Affiliation Agreement and University policy.

D. Records of the request, approval, and supporting documents in possession of the business office are subject to a public records request pursuant to R.S. 44:1 es seq., and shall be maintained as public records in accordance with law and University policy.

IV. Structured Transactions. No factually single transaction shall be structured or separated to avoid the provisions of the controlling statute or University policies and procedures. Reasonable doubt in connection with the determination of whether there is a single transaction shall be resolved in favor of creation of the public record.

V. Effective Date. This policy shall be effective in connection with any request made on or after August 15, 2004.