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**CASH INCENTIVE PAYMENTS (\$50 OR LESS) TO PARTICIPANTS IN SPONSORED PROGRAMS**

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**Scope:** All campuses served by Louisiana State University (LSU) Office of Accounting Services

**Effective:** July 1, 2007. This FASOP supersedes and replaces all prior versions.

**Purpose:** To establish a procedure for disbursing cash incentive payments (\$50 or less) to participants in sponsored programs when the research study or the workshop is held on a Baton Rouge campus. This procedure is to provide an expeditious cash payment process as an alternative to standard check writing procedures.

**Procedure:**

- A. Sponsoring department initiates the following forms:
1. AS548, "Request for Distribution of Cash Incentive Payments to Participants," for the total amount of anticipated participant incentive payments to be disbursed; payments to nonresident aliens must be in compliance with FASOP: AS-04.
  2. AS549, "Acknowledgement of Receipt of Cash Incentive Payment".
  3. AS300, "Travel Expense Reimbursement Request", completing all information in the fields defined below with the exception of the total paid which will be completed after the cash incentive payments are disbursed:

<b>Field</b>	<b>Notes</b>
Department, Contact & Contact Ext	
Destination	Baton Rouge
Purpose of Travel	Payment to participants charged to a sponsored agreement must benefit/relate to the project. A detailed purpose must be provided to document the benefit or relationship to the project.
Misc & Unusual Items	Explain the purpose of the participant incentive payment and how the amount distributed was calculated. For example, 22 participants in _____ study from November 10 through November 30 at \$_____ per day for _____ days. See attached AS549.
Total This Page	Total cash incentive payments distributed – this will be completed by a representative of Bursar Operations when cash has been distributed; amount can never be greater than total on attached approved AS549.
Due LSU or Traveler	0
Traveler's Signature	Signature of individual disbursing the incentive payments (should be the Project Coordinator)
Payee's Name	Payee name will always be Laurence S. Butcher, Fund Custodian for LSU Bursar's Office
Date	The date will be the last day of the workshop
Immediate Supervisor	Approval of immediate supervisor
Account	Account number to which these expenses are to be charged
Trans. Type	Should always be X
Object Code	5720 – Research Subject Fees; 5750 Participant Incentive Payment
Amount	To be completed by Project Coordinator when cash has been distributed

- B. Sponsoring department routes the approved package (AS548, AS549 & AS300) to Bursar Operations, coordinating the date and time for distribution of cash incentive payments.
- C. Bursar Operations verifies that their schedule will accommodate the date and time requested, confirms with requesting department and approves the AS548 form; if nonresident aliens are participating, Bursar Operations will coordinate date and time with an accountant in Accounts Payable (AP) & Travel.
- D. Bursar Operations uses the AS549 form to determine the amount of cash and denominations required to distribute cash to the participants and sends representative to the designated location on the agreed upon date; if any participants are nonresident aliens, a representative from AP & Travel will attend to obtain copies of their visa/passport and other necessary immigration papers.
- E. A Bursar Operations representative disburses the cash incentive payments to the participants, obtains their signature to certify receipt of the cash, and completes the total amount line on the AS300. The Project Coordinator completes the amount on the accounting distribution line and approves the AS300.
- F. A Bursar Operations representative delivers the complete package (AS548, AS549 & AS300) to the Travel Office.
- G. The Travel Office will audit the reimbursement request and record the transaction in GLS, charging the expenditure to the grant account and reimbursing vault cash for the total amount of the incentive payments distributed by entering the reimbursement request into the Accounts Payable System (APS), payable to "Laurence S Butcher, Fund Custodian for LSU Bursar's Office," vendor number 0006206 05.