



Retrieval Name
 Journal Voucher of Hurricane Related
 PR and OT expenses.doc
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Issue/Rev Date: September 26, 2005
Originator:
 Financial Services Division
Supercedes: _____

Health Care Services Division
Finance Policies and Procedures

Disaster Recovery Procedures

AUTHORITY				
Federal	State Statutes	La. Admin Code	LSU	HCSD
CITATION:				
PROCEDURE NAME:				
Procedure for the Journal Vouchering of Hurricane Katrina and Rita Payroll and Overtime related expenses from the operating fund (Fund 111) to the Disaster Recovery Restricted Fund (Fund 116).				
PURPOSE:				
To properly account for those payroll and overtime related Katrina and Rita expenses that should be reimbursable from either FEMA, ORM or other appropriate sources.				

RESPONSIBLE PERSON	ACTION STEPS
Human Resources Management (HRM)	Compile and transmit Katrina and Rita summary payroll and overtime documentation to finance staff to transfer the expense from Operating Fund to the Disaster Recovery Fund.
HQ Finance	Prepare journal voucher to transfer appropriate balances based on the information provided by HRM.
	Report completion of transfer to senior management.