



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

June 10, 2005

TO: Karyn Andrews, Lana Humphries, Joyce Davidson, Dorsie Davis,  
Stephen Beck, Mary Osborne, Amy Koon, Kris Horsley

RE: ISIS Travel Implementation

In the survey we conducted in February you indicated plans for your agency to implement the new ISIS Travel system. The system will be available for use on July 11, 2005. In preparation for implementation there are several items of which you should be aware.

There will be an implementation meeting for you and your Fiscal officer on Tuesday, June 21, from 9:00 AM to 11:00 AM in Room 2-212 of the Claiborne Building. Please see the receptionist in room 2-190 when you arrive. The purpose of the meeting is to provide an overview of the system, explain the implementation process and answer any questions you may have about implementation preparation.

Instructor led training classes will be conducted for all travel administration employees. The class is a full day and will be held at the Claiborne Building on July 5, 6, and 7. The course is scheduled from 8:30 a.m. until 4:30 p.m. We ask that all of your staff attend training on the same day, if possible.

For your convenience a link to the [training request form](#) is provided. In order to enroll in the course, complete the request form and submit per the instructions. Please submit all training request forms by Friday, June 17. If you intend to implement on July 11, but are unable to submit your training requests by the deadline, please call Cathy Lieux at 225-342-9159, so that we will have an accurate count of the number of people to be trained. If you do not submit your request forms or call by June 17, you will not be able to implement until October, 2005.

The appropriate authorizations for access to ISIS Travel must be added to each Travel user's LEO permissions. Your ISIS Security Administrator must submit a request through the ISIS Security system to add those authorizations. To identify your Security Administrator, use the [ISIS Contact](#) search.

We will soon begin distributing ISIS Travel information through our electronic notification system. Please [subscribe](#) to this service as soon as possible to insure that you receive all important information.

If you have any questions, please call Cathy Lieux at 225-342-9159.

PG/cl

c: Fiscal Officers – DEQ, DNR, LDED, REV, GOEA, LDOL, OFI, WLF  
Sylvia Vaught  
Pat Cane

(OIS Internal Memorandum #05-168.doc)