



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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TO: Johnnie Stewart, Keisha Smith, Carolyn Branch, Margie Blount, Donna Page, James R. Fontenot, Ramon Biggio, Amy Koon, Yvette Buckner, Susan Newsom, Darryl Serio

RE: New Web-based Travel Administrator Security Request Form

The new ISIS Travel system will be available for use on July 11, 2005. Your agency has indicated plans to implement this new system. In preparation for the implementation, your agency will need to establish one or more Travel Administrators. A Travel Administrator is anyone who will use the ISIS Travel System to enter, approve or pay travel expenses for other employees.

Authorizations for this role must be added to each Travel Administrator's LEO permissions. ISIS Security Administrators must submit requests using the ISF065 (Request for Travel Administration) through the ISIS Security system to add this authorization for the appropriate person(s) in your agency.

As previously recommended with other ISIS applications, you should print and maintain an original copy of this security request in your files before submitting to OIS. Once the Travel Administrator permissions are granted to the employee, liaisons and administrators will receive an email confirming their security request has been completed.

No paper copies of security forms, whether mailed or faxed, will be accepted. Questions regarding this new form can be addressed by calling the ISIS Help Desk at 225-342-2677, options 2, 5, 2.

SSB

c: Sylvia Vaught
Pat Cane

(OIS Internal Memorandum #05-169.doc)