



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 06-001

To: ISIS Travel Users
Subject: Implementation of ISIS Travel

ISIS Travel is now available to Travel Administrators for processing travel expenses.

Please note the following reminders:

- Travel Administrators must create a Travel Privileges Infotype (0017) for their employees and themselves.
- If an employee's trip began between July 1st and July 11th, the Travel Administrator must set the "Valid From" date on the Travel Privileges Infotype (0017) to July 1, 2005.
- Travelers should **ONLY** enter a bank account on the Bank Details Infotype (0009), Travel Expense Bank subtype (2) if the travel payment is to be deposited into an account other than the employee's payroll account or if the employee currently receives a paper payroll check.
- Expenses that have been approved and settled will be picked up for processing every Tuesday and Thursday night.

Should you have any questions about ISIS Travel, please contact the ISIS Travel Help Desk at (225) 342-6694 or email us at _DOA-OIS-TRAVEL@La.Gov.

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