



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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June 9, 2006

ISIS Memorandum 06-049

To: ISIS SAP Travel Administrators

Subject: Year-End Close Issues for ISIS Travel

ISIS Travel agencies should be aware of the following issues:

Fiscal Year 2006:

For trip dates of June 26-July 2, 2006, **do not** use the Weekly Report to process travel reimbursements. Since this week ends on July 2, the entire expense would post to FY07.

ISIS Travel agencies have until 7:00 p.m. on Thursday, June 29, 2006, to enter and process travel reimbursements with a 12 06 accounting period.

The Outstanding Travel Advance Report should be monitored daily to insure all travel advance balances have cleared by Thursday, June 29, 2006. These advances should either be expensed or cancelled so that there are no remaining balances.

During the 13th Period, July 1 – August 14, 2006, any travel reimbursements entered with a travel **ending date** on or before June 30, 2006, will process with a 13 06 accounting period and will be reimbursed on **Wednesday nights only**.

Fiscal Year 2007:

Since no current year travel transactions will be reimbursed until the budget is loaded for the new year, do not enter FY07 travel advances/expense reimbursements until that is done.

After July 1, 2006, any travel reimbursements or advances processed with a travel ending date of July 1 or greater, will post to FY07. For example: if a trip is entered with travel dates of June 26 – July 1, 2006, the **entire** trip will post to FY07.

The ISIS Travel Authorization Report should be run to determine which employees will be authorized to travel during FY07. A 'yes' and 'no' column has been added to the report for the travel administrator's convenience. NOTE: For any employee who will not be authorized to travel in FY07, the travel administrator must **delimit** the traveler's InfoType 17.

Questions should be directed to the ISIS Travel Help Desk at 225-342-2677.

PC/lh