



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

March 23, 2007

ISIS Memorandum 07-037

To: Travel Administrators

Subject: New Travel 'Status' Variant

The following enhancement in ISIS Travel is now available and accessible through LEO:

A variant has been established in the *General Trip Data/Trip Totals* Report that will list all trips that are currently in 'to be settled' status. When a trip is in 'to be settled' status, it has been saved and/or approved but is not yet ready to be paid.

Here are the steps to access the new variant:

- In '**Reports**' Tab, click on *General Trip Data/Trip Totals*
- In *General Trip/Data/Trip Totals* Report, click on '**Get Variant**'
ABAP: Variant Directory of Program... is displayed, click on '**TRVL STATUS**' in *Variant Name* field
- Click on **green check mark**
- Click on 'Execute'

The variant will generate a report output that lists the traveler's name, personnel number, trip number, trip beginning & ending dates, amount of reimbursement, advance amount and settlement status.

We encourage Travel Administrators to utilize the new report output because it will prove helpful when trying to identify trips that may have been overlooked and should be in 'settled' or 'canceled' status.

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

PC/luh