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DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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**ISIS Memorandum 08-015**

To: ISIS Travel Administrators

Subject: New ISIS Travel Security Role

A new travel security role, **Basic Travel Administrator**, is now available in the ISIS Travel System. The new security role includes the same functions as the Travel Administrator role except the Basic Travel Administrator *cannot* approve or settle trips.

If an agency wishes to change an employee's role from a Travel Administrator to Basic Travel Administrator, a new ISF065 Request for Travel Administration Form should be submitted to OIS through Remedy.

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

PC/luh