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State of Louisiana
Division of Administration
Office of Information Services

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ISIS Memorandum 08-021

To: ISIS Travel Administrators

Subject: New Travel Reimbursement Email Notification Procedure

Currently, a Travel Reimbursement notification is emailed after each payment cycle to travelers who were reimbursed on **statewide email only**. Beginning March 10, 2008, an enhancement will be implemented in the ISIS Travel System. A Travel Reimbursement notification will be sent each time a travel payment is made via email to **all travelers** who have a valid email address in LEO.

The following procedure must be completed in LEO by all travelers who wish to receive this notification:

- Click the **My Work** tab.
- Click **Directory** located under 'Detailed Navigation'
- Click **Change own data**.
- Enter valid email address in **E-mail** field.
- Enter phone number in **Area code + local access code** field (optional).
- Click **Save**.

Please forward this memo to all travelers and request this field be updated if email notification is desired. All new travelers should be provided with instructions on how to complete this field in LEO as well.

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

PC/jfb