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**State of Louisiana**  
Division of Administration  
**Office of Information Services**

November 4, 2009

**ISIS Memorandum 10-013**

To: Human Resources Directors  
Employee Administrators  
Time Administrators  
Travel Administrators  
Training Coordinators

Subject: LEO and ISIS Travel Availability

**Please distribute this important information to all LEO and ISIS Travel users.**

LEO and ISIS Travel will be unavailable from 5:00 p.m. Friday, November 6 until 7:00 a.m. Monday, November 9, 2009 to apply system changes. For detailed information concerning these changes see the **LEO Welcome Page**.

**Note: Employees should complete any web-based training course launched from LEO > My Work > Training prior to 5:00 pm on Friday, 11/06, to prevent having to rebook and restart that course from the beginning once LEO is available.**

Please distribute this information to all LEO and ISIS Travel users within your organization.

c: Technical Coordinators

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