



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

January 14, 2014

**LaGov Memorandum 14-005**

To: Fiscal Officers  
Travel Administrators  
Security Administrators

Subject: Upcoming Changes to LaGov Travel

Effective **February 4, 2014**, all Travel agencies will be converted to a new version of LaGov Travel. In order to facilitate an easy transition, the following help/training is available:

- **New Travel Administrator** Work Center web-based training course  
While this course is actually targeted at new Travel Administrators, taking it will help existing Travel Administrators prepare for the new entry screens they will be using.
- **New Traveler** Work Center web-based training course  
If travelers at your agency are permitted to enter their own expenses, it is strongly recommended they complete this course prior to entering expenses in the new version of LaGov Travel.
- **Travel Administrator and Traveler How-To Guides**  
These provide step-by-step, one-page instructions that can be viewed as the user performs the specific function. These are accessed through the **Travel Help** page.
- **Travel System Access Changes**  
This document contrasts the old vs. new way users navigate to Travel transactions.

Additionally, a new *Travel Administrator Advanced* security role has been added to LaGov Travel. As of February 4<sup>th</sup>, the ability to cancel a previously paid advance or expense is limited to positions with this specific role. Please discuss this with your Security Administrator, as they can immediately begin submitting form **ISF065** via *Remedy* to designate position(s) that should have this role.

Questions regarding LaGov Travel can be directed to the ISIS Help Desk at (225) 342-2677 or users can complete a [Help Desk Ticket](#).