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ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

July 11, 2008

ISIS Memorandum 09-002

To: ISIS Travel Administrators

Subject: Automatic IT17 Delimitation when Traveler Transfers to Another State Agency

Beginning Friday, July 11, 2008, a new process will automatically delimit the Travel Privileges (IT17) of a traveler who transfers to another State agency. This process will be triggered when the Employee Administrator performs the transfer action.

Please direct questions to the ISIS Travel Help Desk at 225-342-2677.

BC:jfb