



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

June 3, 2009

**ISIS Memorandum 09-025**

To: ISIS Travel Administrators

Subject: ISIS Travel Year-End Close Processes

Listed below is information regarding ISIS Travel year-end processes:

**Fiscal Year 2009:**

- **ISIS Travel agencies have until 7pm on Thursday, June 25, 2009**, to process travel reimbursements with an accounting period of 12 09.
- The first 13<sup>th</sup> Period travel payment cycle for will be on Thursday, July 2, 2009. This will include all trips at settled status as of Wednesday, July 1, 2009, at 7pm. The trip ending date must be June 30, 2009, or prior.
- All travelers should be notified of these deadlines.
- The Weekly Report **should not be used** to process travel reimbursements for trip dates of June 29 and June 30, 2009. Since this week ends on July 3, all expenses for this week will post to FY 2010.
- The Outstanding Travel Advance Report should be monitored daily to **ensure all travel advance balances are cleared by Thursday June 25, 2009**. Any advances for FY 2009 trips should be expensed by that date; there should be no remaining balances.
- **All debit balances** created from travel advance recoupments/overpayments **should be cleared by June 25, 2009**.

**Special 13<sup>th</sup> Period Payment Cycles:**

- A 13<sup>th</sup> Period Travel payment cycle will run each Thursday morning beginning July 2, 2009, through August 6, 2009.

- The 13<sup>th</sup> Period Travel payment cycles will include any FY 2009 trips at settled status with trip ending dates on or before June 30, 2009, as of each Wednesday at 7pm. Reimbursements for these trips will process with an accounting period of 13 09.
- **The deadline for reimbursing prior year trips is 7pm. Wednesday, August 5, 2009.**
- Travel reimbursements for trip ending dates on or before June 30, 2009, **will not be allowed** in ISIS Travel **after August 5, 2009.**
- Note: The Expenditure Balancing Report should have a posting date of 06/30/2009, when executed for the 13<sup>th</sup> period.

### **Fiscal Year 2010:**

- **A current year Travel Payment cycle will not run until the FY 2010 budget is loaded.**
- Any travel reimbursements or advances processed with a travel ending date of July 1 or greater will post to FY 2010. For example, if a trip is entered with travel dates of June 25 – July 1, 2009, the entire trip will post to FY 2010.
- The Travel Authorization Report should be run to determine which employees will be authorized to travel during FY 2010. Travel Administrators must **delimit** InfoType 17 travel privileges for anyone who will not be authorized for the new fiscal year.

Questions should be directed to the ISIS Travel Help Desk at 225-342-2677 or through submission of a [web ticket](#).

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