

[Form Instructions](#)

LaGov Security - Travel

Request for Position Security

Position Number	Personnel Area	Action
		Add
		Remove
Position Holder Name	Holder Personnel #	Start Date
		End Date (change if temp)

Travel Authorization

Select only ONE authorization for the position listed above.

TV-01 Travel Reporting Only :Performs all functions EXCEPT canceling previously paid

TV-02 Travel Administrator - Basic :Expenses/Advances :Executes Reports only

TV-03 Travel Administrator - Regular :Performs all functions EXCEPT approving and canceling

TV-04 Travel Administrator - Advanced :Performs all functions

For Workflow Agencies Only:

TV-05 Travel Approver - Expense :Agency Approver for Expense Report workflow (more than 1 Approver can be designated)

TV-06 Travel Cost Assignment Reviewer :Agency Cost Approver for Expense Report workflow (more than 1 Approver can be designated)

Personnel Areas / Agency Numbers - enter all personnel areas / must be 4 digits

I authorize the position named above to have the access indicated on this form. I understand that should this position no longer require access within ISIS HR that I am to submit this form to Division of Administration Security Administrator within one working day.

Employee Signature:

Date: _____

Supervisor Signature:

Date: _____

(To be completed by Agency Security Administrator or representative of Appointing Authority) I verify that the individual whose name appears on this form is currently employed at the agency named above. I also authorize this employee to have the access indicated on this form. I understand that should this person leave the agency or be assigned to another duty station that I am to contact the Division of Administration ISIS security administrator within one working day of the employee's change in status.

LaGov Security Administrator

Phone:

Email: