



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

August 5, 2005

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-10

TO: All ISIS HR Paid Agencies
All ISIS Travel Users

FROM: Jena W. Cary
Director

SUBJECT: Travel Expenditures/AFS J5 Reject Procedures
Travel Advance Recoupment Procedures

The Office of State Uniform Payroll (OSUP) has developed the attached **Travel Expenditure/J5 Reject** and **Travel Advance Recoupment** procedures.

If you have any questions, please contact a member of the OSUP Benefits and Financial Administration Unit at (225):

Angel Vernon	342-5344	Penny Jones	342-5354
Angela Woods	342-5345	Orneatha Wright	342-5357
Laurie Lee	342-5377		

JWC:ACV

Attachments: [Travel Expenditure/J5 Reject](#)
[Travel Advance Recoupment](#)