

**INTEGRATED STATEWIDE INFORMATION SYSTEMS
TRAVEL SYSTEM
TRAINING REQUEST FORM**

R 03/08

<i>TRAINEE INFORMATION (please print)</i>	
<i>All trainee information must be completed with the exception of Special Requirements</i>	
Name:	Agency #:
Personnel #:	Agency Name:
E-mail Address:	Work City:
Phone:	Special Requirements:

*Click in the box to the right of each requested course number.
Students will not be enrolled until the prerequisite Online Learning courses
have been completed in LEO.*

<i>Instructor Led Classes</i>							
Travel Administration (1/2 day)	<table style="width: 100%;"> <tr> <td style="width: 15%;"><i>Prerequisite</i></td> <td style="width: 60%;">ISIS Travel – Single Trip</td> <td style="width: 25%;"></td> </tr> <tr> <td></td> <td>ISIS Travel – Weekly Trip</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	<i>Prerequisite</i>	ISIS Travel – Single Trip			ISIS Travel – Weekly Trip	<input type="checkbox"/>
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Travel Reports (1/2 day)	<table style="width: 100%;"> <tr> <td style="width: 15%;"><i>Prerequisite</i></td> <td style="width: 60%;">ISIS Travel – Single Trip</td> <td style="width: 25%;"></td> </tr> <tr> <td></td> <td>ISIS Travel – Weekly Trip</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	<i>Prerequisite</i>	ISIS Travel – Single Trip			ISIS Travel – Weekly Trip	<input type="checkbox"/>
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ISIS Liaison/Training Coordinator Approval	Date	Phone

For information concerning submission of completed forms: <http://www.doa.louisiana.gov/ois/service/forms/submission.htm>

For a complete description of each course: <http://www.doa.louisiana.gov/ois/service/training/courses/traveldirectory.htm>