

TRAC Quick Reference Guide

TRAC is an online application to request and receive reimbursement for local and out of town travel. Below is a quick reference that details each step in the process. If you have any questions or require additional information, contact your Borough Field Support Center (BFSC) or District 75 for school based personnel. For Central travelers, contact the Central Business Office. You may also obtain additional information by reviewing [TRAC Webcast](#) or [TRAC Guide](#).

Local Reimbursement

- Traveler enter TRAC via the FAMIS Portal or <http://dfoforms.nycenet.edu/TRAC/>.
- Traveler enter request for reimbursement in TRAC – TR # is assigned.
- TRAC automatically routes an email to approving officer (supervisor) via email
- Supervisor approves or rejects via email.
- If rejected, traveler must resubmit.
- If approved, TR document is sent to TRAC Admin.
- FAMIS initiator enters account codes.
- FAMIS approver reviews document and approves or rejects.
- If approved, a check will be generated and mailed within 10 days.

Out of Town Request

- 30 days prior to the trip, Traveler enters TRAC via the Portal or <http://dfoforms.nycenet.edu/TRAC/>
- The traveler enters logs into TRAC, selects Out of Town Request and enters their projected costs – PE# is assigned
- TRAC automatically routes an email to approving officer (supervisor).
- If Supervisor approves and an exception to exceed GSA is requested or if the request is for an international trip, TRAC generates an email to the Executive Director-DFO.
- If approved, PE document is sent to TRAC Admin.
- FAMIS initiator enters account codes.
- Payment will not be made until the traveler enters their actual expenses in out of town reimbursement.

Out of Town Reimbursement

- Upon return from trip, the traveler enters TRAC via the Portal or <http://dfoforms.nycenet.edu/TRAC/> and navigates to Out of Town reimbursement.
- Traveler enters the PE# when prompted.
- The traveler's projected expenses are displayed and a box for actual expenses.
- Traveler MUST enter their actual expenses or the reimbursement will be viewed as \$0.
- Traveler submits; and a TR # is assigned.
- Email is sent to approving officer (supervisor).
- Supervisor approves (as with the initial request, the executive director will need to approve any exceptions or international trips).
- TR document is sent to TRAC Admin.
- FAMIS initiator enters account codes.
- FAMIS approver reviews document and approves or rejects.
- If approved, a check will be generated and mailed within 10 days.