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APPROVAL OF INTERNATIONAL TRIPS BY DOE PERSONNEL

Regulations regarding the approval of all trips for DOE personnel acting on official DOE business are detailed in the Standard Operating Procedures (SOP) chapter on "**Travel and Conferences**." You may access this chapter by clicking on the following link: <http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1159>

Our new **Travel Reimbursement and Approval Certification** system (TRAC) provides an avenue for the approval and reimbursement (if applicable) of all trips, including International Travel. This article is to advise you that several changes have been made to the approval process for International Travel, which will be incorporated into our SOP effective Monday, March 9, 2009 and will include the following:

For School Based Personnel (Other than Principal)

Name your Principal as the Approving Official. The TRAC system will email your request to this individual who will either approve or reject it. If rejected, you will be advised that your trip cannot be taken. If approved, your request will then be emailed by the TRAC system to your Community Superintendent. He/she can either accept or reject. If rejected, you will be advised that your trip cannot be taken. If approved, the request is forwarded via email to the Executive Director of the Division of Financial Operations (DFO) who is the chancellor's designee for determining whether an international trip can be taken. He will either approve or reject the trip. You will be advised of his determination immediately after a decision is made.

For School Principal

Name your Community Superintendent as your approving officer. All of the procedures (commencing with the Community Superintendent) above remain the same.

For Personnel Assigned to an ISC or a Site Other than a School

Name your Executive Director, ISC Director or Site Supervisor as your approving officer. If he/she rejects the request, you will not be able to take the trip. If approved, the request is emailed by the TRAC system to the Executive Director of DFO. Please see above.

Important Note: Request for approval must be submitted and approved prior to the trip. If you wish to re-file a TRAC request following a rejection, you must promulgate a new one. At present, the TRAC system is not able to edit a TRAC once it has been rejected.

Please direct any questions regarding TRAC to your ISC.