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**NEW REQUIREMENTS FOR THE APPROVAL OF
INTERNATIONAL TRIPS TAKEN BY DOE EMPLOYEES**

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 changes have been made to the approval process for International Travel, which now requires a **three-level approval process**:

For School Based Personnel

Level 1 – All staff (except the principal) should name the principal as the approving officer. Principal should name the community superintendent. Once approved, the TRAC will be automatically emailed to the next approval level.

Level 2- Community Superintendent

Upon approval, the TRAC will be automatically emailed to the final approval level.

Level 3 – Executive Director, Division of Financial Operations (Chancellor's Designee)

Traveler and previous approvers will be advised once a decision is rendered.

Please direct any questions regarding TRAC to your ISC.