



The Following Article  
Published by:  
**The Division of Financial Operations**

Appeared in the  
**November 10, 2009**  
Edition of the Principal's Weekly Newsletter



## **TRAC Controls**

The May 2008 Travel Reimbursement and Approval Certification ("TRAC") guidelines and TRAC Quick Reference Guide, located on the DFO web page distinguish **local** and **out-of-town** travel. Local travel within New York City requires no pre-approval; the traveler should request reimbursement after travel by using the FAMIS portal. However, for out-of-town travel, the traveler **MUST** obtain PRE-APPROVAL on estimated costs. We recommend a 30-day advance window to ensure timely approval processing. Once approved, the traveler must re-enter actual cost after the trip; the actual cost is then approved for payment. The second approval generates a check within approximately 15 business days. Out-of-town travelers without pre-approval will be reflected as a non-compliant (at individual request level) on Principal Performance Reviews (PPR) conducted by the Office of Compliance.