



The Following Article
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The Division of Financial Operations (DFO) will be implementing an automated web based application for local and out of town travel and conferences. The newly designed application, TRAC (Travel Reimbursement and Approval Certification) includes on-line approval and reimbursement, and incorporates some of the changes found in the revised Department of Education's Standard Operating Procedures chapter on "*Travel and Conferences*" ([click here](#)).

TRAC can be accessed from the FAMIS Portal ([click here](#)) provided that you have an active FAMIS User ID and password or from the DFO web page - [please click here](#).

The application includes the following features:

- Replaces and consolidates all current hard copy forms except for the "Travel Related Expenses Paid for by Non-Governmental Entities" Form. However, receipts and other supporting documentation must be maintained.
- Electronic pre-authorization for travel out-of town (outside of the five boroughs) and for use of a personal vehicle, including email notification

Please note: Requests must be entered and approved in TRAC prior to a conference or for requesting permission to use a private vehicle.

- Requests will be submitted to the appropriate approving authority via email.
- All DOE employees will be able to enter reimbursements directly in TRAC; and, automatically routed for approval and FAMIS to be processed.
- Locking in funds (pre-encumbrance) based on estimated cost associated to a conference. This will ensure that funds are available for reimbursement and obligated before June 30.

The DFO and the ISCs have been working collaboratively; testing and enhancing the application; and, coordinating a support team to ensure a smooth and successful implementation.

Schools will begin using TRAC on **May 5, 2008**. DFO will be conducting training web casts on **April 29, 10:30 to 12 and May 1, 2 to 3:30**. Principals and business liaisons are encouraged to participate in one of these sessions. [Click here to register for these sessions.](#)

A User Guide has been prepared to assist you in navigating TRAC. [Click here to access the TRAC User Guide.](#)

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