

An Introduction To Travel Reimbursement & Approval Certification (TRAC)

Published by:



Payables Administration

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Introduction to TRAC

This guide has been published to assist individuals traveling on official Department of Education (DOE) business to complete a new interactive electronic form in order to:

- Get Reimbursement for Local Travel
- Request Out of Town Travel
- Get Reimbursement for Out of Town Travel

TRAC replaces all of the previously used Travel and Conference forms:

- Application to Attend Meeting, Conference or Convention Outside of NYC – OP221
- Authorization to Use Personal Car
- Business Expense Report – OD-7
- Exceptions to Regulations for Reimbursement
- Small Item Payment Process (SIPP) (former Imprest Fund Expenditure)
- Local Travel/Authorization for Imprest Fund Expenditure – Carfare
 - The TRAC however does not replace the [Travel Related Expenses Paid for by Non-Government Entities Form](#) which must be used when a non-governmental entity offers to pay for or defray the cost of official activities engaged in by DOE employees.
 - Travelers are asked to review all of the rules and regulations governing travel on official DOE business by reading the Standard Operating Procedures (SOP) chapter on [Travel and Conferences](#).

TRAC Welcome Screen

**TO ACCESS THE WELCOME SCREEN PLEASE CLICK ON THE FOLLOWING
LINK OR PASTE IT ON TO YOUR INTERNET BROWSER:**

[HTTPS://DFOFORMS.NYCENET.EDU/TRAC/LOGIN.ASPX](https://dfoforms.nycenet.edu/trac/login.aspx)

Welcome to the *Travel Reimbursement Approval Certification (TRAC)* form. This must be used to submit a request for:

- Application to Attend Meeting, Conference or Convention Outside of NYC-OP221
- Authorization to Use Personal Car
- Business Expense Report-OD-7
- Exceptions to Regulations for Reimbursement
- SIPP (former Imprest Fund Expenditure)
- Local Travel/Authorization for Imprest Fund Expenditure - Carfare

For assistance with TRAC:

- School personnel should call their BFSC
- Central Employees should call the Central Business Office at (718) 935-2652
- District 75 employees should call Wally Luke at (212) 802-1589 or Jorge Rivera at (212) 802-1508
- [Click here to Download a copy of the quick reference guide.](#)

Enter your E-mail ID and Password

Please enter your e-mail id: @schools.nyc.gov

Password (network/outlook): [Sign In](#)

Click Sign-In

I Certify that I am the actual traveler or authorized approver.
(To insure proper internal controls, TRAC must be initiated by the actual traveler)

Click "I certify that I am the actual traveler or authorized approver".

TRAC Travel Options

TRAC Travel Options

When conducting official DOE business and after transportation, lodging and meal eligibility is determined, reimbursement requests and travel requests must be initiated via the TRAC system. TRAC allows the traveler to request permission for travel from their approving authority and apply for reimbursement of eligible travel related expenditures electronically.

Local Travel Reimbursement

- Local travel is considered to be all travel within, or to a destination within, the boundaries of NYC's five boroughs. Only transportation costs will be reimbursed.

Out of Town Travel-Request

- Travel outside the five boroughs of NYC.
- Overnight travel may be incurred in connection with training, education, professional conferences or other official DOE business (see Travel and Conferences SOP- Overnight Lodging for details).
 - The traveler's written travel request must describe how this travel provides a specific educational benefit that cannot be gained in any other manner or within NYC or another local travel destination.

Out of Town Travel-Request (International)

- Travel outside of the United States that require overnight travel and lodging (see Travel and Conferences SOP- Overnight Lodging and Travel Outside the United States for DOE Personnel-International Trips for details).

TRAC Travel Options

Out of Town Travel-Reimbursement

- Employees must use TRAC to initiate transportation, overnight lodging and meal reimbursement requests after engaging in a qualifying activity on behalf of the DOE.
 - Payment or Reimbursement for out of town/overnight travel expenses are permitted whenever authorized in accordance with the SOP.

Request for Use of Personal Vehicle

- Utilized if you intend to use your personal vehicle for official DOE business.
 - Utilize only if alternate means of transportation is not practical.
 - Should not be used due to preference.

Exception Request

- Utilized when lodging and/or meal rates exceed GSA limits.
 - Approval will be required by not only the initial approver but the executive director of the DFO.

Local Travel Reimbursement

TRAC User Options

Pending Approval |  Show Chart

Information

Click on **Local Travel Reimbursement**

directly to the SOP chapter on [Travel and Conferences](#) by clicking on the following link:
<http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1159>

TRAC - USER OPTIONS

- Local Travel Reimbursement
- Out Of Town Travel-Request
- Out Of Town Travel-Request (International)
- Out Of Town Travel-Reimbursement
- Edit Rejected TRAC

Please [click here](#) to access the "Request for Use of Personal Vehicle." This form must be completed PRIOR to using your personal vehicle for DOE business. An approved form is good for a period not to exceed 31 days. A new form must be completed for each 31 day cycle. Once the form is completed and approved, a number will be assigned for tracking purposes (Tracking Number).

Click Next

 Next

Employee Details Screen

Enter **Employee Reference Number** (Employee ID number) **OR** click on the binoculars.

This screen is for local and Out of town travel requests. Use the search feature (Click on the magnifying glass) if you must retrieve your reference number. Once the reference number is entered and "Retrieve" is clicked the employee's name will be self populated.

TRAC - EMPLOYEE DETAILS

Employee Reference Number:  

Employee Name :
First Name Middle

Telephone

Address

City

State/Province

Zip

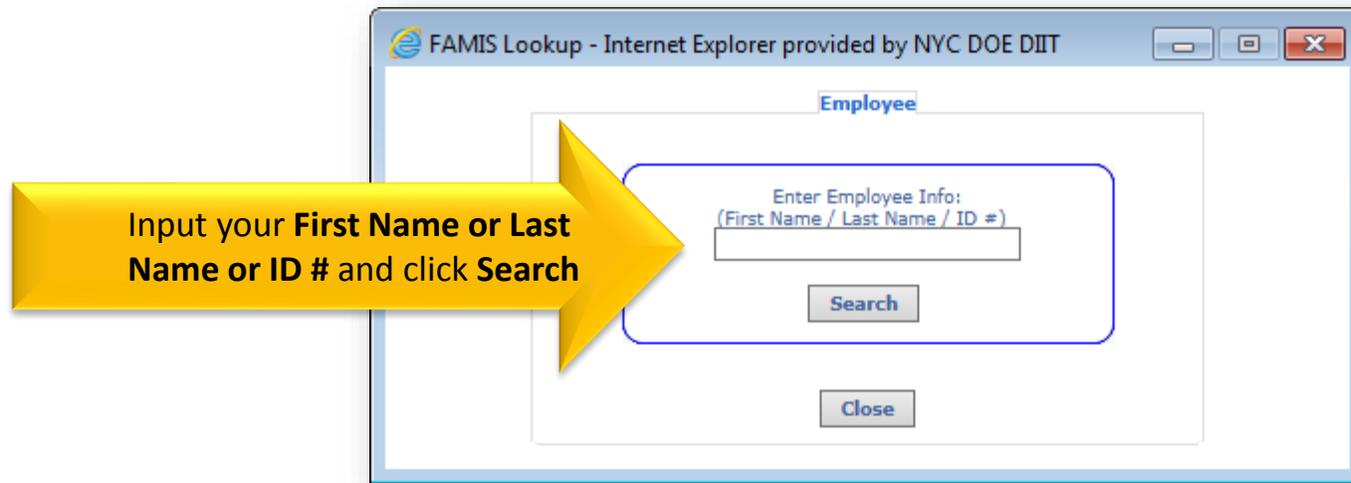
Employee Email :

The binoculars allow users to search for their Employee Reference Number
See next slide for FAMIS Lookup Screen

 Start Over

 Next

FAMIS Lookup Screen



FAMIS Lookup Screen

FAMIS Lookup - Internet Explorer provided by NYC DOE DIIT

Employee

Number of Results found: 24

Enter Employee Info:
(First Name / Last Name / ID #)

Search

	PMS ID	Last Name	First Name	FMC	Location	Title
Select				46	0000	SREPP
Select				31	RP31	TRTRQ
Select				09	X117	TRTRQ
Select				54	DF01	10124
Select				40	M10H	CTR TN
Select				11	X180	SYSYQ
Select				24	Q007	TRTRQ
Select				51	0000	CTR TN
Select				24	Q019	TRTSQ
Select				28	Q055	TRTRQ

1 2 3

Close

Click **Select** on the line that is populated with your information.

Employee Details Screen

NYC Department of Education TRAC

Version 3.0

Save TRAC | Load TRAC

Information

Please enter:
The traveler must
enter the information
appearing on the right.
This screen is for both
In and Out of Town
level requests.

TRAC - EMPLOYEE DETAILS

Employee Reference Number:

Employee Name : **First Name** **Middle** **Last Name**

Telephone

Address

City

State/Province

Zip

Employee Email :

DF01

Complete:

- Telephone #
- Address
- City
- State/Province
- Zip
- Employee Email

Click "Retrieve" to capture employee name and location information.

Click Next

Travel Details Screen

Department of EducationTRACVersion 3.0

Information

Please enter:
The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For out of town travel, the traveler will be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."

TRAC - TRAVEL DETAILS

In narrative form give a detailed description of your trip:

Reasons And Justifications

Travel Destination :

Travel Dates :

Date

Add More Dates (Fragmented Travel)

Note:

- If greater than 3 participants from one Office/Division plan to attend an external retreat, meeting, or conference, the Leadership member must have DOE Chief Operating Officer (or designee) approval to attend.

Type in a Detailed Description of your trip

Start Over

Back **Next**

Travel Details Screen

Department of
EducationTRACVersion 3.0Save TRAC | Load TRAC

Information	TRAC - TRAVEL DETAILS
<p data-bbox="573 558 810 761">Please enter: The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start</p> <p data-bbox="555 782 868 905">Choose a Reason/Justification for your trip</p> <p data-bbox="573 929 810 1096">only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."</p>	<p data-bbox="873 582 1110 648">In narrative form give a detailed description of your trip:</p> <div data-bbox="1123 582 1951 696"><input type="text"/></div> <p data-bbox="873 708 1014 748">Reasons And Justifications</p> <p data-bbox="873 758 1080 779">Travel Destination :</p> <p data-bbox="873 796 1021 818">Travel Dates :</p> <div data-bbox="1123 708 1538 1001"><p>--Select Reason--</p><ul style="list-style-type: none">Conferences (DOE Sponsored)Conferences (Externally Sponsored)Continuing educationHome VisitMeeting (DOE Sponsored)Meeting (Externally Sponsored)MentoringSeminarsSite VisitsTask forcesTrainingWorkshops</div> <p data-bbox="873 953 932 975">Note:</p> <ul style="list-style-type: none"><li data-bbox="873 982 1931 1048">If greater than 3 participants attend an external retreat, meeting, or conference, the Leadership member must have DOE Chief Operating Officer (or designee) approval to attend.

Start Over

Back

Next

Travel Details Screen

Department of EducationTRACVersion 3.0Save TRAC | Load TRAC

Information	TRAC - TRAVEL DETAILS
<p>Please enter: The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town travel will show date and out of town travel. The traveler will be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."</p>	<p>In narrative form give a detailed description of your trip:</p> <div style="border: 1px solid gray; height: 40px;"></div> <p>Reasons And <input type="text" value="--Select City--"/></p> <p>Travel Dates : <input type="text" value="Date"/> <input type="text" value="Date"/></p> <p>Add More Dates (Fragmented Travel)</p> <p>Note:</p> <ul style="list-style-type: none">If greater than 3 participants from one Office/Division plan to attend an external retreat, meeting, or conference, the Leadership member must have DOE Chief Operating Officer (or designee) approval to attend.

Start Over Back Next

Choose your Borough/City of travel

--Select City--
Brooklyn
Bronx
Manhattan
Staten Island
Queens

Travel Details Screen

Department of EducationTRACVersion 3.0Save TRAC | Load TRAC

Information

Please enter:
The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For out of town travel the traveler will be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."

TRAC - TRAVEL DETAILS

In narrative form give a detailed description of your trip:

Reasons And Justifications: --Select Reason--

Travel Destination: NY --Select City--

Date:

Note: If greater than 3 participants are attending a conference, the Leaders must obtain approval from the Chief Operating Officer (or designee) approval to attend an external retreat, meeting, or conference.

Click inside of the **Date** box and a monthly calendar will populate

October, 2016						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today: October 13, 2016

Travel Details Screen



Save TRAC | Load TRAC

Information

Please enter:
The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For out of town travel, the traveler will be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."

TRAC - TRAVEL DETAILS

In narrative form give a detailed description of your trip:

Reasons And Justifications

Conferences (DOE Sponsored) ▼

Travel Destination :

NY ▼ --Select City-- ▼

Travel Dates :

Date

What is your role (Check all that apply):

- Attendee
- Speaker
- Presenter
- Panel Participant

Have you submitted for approval your meeting presentation materials to your Executive Director and/or the designated head of the unit and/or office:

Yes No

Add More Dates (Fragmented Travel)

Note:

If greater than 3 participants from one Office/Division plan to attend an external retreat, meeting, or conference, the Leadership member must have Chief Operating Officer (or designee) approval to attend.

Start Over

Back Next

Choose your Role

Submitted Presentation Material?
Choose Yes or No

Click on Add More Dates (Fragmented Travel), if it applies

Click Next

Travel Details Screen

Save TRAC | Load TRAC

Information

Please enter:
The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For out of town travel, the traveler will be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."

TRAC - TRAVEL DETAILS

In narrative form give a detailed description of your trip:

Reasons And Justifications

Travel Destination :

Travel Dates :

Date

What is your role (Check all that apply):

- Attendee
- Speaker
- Presenter
- Panel Participant

Have you submitted for approval your meeting presentation materials to your Executive Director and/or the designated head of the unit and/or office:

Yes No

In narrative form give a detailed description of your trip:

Reasons And Justifications

Travel Destination :

Travel Dates :

Date

Add More Dates (Fragmented Travel)

Delete Date (Fragmented Travel)

Note:

If greater than 3 participants from the Office/Division plan to attend an external retreat, meeting, or conference, the Leadership member must have the Chief Operating Officer (or designee) approval to attend.

Click on **Add More Dates (Fragmented Travel)**, if it applies

Back Next

Click Next

Input information required for additional dates.

Expense Details Screen

NYC Department of Education TRAC

Version 3.0

[Save TRAC](#) | [Load TRAC](#)

Information

These fields are for Local Travel Only. Place cursor over items with '?' to get description

TRAC - EXPENSE DETAILS

Expense Details for Travel Dates :
Click here to access GSA Rates
For more information to visit Fedrooms.com

? **Personal Vehicle Mileage:**

Actual Mileage Minimum Mileage

? **Mileage Cost:**

Tolls :	<input type="text" value="\$0.00"/>
Parking :	<input type="text" value="\$0.00"/>
Ground Transportation :	<input type="text" value="\$0.00"/>
Mass Transit :	<input type="text" value="\$0.00"/>
Other :	<input type="text" value="\$0.00"/>
Total	<input type="text" value="\$0.00"/>
Grand Total	<input type="text" value="\$0.00"/>

Actual Expenses

The travel dates selected will appear at the top of the Expense Details screen.

Enter **Personal Vehicle Mileage** (if applicable). Click on either **Actual Mileage** or **Minimum Mileage**. Indicate actual mileage driven while using your personal vehicle for DOE business. A **Personal Vehicle** form has to be completed and approved to input information.

To access the current [GSA \(General Services Administration\)](#) rates click on the link. GSA Rates cover Per Diem, Meals, Airfares, Hotels and Privately Owned Vehicles

Input:
Mileage (Cost for miles used)
Tolls
Parking
Ground Transportation
Mass Transit
Other

Click Next

Approver Details Screen

Enter Approver's
Email, First Name,
Middle Initial, Last
Name and Title

*Note: Failure to enter
the correct DOE email
address will delay the
approval of the TRAC
request.*

Click on the binoculars to search
for the correct approver. *See next
slide for Email Lookup Screen*

Save TRAC | Load TRAC

TRAC - APPROVER DETAILS

Approver Email: @schools.nyc.gov 

Approver Name : **First Name** **Middle** **Last Name**

Title:

Copy To Email: (Optional) @schools.nyc.gov 

Name : **First Name** **Middle** **Last Name**

Title:

*Optional: Copy
to another
person by
entering their
Email, First
Name, Middle
Initial, Last
Name and Title*

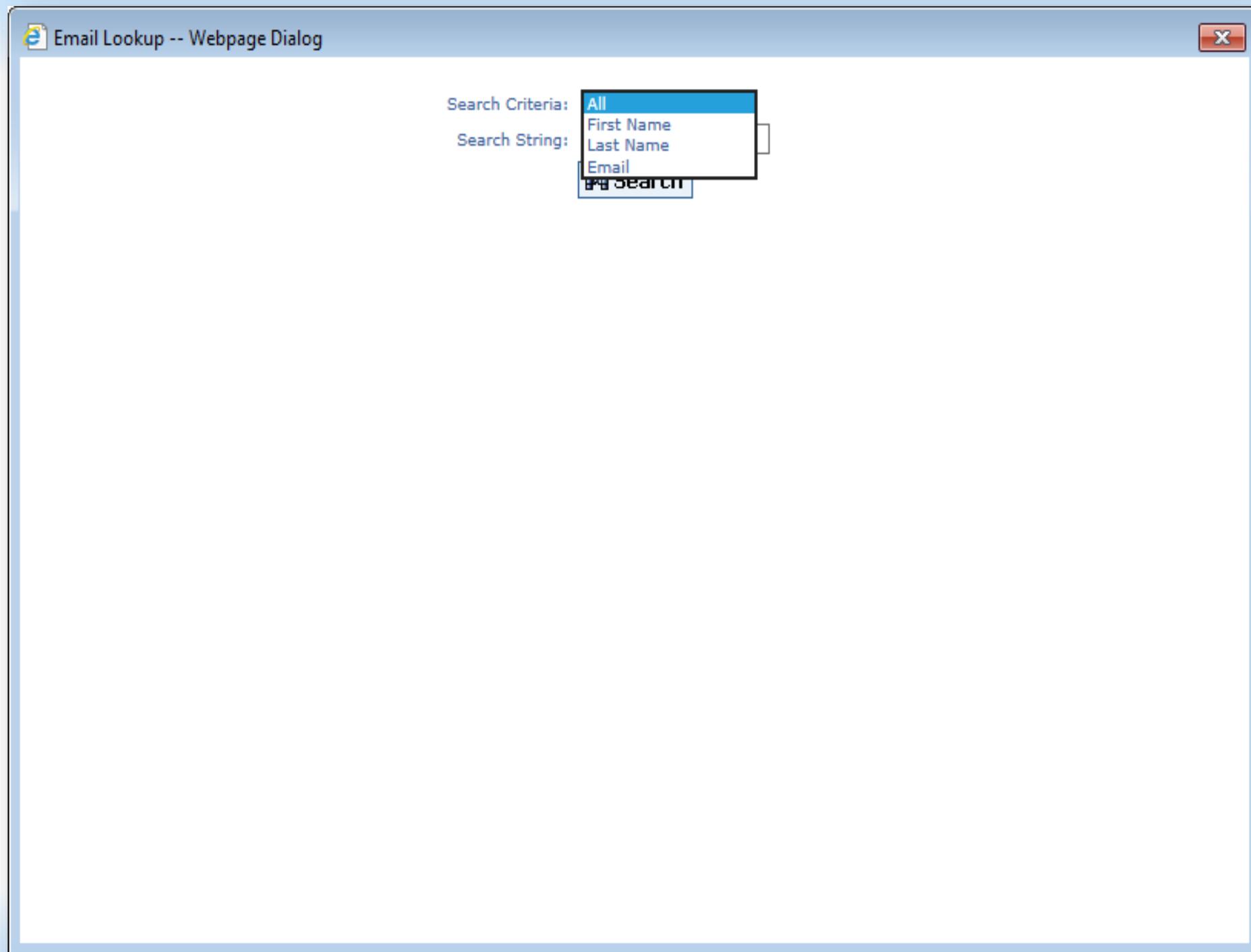
 Start Over

 Back

 Next

Click Next

Email Lookup Screen



Documents Screen

NYC Department of Education TRAC

Version 3.0

Save TRAC | Load TRAC

Information

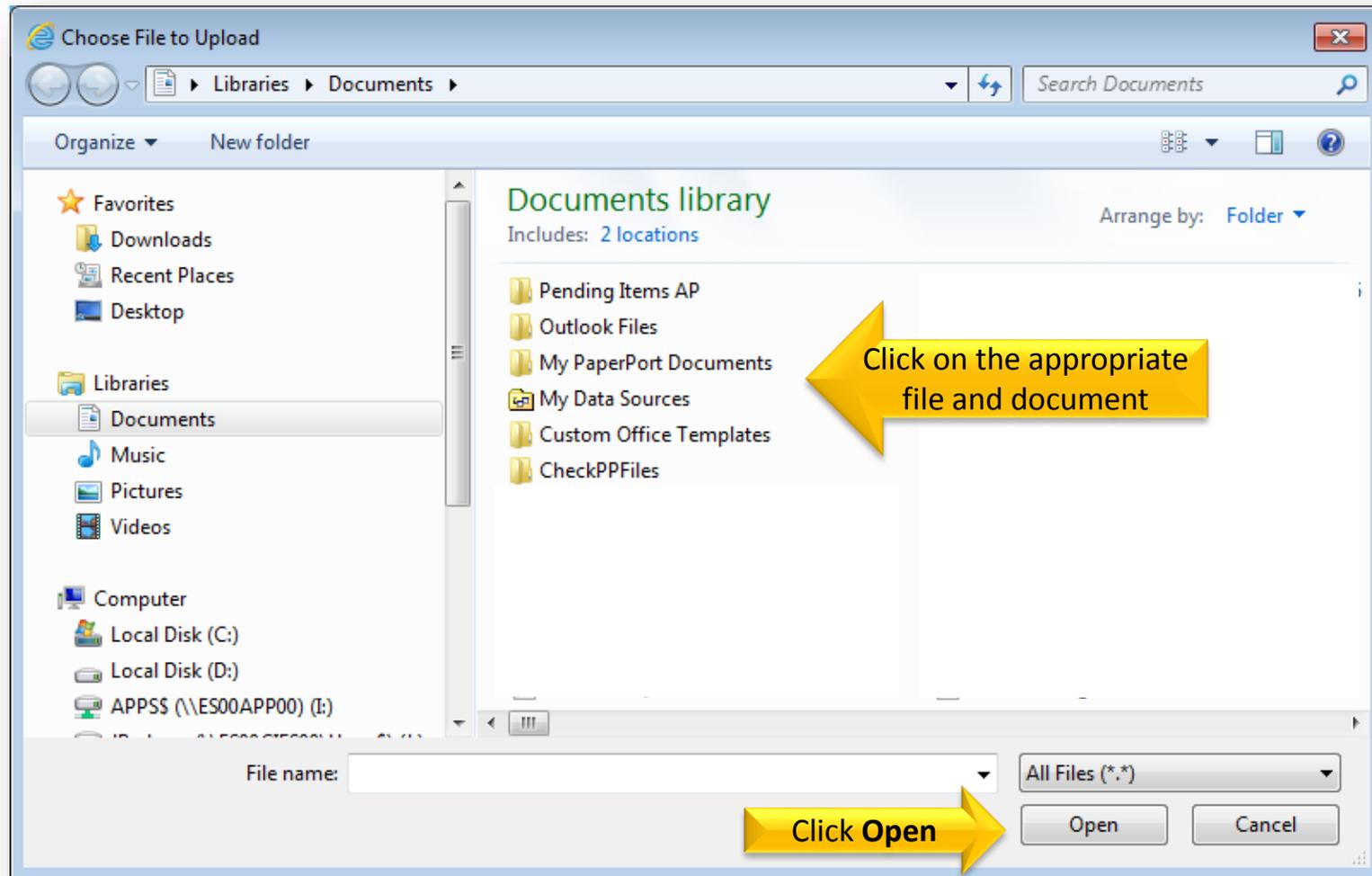
Please enter:
This convenient upload feature will allow you to attach receipts, agendas, itineraries, credit card statements, bids, etc. and document types such as .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .tiff and .zip. These documents will be reviewed by your Approving Officer for appropriateness of the travel expenses. You will still be expected to submit original receipts for payment reimbursement purposes.

TRAC - DOCUMENTS

No Receipts available for this TRAC.

*** You must upload supporting documentation**
(Only .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .png, .tiff, .zip files are allowed)
Total file(s) size cannot be more than 10 MB

Supporting Documentation is required to submit a TRAC.
Click the **Browse** button to search for documents contained on your computer's hard drive or portable storage device.



Documents Screen

The uploaded **Document Name** will be indicated

Please enter:
This convenient upload feature will allow you to attach receipts, agendas, itineraries, credit card statements, bids, etc. and document types such as .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .tiff and .zip. These documents will be reviewed by your Approving Officer for appropriateness of the travel expenses. You will still be expected to submit original receipts for payment reimbursement purposes.

No	Document Name	Size
1	test.docx	0.05 MB

*** You must upload supporting documentation**
(Only .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .png, .tiff and .zip files are allowed)
Total file(s) size cannot be more than 5 MB

Click Upload

Start Over

Back Next

Click Next

Confirm and Certify Screen

Save TRAC | Load TRAC

Information

Please confirm your information.

Review page to ensure all information previously entered is correct. Click **Edit** to make any changes to **TRAC Employee Details** and **Expense Details**

TRAC - CONFIRM AND CERTIFY

TRAC - EMPLOYEE DETAILS

 **Edit**

Employee Reference Number:

Employee Name :

First Name	Middle	Last Name	Location Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	DF01

Telephone

Address

City

State/Province

Zip

Employee Email :

TRAC - EXPENSE DETAILS

 **Edit**

Expense Details for Travel Dates : 05/19/2016 To 05/19/2016

[Click here to access GSA Rates](#)

For more information to visit [Fedrooms.com](#)

? **Personal Vehicle Mileage:**

Actual Mileage **Minimum Mileage**

	Actual Expenses
? Mileage Cost:	<input type="text" value="\$0.00"/>
Tolls :	<input type="text" value="\$0.00"/>
Parking :	<input type="text" value="\$0.00"/>
Ground Transportation :	<input type="text" value="\$0.00"/>
Mass Transit :	<input type="text" value="\$0.00"/>
Other :	<input type="text" value="\$0.00"/>
Total	<input type="text" value="\$0.00"/>
Grand Total	<input type="text" value="\$0.00"/>

Confirm and Certify Screen

Review page to ensure all information previously entered is correct. Click **Edit** to make any changes to **Approver Details** and **Documents**

TRAC - APPROVER DETAILS Edit

Approver Email: [] @schools.nyc.gov
Approver Name : **First Name** [] **Middle** [] **Last Name** []
Title: []

Copy To Email: (Optional) [] @schools.nyc.gov
Name : **First Name** [] **Middle** [] **Last Name** []
Title: []

TRAC - DOCUMENTS Edit

No	Document Name	Size
1	[]	0.05 MB

*** You must upload supporting documentation**
(Only .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .png, .tiff and .zip files are allowed)
Total file(s) size cannot be more than 5 MB

I certify that I am the actual traveler. I will also keep supporting original documentation for my reimbursement requests.
Click here to acknowledge this certification

Start Over Submit Back

Click "Click here to acknowledge this certification"

Click Submit

TRAC Progress Screen

An email has been sent to the approver. You will be notified as the TRAC progresses.
TRAC Tracking ID generated is : **TR160000643**

 Next

You will receive a TRAC
Tracking ID number and an
email is sent to the approver.

Out of Town Travel-Request

TRAC User Options

Pending Approval |  Show Chart

Information

Please Select an option.
Before doing so, hold the mouse over the

Click on **Out of Town Travel-Request**

following link:
[http://dfoapps.nycenet.edu/SOP/Default.aspx?
c=1159](http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1159)

TRAC - USER OPTIONS

- Local Travel Reimbursement
- Out Of Town Travel-Request
- Out Of Town Travel-Request
(International)
- Out Of Town Travel-Reimbursement
- Edit Rejected TRAC

Please [click here](#) to access the "Request for Use of Personal Vehicle." This form must be completed PRIOR to using your personal vehicle for DOE business. An approved form is good for a period not to exceed 31 days. A new form must be completed for each 31 day cycle. Once the form is completed and approved, a number will be assigned for tracking purposes (Tracking Number).

Click Next

 Next

Employee Details Screen



Save TRAC | Load TRAC

Information

TRAC - EMPLOYEE DETAILS

Enter **Employee Reference Number** (Employee ID number) **OR** click on the binoculars.

local and Out of State travel requests. Use the search feature (Click on the magnifying glass) if you must retrieve your reference number. Once the reference number is entered and "Retrieve" is clicked the employee's name will be self populated.

Employee Reference Number:  

Employee Name :

Telephone

Address

City

State/Province

Zip

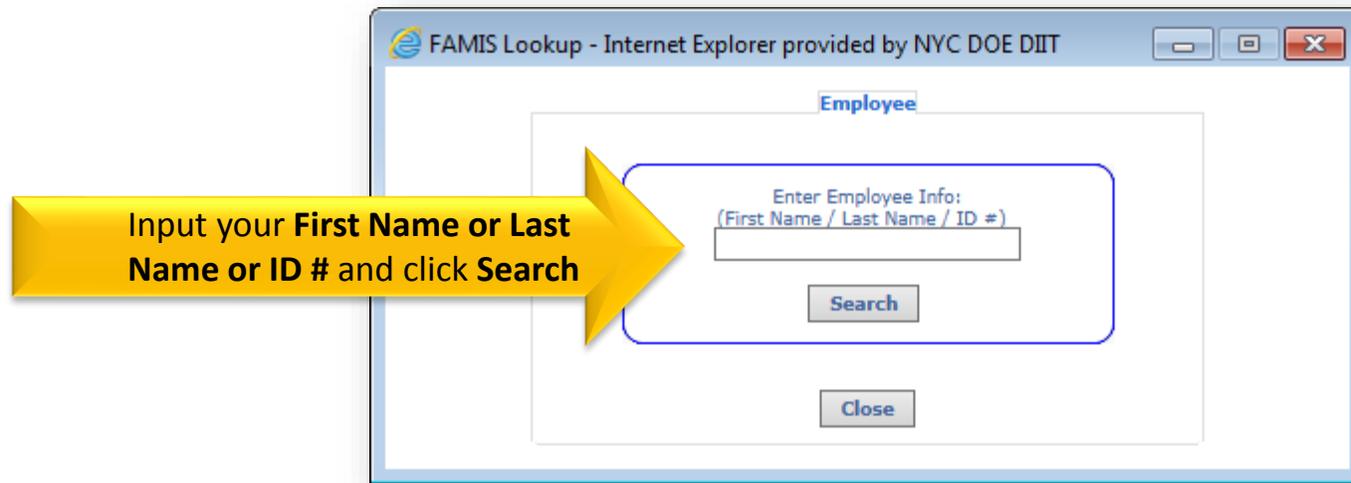
Employee Email :

The binoculars allow users to search for their Employee Reference Number
See next slide for FAMIS Lookup Screen

 Start Over

 Next

FAMIS Lookup Screen



FAMIS Lookup Screen

FAMIS Lookup - Internet Explorer provided by NYC DOE DIIT

Employee

Number of Results found: 24

Enter Employee Info:
(First Name / Last Name / ID #)

Search

	PMS ID	Last Name	First Name	FMC	Location	Title
Select				46	0000	SREPP
Select				31	RP31	TRTRQ
Select				09	X117	TRTRQ
Select				54	DF01	10124
Select				40	M10H	CTR TN
Select				11	X180	SYSYQ
Select				24	Q007	TRTRQ
Select				51	0000	CTR TN
Select				24	Q019	TRTSQ
Select				28	Q055	TRTRQ

1 2 3

Close

Click **Select** on the line that is populated with your information.

Employee Details Screen

NYC Department of Education TRAC

Version 3.0

Save TRAC | Load TRAC

Information

Please enter:
The traveler must enter the information appearing on the right. This screen is for both In-City and Out of Town travel requests. Use the search feature to find the reference number. Once the reference number is entered, and "Retrieve" is clicked, the employee's name will be self populated.

TRAC - EMPLOYEE DETAILS

Employee Reference Number:

Employee Name :

Telephone:

Address:

City:

State/Province:

Zip:

Employee Email:

DF01

- Complete:
- Telephone #
 - Address
 - City
 - State/Province
 - Zip
 - Employee Email

Click "Retrieve" to capture employee name and location information.

Click Next

Travel Details Screen

Department of
EducationTRACVersion 3.0Load TRAC

Information

Please enter:
The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For out of town travel, the traveler will be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."

TRAC - TRAVEL DETAILS

In narrative form give a detailed description of your trip:

Reasons And Justifications

Travel Destination :

Travel Dates :

Start Date	End Date
<input type="text"/>	<input type="text"/>

Note:

- If greater than 3 participants from one Office/Division plan to attend an external retreat, meeting, or conference, the Leadership member must have DOE Chief Operating Officer (or designee) approval to attend.

Type in a Detailed Description of your trip

Travel Details Screen

Department of EducationTRACVersion 3.0Save TRAC | Load TRAC

Information	TRAC - TRAVEL DETAILS
<p data-bbox="580 558 817 758">Please enter: The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start and end date.</p> <p data-bbox="580 929 817 1093">Traveler can only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."</p>	<p data-bbox="876 582 1110 648">In narrative form give a detailed description of your trip:</p> <div data-bbox="1131 582 1956 696"><input type="text"/></div> <p data-bbox="876 705 1021 748">Reasons And Justifications</p> <p data-bbox="876 758 1080 779">Travel Destination :</p> <p data-bbox="876 793 1021 815">Travel Dates :</p> <div data-bbox="1131 711 1538 1001"><p data-bbox="1131 719 1314 741">--Select Reason--</p><ul style="list-style-type: none">Conferences (DOE Sponsored)Conferences (Externally Sponsored)Continuing educationHome VisitMeeting (DOE Sponsored)Meeting (Externally Sponsored)MentoringSeminarsSite VisitsTask forcesTrainingWorkshops</div> <p data-bbox="876 951 937 972">Note:</p> <ul style="list-style-type: none"><li data-bbox="876 979 1931 1045">If greater than 3 participants attend an external retreat, meeting, or conference, the Leadership member must have DOE Chief Operating Officer (or designee) approval to attend.

Choose a Reason/Justification for your trip



Travel Details Screen



Department of
Education

TRAC

Version 3.0

Save TRAC | Load TRAC

Information	TRAC - TRAVEL DETAILS
<p>Please enter: The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the traveler will only be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."</p>	<p>In narrative form give a detailed description of your trip:</p> <div style="border: 1px solid gray; height: 40px;"></div> <p>Reasons And</p> <p>--Select Reason--</p> <p>--Select State--</p> <p>--Select City--</p> <p>End Date</p> <div style="border: 1px solid gray; width: 100px; height: 20px;"></div> <p>Add More Dates (Fragmented Travel)</p> <p>Note:</p> <ul style="list-style-type: none">If greater than 3 participants are attending a conference, the Leader must have DOE Chief Operating Officer (or designee) approval to attend.
	<p>Start Over</p>
	<p>Back Next</p>

Click on drop down arrow and **Select State** traveling to

Travel Details Screen



Department of
Education

TRAC

Version 3.0

Save TRAC | Load TRAC

Information	TRAC - TRAVEL DETAILS
<p>Please enter: The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For out of town travel, the traveler will be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."</p>	<p>In narrative form give a detailed description of your trip:</p> <div style="border: 1px solid gray; height: 40px; margin-bottom: 10px;"></div> <p>Reasons And Justifications</p> <p>--Select Reason-- ▼</p> <p>Travel Destination : CA ▼</p> <p>Travel Dates :</p> <p>Start Date</p> <div style="border: 1px solid gray; width: 100px; height: 20px; margin-bottom: 10px;"></div> <p style="text-align: center; border: 1px solid gray; padding: 2px 10px; display: inline-block;">Add More Dates</p> <p>Note:</p> <ul style="list-style-type: none">• If greater than 3 participants from one Office attend a conference, the Leadership member must have external retreat, meeting, or other (or designee) approval to attend. <p style="text-align: center;">Start Over</p>

--Select City--

- Bakersfield / Ridgecrest
- Contra Costa County
- Death Valley
- Eureka
- Fresno
- Los Angeles
- Mammoth Lakes
- Marin County
- Monterey
- Napa
- Oakhurst
- Oakland
- Palm Springs
- Point Arena / Gualala
- Redding
- Sacramento
- San Bernardino
- San Diego
- San Francisco
- San Luis Obispo
- San Mateo
- Santa Barbara
- Santa Clara County
- Santa Cruz
- Santa Monica
- Santa Rosa
- South Lake Tahoe
- Stockton
- Tahoe City

Click on drop down arrow and **Select City** within the state traveling to

Back Next

Travel Details Screen

Department of EducationTRACVersion 3.0Save TRAC | Load TRAC

Information

Please enter:
The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For

TRAC - TRAVEL DETAILS

In narrative form give a detailed description of your trip:

Reasons And Justifications

Travel Destination : CA --Select City--

Start Date End Date

Click inside of the **Start Date** box and a monthly calendar will populate.

Note:
If greater than 3 participants attend, the Leaders must obtain an external retreat, meeting, or conference, the Leaders must obtain the Chief Operating Officer (or designee) approval to attend.

Start Over

Back Next

Today: October 13, 2016

October, 2016						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Travel Details Screen

Department of EducationTRACVersion 3.0Save TRAC | Load TRAC

Information

Please enter:
The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For out of town travel, the traveler will be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."

TRAC - TRAVEL DETAILS

In narrative form give a detailed description of your trip:

Reasons And Justifications: --Select Reason--

Travel Destination: CA --Select City--

Travel Dates:

Start Date	End Date
<input type="text"/>	<input type="text"/>

Note:
If greater than 3 participants from one Office/Conference, the Leadership member must have approval to attend.

[Add More Dates](#)

[Start Over](#) [Back](#) [Next](#)

Click inside of the **End Date** box and a monthly calendar will populate.

October, 2016						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today: October 13, 2016



Save TRAC | Load TRAC

Information

Please enter:
The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For out of town travel, the traveler will be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 of NYC. More dates may be clicking on Dates (Fragmented Travel)."

TRAC - TRAVEL DETAILS

In narrative form give a detailed description of your trip:

Reasons And Justifications

Conferences (DOE Sponsored) ▾

Travel Destination :

CA ▾ --Select City-- ▾

Travel Dates :

Start Date	End Date
<input type="text"/>	<input type="text"/>

What is your role (Check all that apply):

- Attendee
- Speaker
- Presenter
- Panel Participant

Have you submitted for approval your meeting presentation materials to your Executive Director and/or the designated head of the unit and/or office:

Yes No

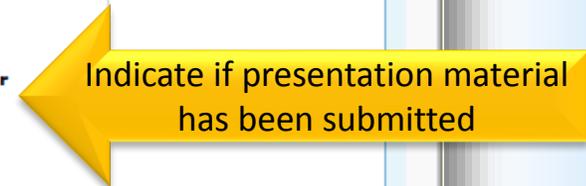
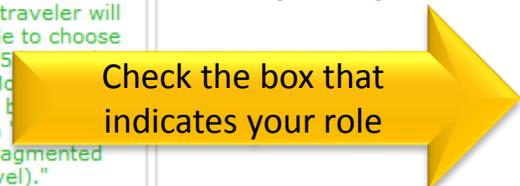
Add More Dates (Fragmented Travel)

Note:

- If greater than 3 participants from one Office/Division plan to attend an external retreat, meeting, or conference, the Leadership member must have DOE Chief Operating Officer (or designee) approval to attend.

Start Over

Back Next



Travel Details Screen

Save TRAC | Load TRAC

Information

Please enter:
The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For out of town travel, the traveler will be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."

TRAC - TRAVEL DETAILS

In narrative form give a detailed description of your trip:

Reasons And Justifications

Conferences (DOE Sponsored) ▼

Travel Destination :

CA ▼ Bakersfield / Ridgecrest ▼

Travel Dates :

Start Date **End Date**
10/13/2016 10/14/2016

What is your role (Check all that apply):

- Attendee
- Speaker
- Presenter
- Panel Participant

Have you submitted for approval your meeting presentation materials to your Executive Director and/or the designated head of the unit and/or office:

Yes No

In narrative form give a detailed description of your trip:

Reasons And Justifications

--Select Reason-- ▼

Travel Destination :

--Select State-- ▼ --Select City-- ▼

Travel Dates :

Start Date **End Date**

Add More Dates (Fragmented Travel)

Delete Date (Fragmented Travel)

Note:

If greater than 3 participants from the Office/Division plan to attend an external retreat, meeting, or conference, the Leadership member must have the Chief Operating Officer (or designee) approval to attend.

Click on **Add More Dates (Fragmented Travel)**, if it applies

Back Next

Click Next

Expense Details Screen

NYC Department of Education TRAC

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Save TRAC | Load TRAC

Information
These fields are for Local Travel Only. Place cursor over items with '?' to get description

TRAC - EXPENSE DETAILS

Expense Details for Travel Dates
Click here to access GSA Rates

For more information Click here to visit Fedrooms.com

Actual Mileage Minimum Mileage

Note: If a purchase order is generated for any of these items, you must still include the expense in the appropriate field.

	Estimated Expenses
¹ Air/Train :	\$0.00
Tolls :	\$0.00
Parking :	\$0.00
? Meals :	\$0.00
Ground Transportation :	\$0.00
? ² Lodging : (Amount for the Total Stay)	\$0.00
³ Sales/Hotels Tax : (NYS Exempt)	\$0.00
? Personal Vehicle Mileage:	0
? Personal Vehicle Mileage Cost:	\$0.00
Rental Car :	\$0.00
Mass Transit :	\$0.00
⁴ Registration :	\$0.00
Other :	\$0.00
Total	\$0.00
Grand Total	\$0.00

No Expenses Incurred

1. Are you planning on using a purchase order for air travel? Yes No

2. Are you planning on using the DOE travel agency/ purchase order for lodging? Yes No

3. Are you planning on using a purchase order for Sales/Hotel Tax? Yes No

4. Are you planning on using a purchase order or P-Card for Registration? Yes No

The travel dates selected will appear at the top of the Expense Details screen.

Click on either **Actual Mileage** or **Minimum Mileage**. Indicate actual mileage driven while using your personal vehicle for DOE business. A Personal Vehicle form has to be completed and approved to input information.

To access the current [GSA \(General Services Administration\)](#) rates click on the link. GSA Rates cover Per Diem, Meals, Airfares, Hotels and Privately Owned Vehicles

- Input (If applicable):
- Air/Train
 - Tolls
 - Parking
 - Meals
 - Ground Transportation
 - Lodging
 - Sales/Hotels tax
 - Personal vehicle Mileage
 - Personal Vehicle Mileage Cost
 - Rental Car
 - Mass Transit
 - Registration
 - Other

Click if **No Expense Incurred**

Answer questions 1-4

Click **Next**

Approver Details Screen

Enter Approver's
Email, First Name,
Middle Initial, Last
Name and Title

*Note: Failure to enter
the correct DOE email
address will delay the
approval of the TRAC
request.*

Click on the binoculars to search
for the correct approver. *See next
slide for Email Lookup Screen*

Save TRAC | Load TRAC

TRAC - APPROVER DETAILS

Approver Email: @schools.nyc.gov 

Approver Name : **First Name** **Middle** **Last Name**

Title:

Copy To Email: (Optional) @schools.nyc.gov 

Name : **First Name** **Middle** **Last Name**

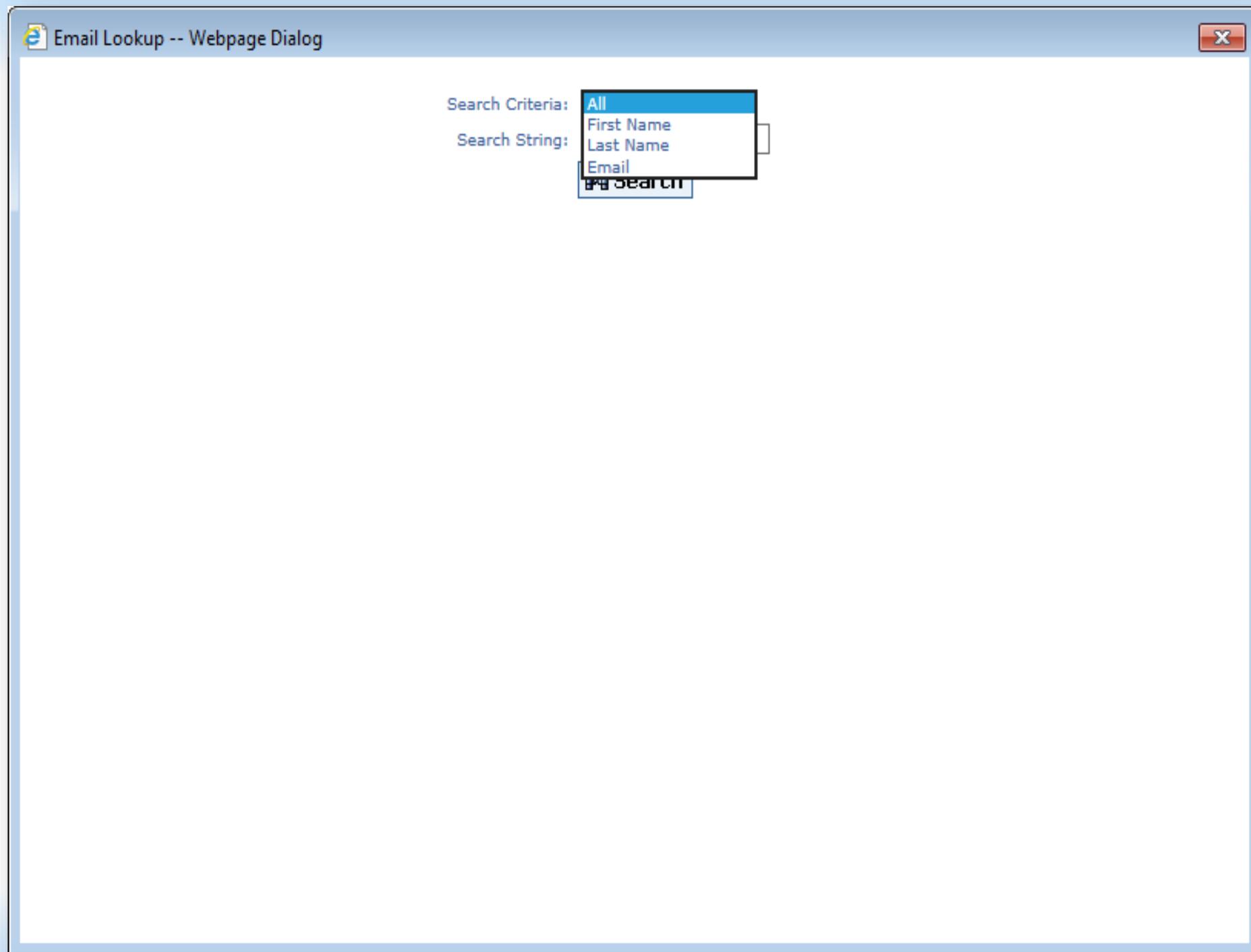
Title:

 Start Over  Back  Next

*Optional: Copy
to another
person by
entering their
Email, First
Name, Middle
Initial, Last
Name and Title*

Click Next

Email Lookup Screen



Save TRAC | Load TRAC

Information

Please enter:
This convenient upload feature will allow you to attach receipts, agendas, itineraries, credit card statements, bids, etc. and document types such as .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .tiff and .zip. These documents will be reviewed by your Approving Officer for appropriateness of the travel expenses. You will still be expected to submit original receipts for payment reimbursement purposes.

TRAC - DOCUMENTS

No Receipts available for this TRAC.

Browse...

Upload

*** You must upload supporting documentation**

(Only .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .png, .tiff, .zip files are allowed)
Total file(s) size cannot be more than 10 MB

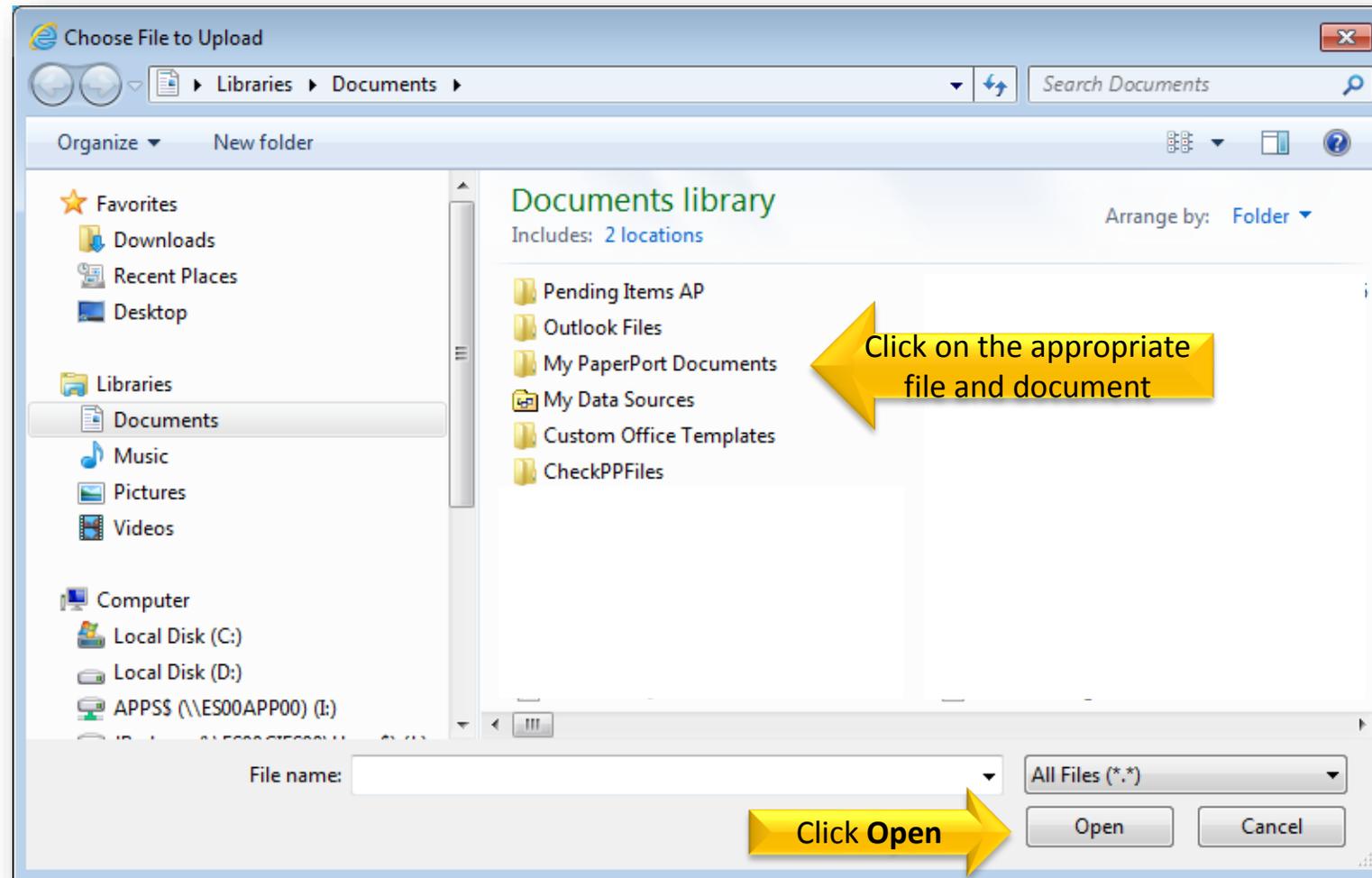
Supporting Documentation is required to submit a TRAC.
Click the **Browse** button to search for documents contained on your computer's hard drive or portable storage device.

 Start Over

 Back

 Next

Documents Screen



Documents Screen

Save TRAC | Load TRAC

The uploaded document will be indicated

Please enter:
This convenient upload feature will allow you to attach receipts, agendas, itineraries, credit card statements, bids, etc. and document types such as .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .tiff and .zip. These documents will be reviewed by your Approving Officer for appropriateness of the travel expenses. You will still be expected to submit original receipts for payment reimbursement purposes.

No	Document Name	Size
1	test.docx	0.05 MB

*** You must upload supporting documentation**
(Only .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .png, .tiff and .zip files are allowed)
Total file(s) size cannot be more than 5 MB

Click Upload

Click Next

Confirm and Certify Screen

Review page to ensure all information previously entered is correct. Click **Edit** to make any changes to **Employee Details** and **Travel Details**

NYC Department of Education TRAC

Version 3.0

Save TRAC | Load TRAC

Information
Please confirm your information.

TRAC - CONFIRM AND CERTIFY

TRAC - EMPLOYEE DETAILS [Edit](#)

Employee Reference Number:

Employee Name :

First Name	Middle	Last Name	Location Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	DF01

Telephone

Address

City

State/Province

Zip

Employee Email :

TRAC - TRAVEL DETAILS [Edit](#)

All International trips must be approved by the executive director.

In narrative form give a detailed description of your trip:

Reasons And Justifications

Travel Destination :

Travel Dates :

Start Date	End Date
<input type="text"/>	<input type="text"/>

Confirm and Certify Screen

Review page to ensure all information previously entered is correct. Click **Edit** to make any changes to **Expense Details**

TRAC - EXPENSE DETAILS Edit

Expense Details for Travel Dates : 05/19/2016 To 05/27/2016
[Click here to access GSA Rates](#)

For more information [Click here to visit Fedrooms.com](#)

Actual Mileage Minimum Mileage

Note: If a purchase order is generated for any of these items, you must still include the expense in the appropriate field.

	Estimated Expenses
¹ Air/Train :	<input type="text"/>
Tolls :	<input type="text" value="\$0.00"/>
Parking :	<input type="text" value="\$0.00"/>
? Meals :	<input type="text" value="\$0.00"/>
Ground Transportation :	<input type="text" value="\$0.00"/>
? ² Lodging : (Amount for the Total Stay)	<input type="text"/>
³ Sales/Hotels Tax : (NYS Exempt)	<input type="text"/>
? Personal Vehicle Mileage:	<input type="text" value="0"/>
? Personal Vehicle Mileage Cost:	<input type="text" value="\$0.00"/>
Rental Car :	<input type="text" value="\$0.00"/>
Mass Transit :	<input type="text"/>
⁴ Registration :	<input type="text" value="\$0.00"/>
Other :	<input type="text" value="\$0.00"/>
Total	<input type="text"/>
Grand Total	<input type="text"/>

No Expenses Incurred

1. Are you planning on using a purchase order for air travel? Yes No

2. Are you planning on using the DOE travel agency/ purchase order for lodging? Yes No

3. Are you planning on using a purchase order for Sales/Hotel Tax? Yes No

4. Are you planning on using a purchase order or P-Card for Registration? Yes No

Confirm and Certify Screen

Review page to ensure all information previously entered is correct. Click **Edit** to make any changes to **Approver Details** and **Documents**

TRAC - APPROVER DETAILS Edit

Approver Email: @schools.nyc.gov

Approver Name : **First Name** **Middle** **Last Name**

Title:

Copy To Email: (Optional) @schools.nyc.gov

Name : **First Name** **Middle** **Last Name**

Title:

TRAC - DOCUMENTS Edit

No	Document Name	Size
1	0.05 MB

*** You must upload supporting documentation**
(Only .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .png, .tiff and .zip files are allowed)
Total file(s) size cannot be more than 5 MB

I certify that I am the actual traveler. I will also keep supporting original documentation for my reimbursement requests.
Click here to acknowledge this certification

Start Over Submit Back

Click "Click here to acknowledge this certification"

Click Submit

TRAC Progress Screen

An email has been sent to the approver. You will be notified as the TRAC progresses.
TRAC Tracking ID generated is : **PE1600895**

 **Next**

You will receive a TRAC
Tracking ID number and an
email is sent to the approver.

Out of Town Travel-Request International Screen

TRAC User Options

Pending Approval |  Show Chart

Information

Please Select an option.
Before doing so, hold the mouse over
each option to get a brief blurb of what

Click on **Out of Town Travel-
Request International**

TRAC - USER OPTIONS

- Local Travel Reimbursement
- Out Of Town Travel-Request
- Out Of Town Travel-Request
(International)
- Out Of Town Travel-Reimbursement
- Edit Rejected TRAC

Please [click here](#) to access the "Request for Use of Personal Vehicle." This form must be completed PRIOR to using your personal vehicle for DOE business. An approved form is good for a period not to exceed 31 days. A new form must be completed for each 31 day cycle. Once the form is completed and approved, a number will be assigned for tracking purposes (Tracking Number).

Click Next

 Next

Employee Details Screen

Enter **Employee Reference Number** (Employee ID number) **OR** click on the binoculars.

This screen is used with local and Out of town travel requests. Use the search feature (Click on the magnifying glass) if you must retrieve your reference number. Once the reference number is entered and "Retrieve" is clicked the employee's name will be self populated.

TRAC - EMPLOYEE DETAILS

Employee Reference Number: 

Employee Name : **First Name** **Middle**

Telephone

Address

City

State/Province

Zip

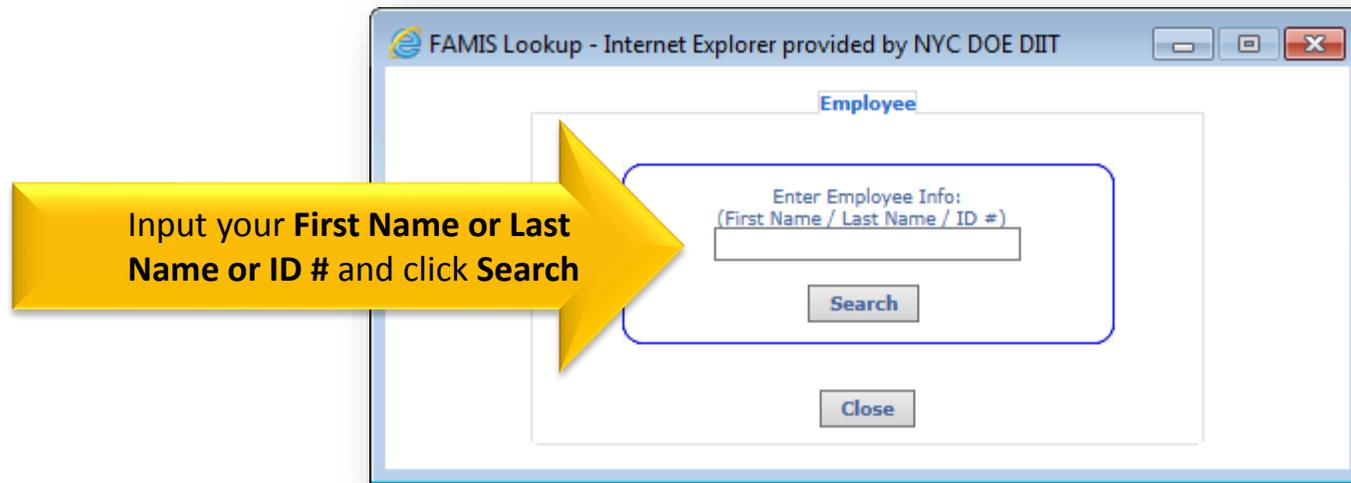
Employee Email :

The binoculars allow users to search for their Employee Reference Number
See next slide for FAMIS Lookup Screen

 Start Over

 Next

FAMIS Lookup Screen



FAMIS Lookup Screen

FAMIS Lookup - Internet Explorer provided by NYC DOE DIIT

Employee

Number of Results found: 24

Enter Employee Info:
(First Name / Last Name / ID #)

Search

	PMS ID	Last Name	First Name	FMC	Location	Title
Select				46	0000	SREPP
Select				31	RP31	TRTRQ
Select				09	X117	TRTRQ
Select				54	DF01	10124
Select				40	M10H	CTR TN
Select				11	X180	SYSYQ
Select				24	Q007	TRTRQ
Select				51	0000	CTR TN
Select				24	Q019	TRTSQ
Select				28	Q055	TRTRQ

1 2 3

Close

Click **Select** on the line that is populated with your information.

Employee Details Screen

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Save TRAC | Load TRAC

Information

Please enter:
The traveler must
enter the information
appearing on the right.
This screen is for both
In-City and Out of Town
travel requests. The
search feature
will
locate the referen
ce number is entered, and
"Retrieve" is clicked
employee's name
will be self populated.

TRAC - EMPLOYEE DETAILS

Employee Reference Number:

Employee Name : **First Name** **Middle** **Last Name**

Telephone

Address

City

State/Province --Select State-- ▾

Zip

Employee Email :

DF01

Complete:

- Telephone #
- Address
- City
- State/Province
- Zip
- Employee Email

Click "Retrieve" to capture employee name and location information.

Click Next



Department of
Education

TRAC

Version 3.0

Type in a Detailed Description of your trip



Information

Please enter:

The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For out of town travel, the traveler will be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."

TRAC - TRAVEL DETAILS

All International trips must have approval by the DOE Chief Operating Officer.

In narrative form give a detailed description of your trip:

Reasons And Justifications

--Select Reason--

Travel Destination :

--Select Country--

--Select City--

Travel Dates :

Start Date	End Date

Have you received approval to travel Internationally from DOE Chief Operating Officer?

Yes No

Add More Dates (Fragmented Travel)

Note:

- If greater than 3 participants from one Office/Division plan to attend an external retreat, meeting, or conference, the Leadership member must have DOE Chief Operating Officer (or designee) approval to attend.

Start Over

Back

Next

Travel Details Screen

Department of EducationTRACVersion 3.0Save TRAC | Load TRAC

Information	TRAC - TRAVEL DETAILS
<p>Please enter: The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For travel within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."</p>	<p>All International trips must have approval by the DOE Chief Operating Officer.</p> <p>In narrative form give a detailed description of your trip:</p> <p>Reasons And Justifications</p> <p>Travel Destination : <input type="text"/></p> <p>Travel Dates : <input type="text"/></p> <p>Have you received approval from the Chief Operating Officer? <input type="checkbox"/></p> <p>Note:</p> <ul style="list-style-type: none">If greater than 3 participants from one Office/Division plan to attend an external retreat, meeting, or conference, the Leadership member must have DOE Chief Operating Officer (or designee) approval to attend. <p>Add More Dates (Fragmented Travel)</p>

Choose a Reason/Justification for your trip



[Start Over](#) [Back](#) [Next](#)

Travel Details Screen



Department of Education

TRAC

Version 3.0

Save TRAC | Load TRAC

Information

Please enter:
The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen

Traveler will be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."

TRAC - TRAVEL DETAILS

All International trips must have approval by the DOE Chief Operating Officer.

In narrative form give a detailed description of your trip:

Travel Dates :

Have you received approval from the Chief Operating Officer?

Note:
If greater than 3 participants attend a conference, the Leader must attend.

Start Over

Back Next

Click on drop down arrow and Select Country traveling to

--Select Reason--

--Select Country--

- AFGHANISTAN
- ALBANIA
- ALGERIA
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARCTICA
- ANTIGUA AND BARBUDA
- ARGENTINA
- ARMENIA
- ASCENSION ISLAND
- AUSTRALIA
- AUSTRIA
- AZERBAIJAN
- BAHAMAS
- BAHRAIN
- BANGLADESH
- BARBADOS
- BELARUS
- BELGIUM
- BELIZE
- BENIN
- BERMUDA
- BHUTAN
- BOLIVIA
- BOSNIA-HERZEGOVINA
- Botswana
- Brazil

--Select City--

Travel Details Screen

NYC Department of Education TRAC

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Save TRAC | Load TRAC

Information

Please enter:
The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For out of town travel, the traveler will be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."

TRAC - TRAVEL DETAILS

All International trips must have approval by the DOE Chief Operating Officer.

In narrative form give a detailed description of your trip:

Reasons And Justifications

Travel Destination :

Travel Dates :

Start Date	End Date
<input type="text"/>	<input type="text"/>

Have you received approval to travel Internationally from DOE Chief

Yes No

[Add More Dates \(Fragmented Travel\)](#)

Note:

- If greater than 3 participants from one Office/Division plan to attend conference, the Leadership member must have DOE Chief Operating Officer approval to attend.

meeting, or (e) approval to

[Start Over](#) [Back](#) [Next](#)

Click on drop down arrow and **Select City** within the country traveling to

Travel Details Screen

Department of EducationTRACVersion 3.0Save TRAC | Load TRAC

Information

Please enter:
The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For out of town travel, the traveler will be able to only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."

TRAC - TRAVEL DETAILS

All International trips must have approval by the DOE Chief Operating Officer.

In narrative form give a detailed description of your trip:

Reasons And Justifications: --Select Reason--

Travel Destination: United Kingdom --Select City--

Start Date: [] End Date: []

October, 2016

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today: October 13, 2016

Note: If greater than 3 participants attend a conference, the Leaders must have your request approved by the DOE Chief Operating Officer?

Fragmented Travel

Plan to attend an external retreat, meeting, or conference? If so, please provide the DOE Chief Operating Officer (or designee) approval to attend.

Click inside of the **Start Date** box and a monthly calendar will populate.

Start Over **Back** **Next**

Travel Details Screen

Department of EducationTRACVersion 3.0Save TRAC | Load TRAC

Information

Please enter:
The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For out of town travel, the traveler will be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."

TRAC - TRAVEL DETAILS

All International trips must have approval by the DOE Chief Operating Officer.

In narrative form give a detailed description of your trip:

Reasons And Justifications: --Select Reason--

Travel Destination: United Kingdom --Select City--

Travel Dates:

Start Date	End Date
<input type="text"/>	<input type="text"/>

Have you received approval to travel International? Yes No

Note:
If greater than 3 participants from one Office/Conference, the Leadership member must have approval to attend.

Additional text: al retreat, meeting, or (designee) approval to

Today: October 13, 2016

Click inside of the **End Date** box and a monthly calendar will populate.

Save TRAC | Load TRAC

Information

Please enter:
The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For out of town travel, the traveler will be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 boroughs of NYC. More travel dates may be added by clicking on the Add More Dates (Fragmented Travel) button.

TRAC - TRAVEL DETAILS

All International trips must have approval by the DOE Chief Operating Officer.

In narrative form give a detailed description of your trip:

Reasons And Justifications

Conferences (DOE Sponsored) ▼

Travel Destination :

United Kingdom ▼ --Select City-- ▼

Travel Dates :

Start Date	End Date
<input type="text"/>	<input type="text"/>

What is your role (Check all that apply):

- Attendee
- Speaker
- Presenter
- Panel Participant

Have you submitted for approval your meeting presentation materials to your Executive Director and/or the designated head of the unit and/or office:

Yes No

Have you received approval to travel Internationally from DOE Chief Operating Officer?

Yes No

Add More Dates (Fragmented Travel)

Note:

If greater than 3 participants from one Office/Division plan to attend an external retreat, meeting or conference, the Leadership member must have DOE Chief Operating Officer (or designee) approval to attend.

Check the box that indicates your role

Indicate if you received prior approval to travel

Indicate if presentation material has been submitted

Click Next

Start Over

Back Next

[Save TRAC](#) | [Load TRAC](#)

Information

Please enter:
The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For out of town travel, the traveler will be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)."

TRAC - TRAVEL DETAILS

All International trips must have approval by the DOE Chief Operating Officer.

In narrative form give a detailed description of your trip:

Reasons And Justifications

Conferences (DOE Sponsored) ▼

Travel Destination :

United Kingdom ▼ --Select City-- ▼

Travel Dates :

Start Date

End Date

What is your role (Check all that apply):

- Attendee
- Speaker
- Presenter
- Panel Participant

Have you submitted for approval your meeting presentation materials to your Executive Director and/or the designated head of the unit and/or office:

Yes No

Have you received approval to travel Internationally from DOE Chief Operating Officer?

Yes No

[Add More Dates \(Fragmented Travel\)](#)

Note:

- If greater than 3 participants from one Office/Unit plan to attend an external retreat, meeting, or conference, the Leadership member must have Chief Operating Officer (or designee) approval to attend.

Click on **Add More Dates (Fragmented Travel)**, if it applies

[Start Over](#)

[Back](#) [Next](#)

Click Next

Expense Details Screen



The travel dates selected will appear at the top of the Expense Details screen.

Save TRAC | Load TRAC

Information

These fields are for Local Travel Only. Place cursor over items with '?' to get description

TRAC - EXPENSE DETAILS

Expense Details for Travel Dates : 10/2015 - 05/27/2016

Click here to access GSA Rates

For more information Click here to visit Fedrooms.com

Actual Mileage Minimum Mileage

Note: If a purchase order is generated for any of these items, you must still include appropriate field.

¹Air/Train :

Tolls :

Parking :

? Meals :

Ground Transportation :

?² Lodging :
(Amount for the Total Stay)

?³Sales/Hotels Tax : (NYS Exempt)

? Personal Vehicle Mileage:

? Personal Vehicle Mileage Cost:

Rental Car :

Mass Transit :

?⁴Registration :

Other :

Total

Grand Total

Estimated Expenses

Air/Train	\$0.00
Tolls	\$0.00
Parking	\$0.00
Meals	\$0.00
Ground Transportation	\$0.00
Lodging	\$0.00
Sales/Hotels tax	\$0.00
Personal vehicle Mileage	0
Personal Vehicle Mileage Cost	\$0.00
Rental Car	\$0.00
Mass Transit	\$0.00
Registration	\$0.00
Other	\$0.00
Total	\$0.00
Grand Total	\$0.00

No Expenses Incurred

1. Are you planning on using a purchase order for air travel? Yes No

2. Are you planning on using the DOE travel agency/ purchase order for lodging? Yes No

3. Are you planning on using a purchase order for Sales/Hotel Tax? Yes No

4. Are you planning on using a purchase order or P-Card for Registration? Yes No

Start Over

Answer questions 1-4

Back

Next

Click Next

To access the current [GSA \(General Services Administration\)](#) rates click on the link. GSA Rates cover Per Diem, Meals, Airfares, Hotels and Privately Owned Vehicles

Input (If applicable):
Air/Train
Tolls
Parking
Meals
Ground Transportation
Lodging
Sales/Hotels tax
Personal vehicle Mileage
Personal Vehicle Mileage Cost
Rental Car
Mass Transit
Registration
Other

Click on either **Actual Mileage** or **Minimum Mileage**. Indicate actual mileage driven while using your personal vehicle for DOE business. A **Personal Vehicle** form has to be completed and approved to input information.

Click if **No Expense Incurred**

Approver Details Screen

Enter Approver's
Email, First Name,
Middle Initial, Last
Name and Title

*Note: Failure to enter
the correct DOE email
address will delay the
approval of the TRAC
request.*

Click on the binoculars to search
for the correct approver. *See next
slide for Email Lookup Screen*

Save TRAC | Load TRAC

TRAC - APPROVER DETAILS

Approver Email: @schools.nyc.gov 

Approver Name : **First Name** **Middle** **Last Name**

Title:

Copy To Email: (Optional) @schools.nyc.gov 

Name : **First Name** **Middle** **Last Name**

Title:

*Optional: Copy
to another
person by
entering their
Email, First
Name, Middle
Initial, Last
Name and Title*

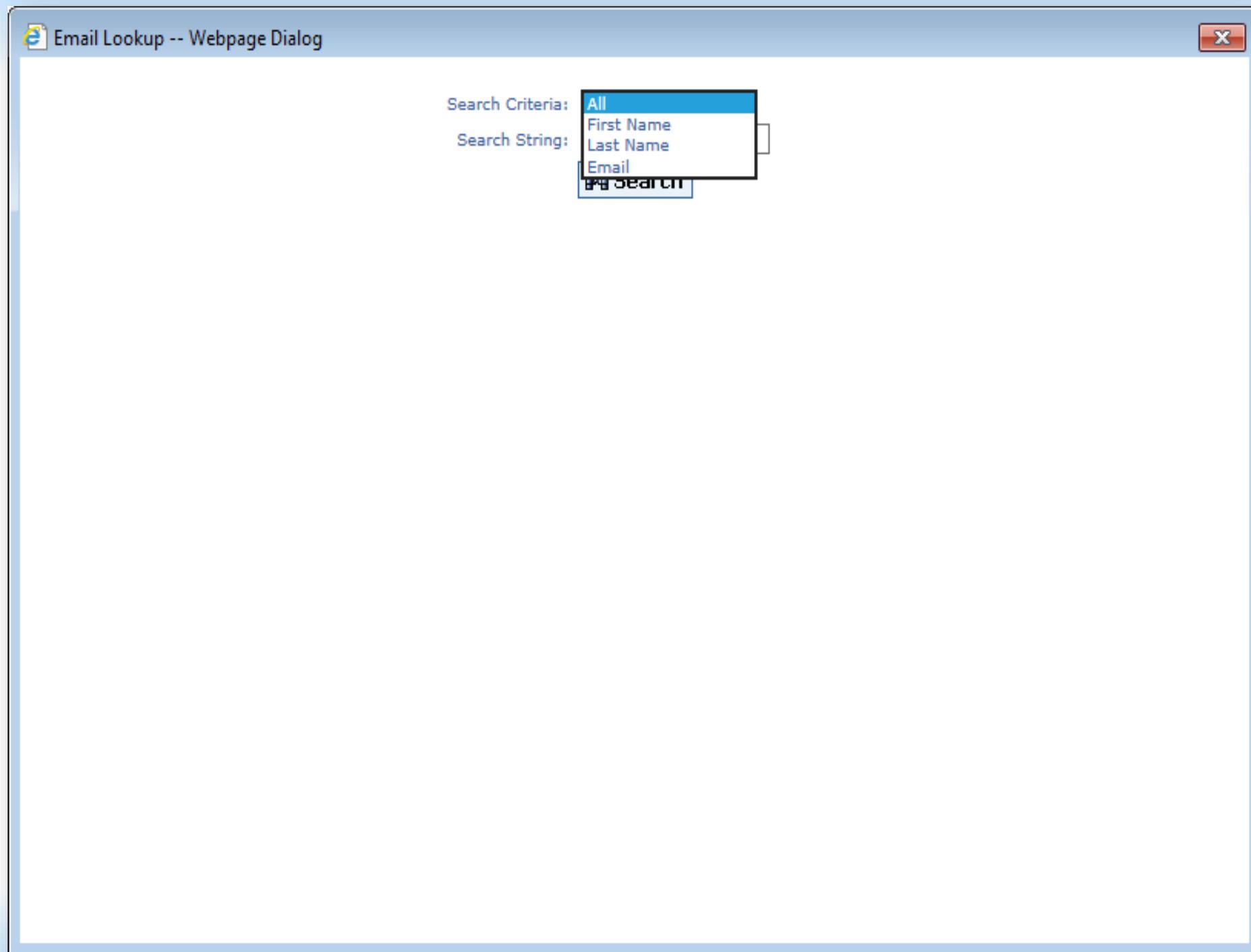
 Start Over

 Back

 Next

Click Next

Email Lookup Screen



Save TRAC | Load TRAC

Information

Please enter:
This convenient upload feature will allow you to attach receipts, agendas, itineraries, credit card statements, bids, etc. and document types such as .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .tiff and .zip. These documents will be reviewed by your Approving Officer for appropriateness of the travel expenses. You will still be expected to submit original receipts for payment reimbursement purposes.

TRAC - DOCUMENTS

No Receipts available for this TRAC.

Browse...

Upload

*** You must upload supporting documentation**

(Only .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .png, .zip files are allowed)
Total file(s) size cannot be more than 10MB

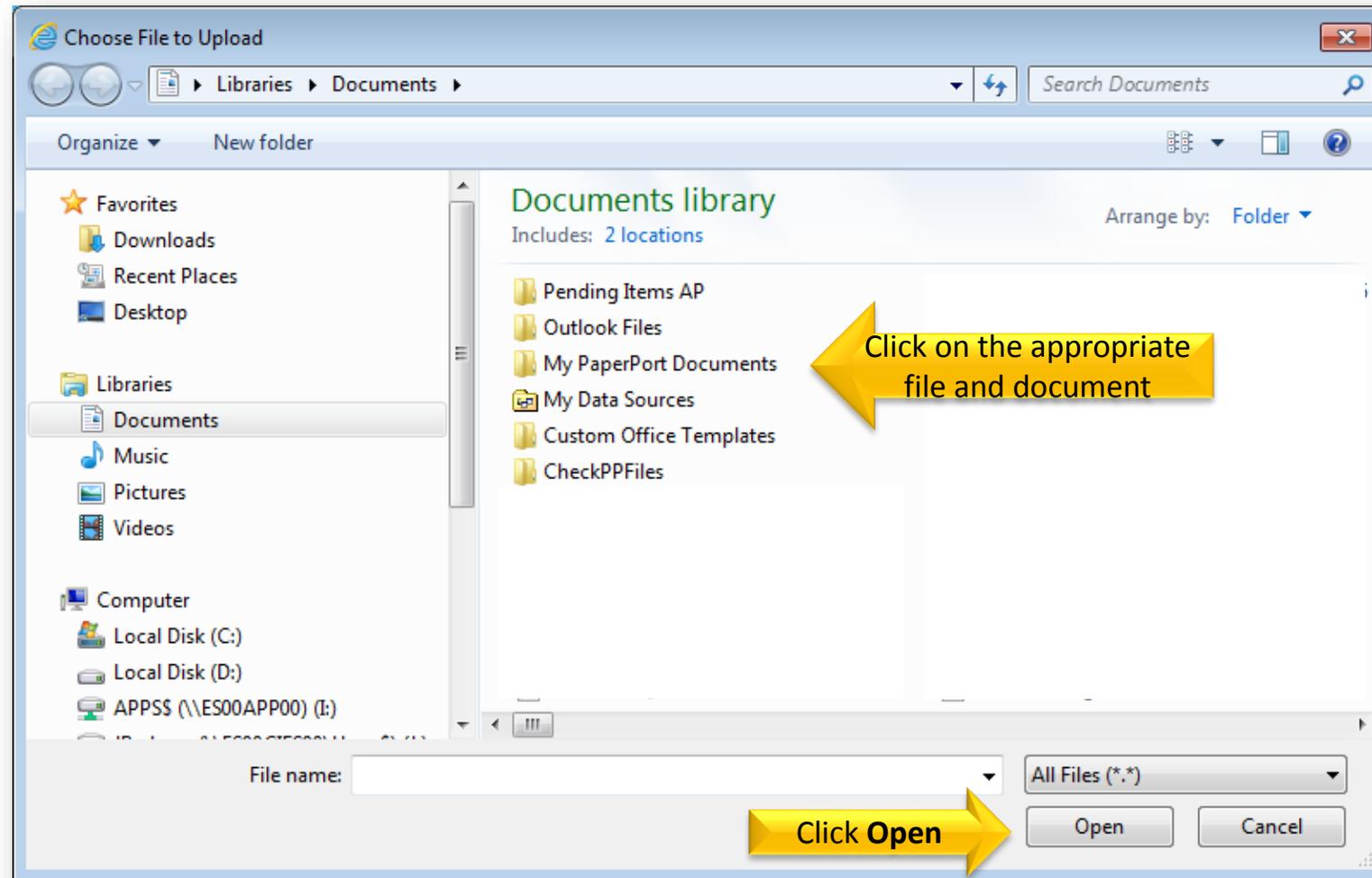
Supporting Documentation is required to submit a TRAC.
Click the **Browse** button to search for documents contained on your computer's hard drive or a portable storage device.

 Start Over

 Back

 Next

Documents Screen



Documents Screen

Save TRAC | Load TRAC

The uploaded document will be indicated

Please enter:
This convenient upload feature will allow you to attach receipts, agendas, itineraries, credit card statements, bids, etc. and document types such as .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .tiff and .zip. These documents will be reviewed by your Approving Officer for appropriateness of the travel expenses. You will still be expected to submit original receipts for payment reimbursement purposes.

No	Document Name	Size
1	test.docx	0.05 MB

*** You must upload supporting documentation**
(Only .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .png, .tiff and .zip files are allowed)
Total file(s) size cannot be more than 5 MB

Click Upload

Click Next

Confirm and Certify Screen

Review page to ensure all information previously entered is correct. Click **Edit** to make any changes to **Employee Details** and **Travel Details**

NYC Department of Education TRAC

Version 3.0

Save TRAC | Load TRAC

Information
Please confirm your information.

TRAC - CONFIRM AND CERTIFY

TRAC - EMPLOYEE DETAILS [Edit](#)

Employee Reference Number:

Employee Name :

First Name	Middle	Last Name	Location Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	DF01

Telephone

Address

City

State/Province

Zip

Employee Email :

TRAC - TRAVEL DETAILS [Edit](#)

All International trips must be approved by the executive director.

In narrative form give a detailed description of your trip:

Reasons And Justifications

Travel Destination :

Travel Dates :

Start Date	End Date
<input type="text"/>	<input type="text"/>

Confirm and Certify Screen

Review page to ensure all information previously entered is correct.

Click **Edit** to make any changes to **Expense Details**

TRAC - EXPENSE DETAILS Edit

Expense Details for Travel Dates : 05/19/2016 To 05/27/2016
[Click here to access GSA Rates](#)

For more information [Click here to visit Fedrooms.com](#)

Actual Mileage Minimum Mileage

Note: If a purchase order is generated for any of these items, you must still include the expense in the appropriate field.

	Estimated Expenses
¹ Air/Train :	<input type="text"/>
Tolls :	<input type="text" value="\$0.00"/>
Parking :	<input type="text" value="\$0.00"/>
? Meals :	<input type="text" value="\$0.00"/>
Ground Transportation :	<input type="text" value="\$0.00"/>
? ² Lodging : (Amount for the Total Stay)	<input type="text"/>
³ Sales/Hotels Tax : (NYS Exempt)	<input type="text"/>
? Personal Vehicle Mileage:	<input type="text" value="0"/>
? Personal Vehicle Mileage Cost:	<input type="text" value="\$0.00"/>
Rental Car :	<input type="text" value="\$0.00"/>
Mass Transit :	<input type="text"/>
⁴ Registration :	<input type="text" value="\$0.00"/>
Other :	<input type="text" value="\$0.00"/>
Total	<input type="text"/>
Grand Total	<input type="text"/>

No Expenses Incurred

1. Are you planning on using a purchase order for air travel? Yes No
2. Are you planning on using the DOE travel agency/ purchase order for lodging? Yes No
3. Are you planning on using a purchase order for Sales/Hotel Tax? Yes No
4. Are you planning on using a purchase order or P-Card for Registration? Yes No

Confirm and Certify Screen

Review page to ensure all information previously entered is correct. Click **Edit** to make any changes to **Approver Details** and **Documents**

TRAC - APPROVER DETAILS Edit

Approver Email: [redacted]@schools.nyc.gov
Approver Name : **First Name** [redacted] **Middle** [redacted] **Last Name** [redacted]
Title: [redacted]

Copy To Email: (Optional) [redacted]@schools.nyc.gov
Name : **First Name** [redacted] **Middle** [redacted] **Last Name** [redacted]
Title: [redacted]

TRAC - DOCUMENTS Edit

No	Document Name	Size
1	[redacted]	0.05 MB

*** You must upload supporting documentation**
(Only .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .png, .tiff and .zip files are allowed)
Total file(s) size cannot be more than 5 MB

I certify that I am the actual traveler. I will also keep supporting original documentation for my reimbursement requests.
Click here to acknowledge this certification

Start Over Submit Back

Click "Click here to acknowledge this certification"

Click Submit

TRAC Progress Screen



An email has been sent to the approver. You will be notified as the TRAC progresses.
TRAC Tracking ID generated is : **PE1600895**

 Next

You will receive a TRAC Tracking ID number and an email is sent to the approver.

Out of Town Travel-Reimbursement

TRAC User Options

Pending Approval |  Show Chart

Information

Please Select an option.
Before doing so, hold the mouse over
each option to get a brief blurb of what
each module means. You may go
directly to the SOP chapter on [Travel
and Conferences](#) by clicking on

**Click on Out of Town
Travel-Reimbursement**

TRAC - USER OPTIONS

- Local Travel Reimbursement
- Out Of Town Travel-Request
- Out Of Town Travel-Request
(International)
- Out Of Town Travel-Reimbursement
- Edit Rejected TRAC

Please [click here](#) to access the "Request for
Use of Personal Vehicle." This form must be
completed PRIOR to using your personal
vehicle for DOE business. An approved form is
good for a period not to exceed 31 days. A
new form must be completed for each 31 day
cycle. Once the form is completed and
approved, a number will be assigned for
tracking purposes (Tracking Number).

Click Next

 Next

Tracking Number Screen

Information	TRAC - TRACKING NUMBER
<p>screen is for both local and Out of Town travel requests. Use the search feature (Click on the magnifying glass) if you must retrieve your reference number. Once the reference number is entered and "Retrieve" is clicked the employee's name will be self populated.</p>	<p>Tracking Number: <input type="text"/></p>
<p>Start Over</p>	<p>Click Next Next</p>

Expense Details Screen

NYC Department of Education TRAC

Version 3.0

The travel dates selected will appear at the top of the Expense Details screen.

Information: These fields are for Local Travel Only. Place cursor over items with '?' to get description.

TRAC - EXPENSE DETAILS

Expense Details for Travel Dates: 11/2016 12-00-00 AM To 5/13/2016 12-00-00 AM
 Click here to access GSA Rates

For more information Click here to visit Fedrooms.com

Actual Mileage Minimum Mileage

Note: If a purchase order is generated for any of these items, you must still include the expense in the appropriate field.

	Actual Expenses	Estimated Expenses
¹ Air/Train :	\$0.00	\$400.00
Tolls :	\$0.00	\$0.00
Parking :	\$0.00	\$0.00
? Meals :	\$0.00	\$97.00
Ground Transportation :	\$0.00	\$45.00
? ² Lodging : (Amount for the Total Stay)	\$0.00	\$0.00
³ Sales/Hotels Tax : (NYS Exempt)	\$0.00	\$0.00
? Personal Vehicle Mileage:	0	0
? Personal Vehicle Mileage Cost:	\$0.00	\$0.00
Rental Car :	\$0.00	\$0.00
Mass Transit :	\$0.00	\$0.00
⁴ Registration :	\$0.00	\$0.00
Other :	\$0.00	\$0.00
Total	\$0.00	\$142.00
Grand Total	\$0.00	\$142.00

No Expenses Incurred

1. Are you planning on using a purchase order for air travel? Yes No

2. Are you planning on using the DOE travel agency/ purchase order for lodging? Yes No

3. Are you planning on using a purchase order for Sales/Hotel Tax? Yes No

4. Are you planning on using a purchase order or P-Card for Registration? Yes No

Start Over Back Next

Click on either **Actual Mileage** or **Minimum Mileage**. Indicate actual mileage driven while using your personal vehicle for DOE business. A Personal Vehicle form has to be completed and approved to input information.

To access the current [GSA \(General Services Administration\)](#) rates click on the link. GSA Rates cover Per Diem, Meals, Airfares, Hotels and Privately Owned Vehicles

Enter Actual Expenses and review Estimated Expenses entered on previous screens for accuracy:

- Air/Train**
- Tolls**
- Parking**
- Meals**
- Ground Transportation**
- Lodging**
- Sales/Hotels tax**
- Personal vehicle Mileage**
- Personal Vehicle Mileage Cost**
- Rental Car**
- Mass Transit**
- Registration**
- Other**

Click if **No Expense Incurred**

Answer questions 1-4

Click **Next**

TRAC Progress Screen

An email has been sent to the approver. You will be notified as the TRAC progresses.
TRAC Tracking ID generated is : **TR160000643**

 Next

You will receive a TRAC
Tracking ID number and an
email is sent to the approver.

TRAC Approval Email

<https://mail.nycboe.net/owa/?ae=Item&a=Open&t=IPM.Note&id=RgAAAAAFVKjq2AzBRYmIcC>

Reply Reply All Forward         

Approval of Out of Town Request - - Boston / Cambridge, MA -

tracadmin@schools.nyc.gov

To: TweedBUSCenter

Monday, June 13, 2016 3:54 PM

NOTE: This is an automated email. Do not reply to this email address.
A new TRAC has been generated. The details are as follows:

Tracking No:	PE:
Amount:	\$142.00

[Click Here](#) to view details.

The above-referenced employee seeks Out Of Town Travel Request for approved Department of Education travel as described on the TRAC request.

FAMIS Admin Screens for TRAC Approval

Approvals

- I. All travel options (local travel, out of town request, and out of town reimbursement) require data entry by a FAMIS User after the initial travel expenses have been approved.
- II. The FAMIS User will access the TRAC Administration application to see all of the outstanding travel expenses from their authorized locations that require data entry.
- III. Click on the tracking number to retrieve the details.

Note: Once a FAMIS User enters an out of town reimbursement, the out of town request document/tracking number (the PE Number) will be decreased in order to put the money back into the account

Click on the drop menu and choose a category to search by



Click Search

TRAC Accepted Request Details

Search: Document Number Search

	Tracking No.	Employee Name	Document Status	Travel Type	Location
Select	TR 160014203	TIRADO KHRYSYAL	Awaiting FAMIS Entry	Local Travel	8373
Select	TR 160014189	GOLBID FRANK	Awaiting FAMIS Entry	Local Travel	8100
Select	TR 160012204	GENISE SALVATORE	Awaiting FAMIS Entry	Local Travel	8448
Select	TR 160012821	CARTER SHADEL	Awaiting FAMIS Entry	Local Travel	8108
Select	TR 160014126	CHANDER DINESH	Awaiting FAMIS Entry	Local Travel	8233
Select	TR 160014032	PODLEYER THOMAS	Awaiting FAMIS Entry	Out Of Town Reimbursement	8227
Select	TR 160014190	ZAC KOSWNER ZILA	Awaiting FAMIS Entry	Local Travel	8551
Select	TR 160014095	FROGEL BARBARA	Awaiting FAMIS Entry	Local Travel	8118
Select	TR 160014190	GORDON MARCIA	Awaiting FAMIS Entry	Local Travel	8108
Select	TR 160012768	WHITTAKER NYREE	Awaiting FAMIS Entry	Local Travel	8108
Select	TR 160014138	RYETIKA KRYODE	Awaiting FAMIS Entry	Local Travel	8302
Select	TR 160012758	WHITTAKER NYREE	Awaiting FAMIS Entry	Local Travel	8108
Select	TR 160014188	KLASER RENEE	Awaiting FAMIS Entry	Local Travel	8024
Select	TR 160014127	DESEBARD FRANK	Awaiting FAMIS Entry	Local Travel	8221
Select	TR 160014187	MCAULIFFE CARLA	Awaiting FAMIS Entry	Local Travel	8670

The status of document submission will be indicated



Document PD1603276 successfully sent for processing.

Start Over

Next

Click Next

Information

Expense Details:

- Mileage expense
- Parking expense
- Tolls expense
- Meals expense
- Ground transportation expense
- Other expenses

TRAC - EXPENSE DETAILS

[View Email Content](#)

	Actual Expenses	Estimated Expenses
Air/ Train :	\$345.20	\$475.60
Parking :	\$0.00	\$0.00
Tolls :	\$0.00	\$0.00
Meals :	\$70.00	\$140.00
Ground Transportation :	\$35.00	\$0.00
Lodging :	\$411.00	\$411.00
Personal Car :	\$0.00	\$0.00
Miles :	0	0
Rental Car :	\$0.00	\$0.00
Mass Transit :	\$22.00	\$17.50
Sales/Hotels Tax :	\$61.65	\$61.65
Registration :	\$225.00	\$225.00
Others :	\$0.00	\$60.00
Total	\$127.00*	\$217.50
Grand Total	\$127.00*	\$217.50

- * The total and grand total does not include Air/Train fare
- * The total and grand total does not include Lodging
- * The total and grand total does not include Sales/Hotels Taxes
- * The total and grand total does not include Registration

Document(s) Details

20160323125114343.pdf

[Start Over](#)

[Reject](#)

[Next](#)

Click Next

The actual and/or estimated expenses filled out by the employee will appear for informational purposes only. The FAMIS user will be unable to edit these fields

Information

TRAC - ACCOUNT DETAILS

Account Details:

- District
- Quick Code
- Object
- Location
- Account

The total expenses amount is \$127.00

Fiscal Year: 2016

Sfx	Dst	Qck	Obj	Locn	Act	Amount	Balance
01	36	060162	0454	b210	n8wf	\$442.50	\$500.00

Recalculate

Total Accounting Amount

\$442.50

Add New Line

Invoice Information

Invoice No:

Invoice Date:

Start Over

Back

Next

This screen will allow the FAMIS Users to enter the accounting information that the travel reimbursement will be charged against.

Such as: Portal applications, the district and location will be dependent on the FAMIS User's Security.

For local travel reimbursements, object codes 0451 or 0452 must be used.

For out of town requests and out of town reimbursements, object codes 0453 or 0454 must be used.

Tracking Number Search

Tracking Number Search Screen

The screenshot shows a web browser window with the URL <https://dfoforms.nycenet.edu/Default.aspx?c=1159>. The page header includes the NYC Department of Education logo and the TRAC logo. The main content area is divided into several sections:

- Information:** A box containing instructions: "Please Select an option. Before doing so, hold the mouse over each option to get a brief blurb of what each module means. You may go directly to the SOP chapter on [Travel and Conferences](#) by clicking on the following link: <http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1159>".
- TRAC - USER OPTIONS:** A list of radio button options:
 - Local TRAC
 - Out Of Town Travel-Request
 - Out Of Town Travel-Request (International)
 - Out Of Town Travel-Reimbursement
 - Edit Rejected TRAC
- Search:** A search input field with a "Search" button.
- Next:** A "Next" button at the bottom right.

Yellow callout boxes provide instructions: "Click the Search button" points to the search button, and "Click on the Show Chart tab to do a Tracking Number search" points to the "Show Chart" tab.

Request for Private Use of Vehicle

Complete this form if you intend to use your personal vehicle for official DOE business.

TRAC - PERSONAL CAR DETAILS

New York City Department of Education

REQUEST FOR USE OF PRIVATE VEHICLE

Note: Permission to use private vehicles should only be granted when alternative means of transportation are not practicable. Permission should not be granted because it is the employees' preferred means of transportation or for convenience.

Employee Reference Number: 

I, (full name), request permission to use my personal automobile (see below) for official Department of Education business per the following dates:

From:

To:

Note: Not to exceed 31 days. If over 31 days, a new form must be completed.

Reason for Request:

Personal Vehicle Information 

Name of Manufacturer:

Model:

Year:

Color:

VIN #:

Plate #:

State of Registration:

My Driver's License Number:

Second Car

I Certify to the Following:

a) I am the registered owner of the vehicle or have been authorized by the registered owner to operate the vehicle and use it to conduct DOE business.

b) My driver's license is not suspended

c) I have not have any of the following violations within ONE (1) year from date of this application:

- * DUI - Driving Under the Influence
- * DWI - Driving While Intoxicated
- * DWAI - Driving While Ability Impaired (or similar violation if licensed outside NYS)

d) Minimum auto insurance is in effect on the vehicle to be used for official DOE business.

e) Vehicle inspection is current on the vehicle to be used for official DOE business.

f) I will maintain a daily log indicating the mileage and points of departure and destination.

User Email Address:

Approver Email Address: @schools.nyc.gov 

By clicking ACCEPT, I certify to items a-f above

By clicking REJECT, I do NOT certify to items a-f above



Exception Request

Save TRAC | Load TRAC

Information	GSA Exempt Form
<p>This form is to be completed if an EMERGENCY occurred while traveling on official Department of Education business, or CURRENT GSA RATES ON LODGING HAVE BEEN EXCEEDED. NO OTHER EXCEPTIONS WILL BE CONSIDERED.</p>	<p><input type="checkbox"/> Note: Check this box only if a convention site (providing meals, lodging and other services necessary for the conduct of the event) will EXCEED current LODGING rates for the area as posted on the General Services Administration (GSA) web site AND staying at another lodging establishment would cause undue hardship to you and/or increase costs by having to use your personal vehicle, public transportation or other means of transportation to travel to the convention site.</p>
	<p>Please explain in detail</p>
	<p>EMERGENCY</p> <p><input type="checkbox"/> Note: Check this box if an EMERGENCY existed, which required you to exceed established rates for travel, meals, lodging, and other costs associated with travel while on official Department of Education business as detailed in the SOP chapter on "Travel and Conferences."</p>
	<p>Please explain in detail</p>

[Start Over](#) [Back](#) [Next](#)

In the case of exceptions (lodging and/or meal rates that exceed GSA limits), approval will be required by not only the initial approver but the executive director of the DFO.