



# District 75 TRAC Reimbursement of Local Travel Expenses Training 2008-09 School Year

August 2008

Rev 6

# October 2007 – SOPM Chapter Travel and Conferences

On October 1, 2007 the Standard Operating Procedures Manual Chapter on Travel and Conferences was revised. (see link below)

<http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1159>

Changes included the following:

1. Change in the reimbursement rate with respect to mileage when utilizing one's personal vehicle to conduct DOE business (**This was subsequently returned to pre-October 1, 2007 reimbursement rates**).
2. U.S. General Services Administration (GSA) rates would now be utilized in connection with all reimbursements for out of town travel and conferences.
3. That an on-line TRAC (**Travel Reimbursement and Approval Certification**) document was being developed. **All** requests for travel and conference reimbursements would have to be processed through the TRAC document when it goes into production.
4. The elimination of submission of paper forms (OP221, OD-7 etc.) for claims of reimbursement for both local and out of town travel.
5. On-line submission of requests for Authorization to Use Personal Vehicle (Local travel only)

# May 2008 - TRAC (Travel Reimbursement and Approval Certification) Document

In May, 2008 the on-line TRAC document for travel and conference reimbursement was brought on-line in production.

- 1. The TRAC System is designed so that the individual requesting reimbursement of expenses is responsible for the entry of their reimbursement claim.**
- 2. All requests for travel and conference reimbursement must now be processed through the TRAC document.**

# Request for Local Travel Reimbursement

# What Makes Up a TRAC Local Reimbursement Claim?

A TRAC Claim for reimbursement of local travel expenses consists of the following steps:

- On-Line request through TRAC for Authorization to Use Personal Vehicle (If Necessary).
- Approval by Supervisor
- On-line entry through TRAC for claim for reimbursement of local travel expenses
- Approval by Supervisor
- Addition of accounting information by TRAC Admin user
- FAMIS approval of accounting information by FAMIS (Level 200) Approver
- Payment generated by system

# Use of Personal Vehicles

## Reimbursement Rates for Use of Personal Vehicle

All DOE Staff: \$8.40 per day (minimum rate) or \$0.28 cents per mile

Log In

# TRAC – (Travel Reimbursement and Approval Certification) Log In

**All requests for travel and conference reimbursement must be processed through the on-line TRAC document.**

<http://dfoforms.nycenet.edu/trac/>

The TRAC document can be accessed over the internet. You do not have to be logged on to a DOE computer

# TRAC - Log In Screen

The screenshot shows a web browser window titled "TRAC - Login - Network Technologies". The address bar contains the URL "http://dfoforms.nycenet.edu/trac/". The page header features the "NYC Department of Education" logo on the left and the "TRAC" logo on the right, with "Version 1.8" below it. The main content area is titled "Welcome to TRAC" and includes a "TRAC Info" section. This section explains that the TRAC form is a new interactive electronic form introduced in 2007-2008, replacing several older forms. A bulleted list of these forms is provided. Below the list, a paragraph explains that TRAC allows travelers to request permission for travel and apply for reimbursement electronically. A "Sign In" button is present next to an input field for an email address, with a placeholder "@schools.nyc.gov". A link is provided for accessing the "Request for Use of Personal Vehicle" form, specifically for local travel. The browser's taskbar at the bottom shows the system tray with the time "8:53 AM" and several open applications, including "Connected - Bl...", "Inbox - Micros...", "2 Windows E...", "Microsoft Pow...", and "TRAC - Login - ...".

TRAC - Login - Network Technologies

File Edit View Favorites Tools Help

Back Search Favorites

Address <http://dfoforms.nycenet.edu/trac/> Go Links

**NYC** Department of Education **TRAC** Version 1.8

Welcome to TRAC [TRAC](#) | [HELP](#) | [CLOSE](#)

**TRAC Info**

Welcome to the *Travel Reimbursement Approval Certification (TRAC)* form. This is a new interactive electronic form introduced during school year 2007 - 2008. It has replaced all of the following 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
- SIPP (former Imprest Fund Expenditure)
- Local Travel/Authorization for Imprest Fund Expenditure - Carfare

The TRAC allows the traveler to request permission for travel from his/her approving authority, and apply for reimbursement of eligible travel related expenditures electronically.

Please enter your e-mail id:  @schools.nyc.gov [Sign In](#)

Please Click [here](#) to access the *Request for Use of Personal Vehicle. (ONLY FOR LOCAL TRAVEL)*

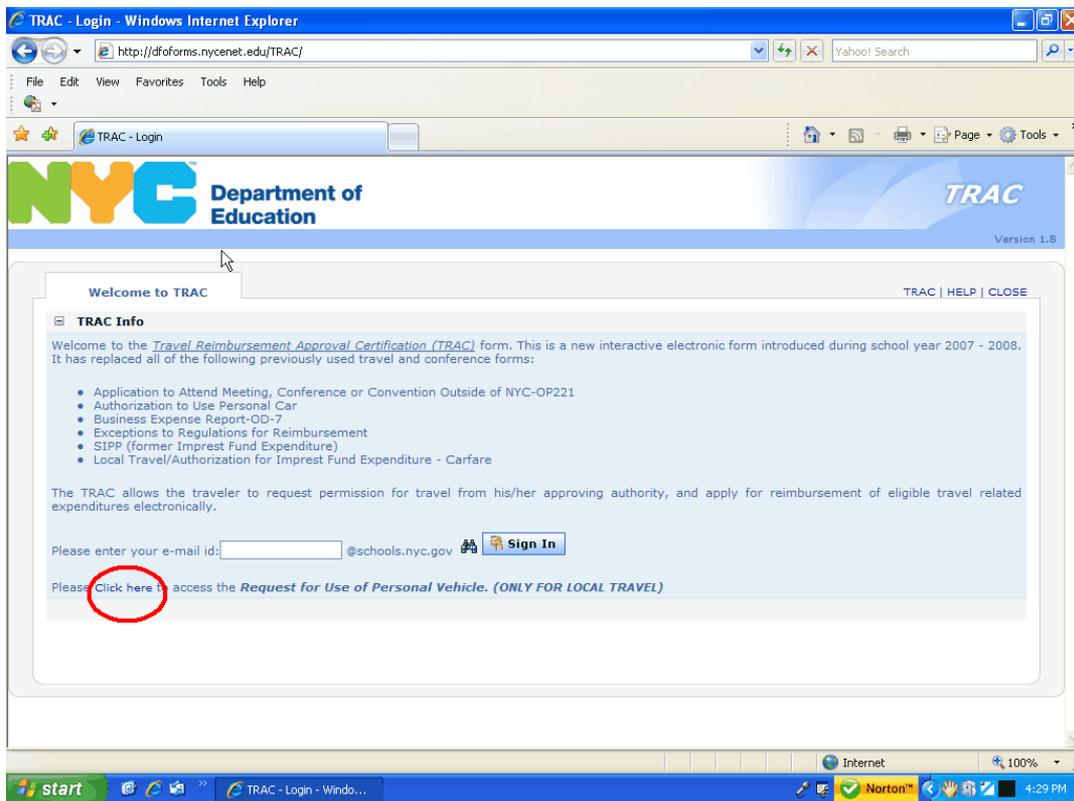
Done Local intranet

start Connected - Bl... Inbox - Micros... 2 Windows E... Microsoft Pow... TRAC - Login - ... 8:53 AM

# Request for Authorization to Use Personal Vehicle

# Request for Use of Personal Vehicle

The request for Use of Personal Vehicle can be made without logging into the actual reimbursement document. This can be accomplished by clicking on the link on the lower left-hand portion of the log in screen



# Request for Use of Private Vehicle Form

**Personal Car Form - Network Technologies**

File Edit View Favorites Tools Help

Address <http://dfoforms.nycenet.edu/trac/PersonalCar1.aspx?src=1>

**NYC** Department of Education **TRAC** Version 1.8

**Personal Car Form (For Local Travel ONLY)**

New York City Department of Education

**REQUEST FOR USE OF PRIVATE VEHICLE**

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

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

Reason for Request:  per the following dates:

Start Date:

End Date:

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

Personal Vehicle Information

Name of Manufacturer:

Model:

Year:

Color:

Done Local intranet

start Connecte... 2 Micros... Galaxy 2... 2 Micros... Microsoft ... Personal ... 2:42 PM

# Request for Use of Private Vehicle Cont.

User completes form

Personal Car Form - Network Technologies

File Edit View Favorites Tools Help

Address <http://dfofirms.nycenet.edu/trac/PersonalCar1.aspx?src=1>

**NYC** Department of Education **TRAC** Version 1.8

**Personal Car Form(For Local Travel ONLY)**

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**REQUEST FOR USE OF PRIVATE VEHICLE**

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

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

**Reason for Request:**  per the following dates:

**Start Date:**

**End Date:**

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

Personal Vehicle Information

**Name of Manufacturer:**

**Model:**

**Year:**

**Color:**

Done Local intranet

start Connect... 2 Micros... Galaxy 2... 2 Micros... Microsoft ... Personal ... 2:45 PM

# Request for Use of Private Vehicle Cont.

**Personal Car Form - Network Technologies**

File Edit View Favorites Tools Help

Address [http://df\(forms.nycenet.edu/trac/PersonalCar1.aspx?src=1](http://df(forms.nycenet.edu/trac/PersonalCar1.aspx?src=1)

**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:**  @schools.nyc.gov

**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

Done Local intranet

start Connect... 2 Micros... Galaxy 2... 2 Micros... Microsoft ... Personal ... 2:50 PM

# Request for Use of Private Vehicle Cont.

User enters their e-mail address, the e-mail address of their supervisor, selects the appropriate certification reason and selects Submit.

The screenshot shows a web browser window titled "Personal Car Form - Network Technologies". The address bar displays "http://dfiforms.nycenet.edu/trac/PersonalCar1.aspx?src=1". The form contains the following fields:

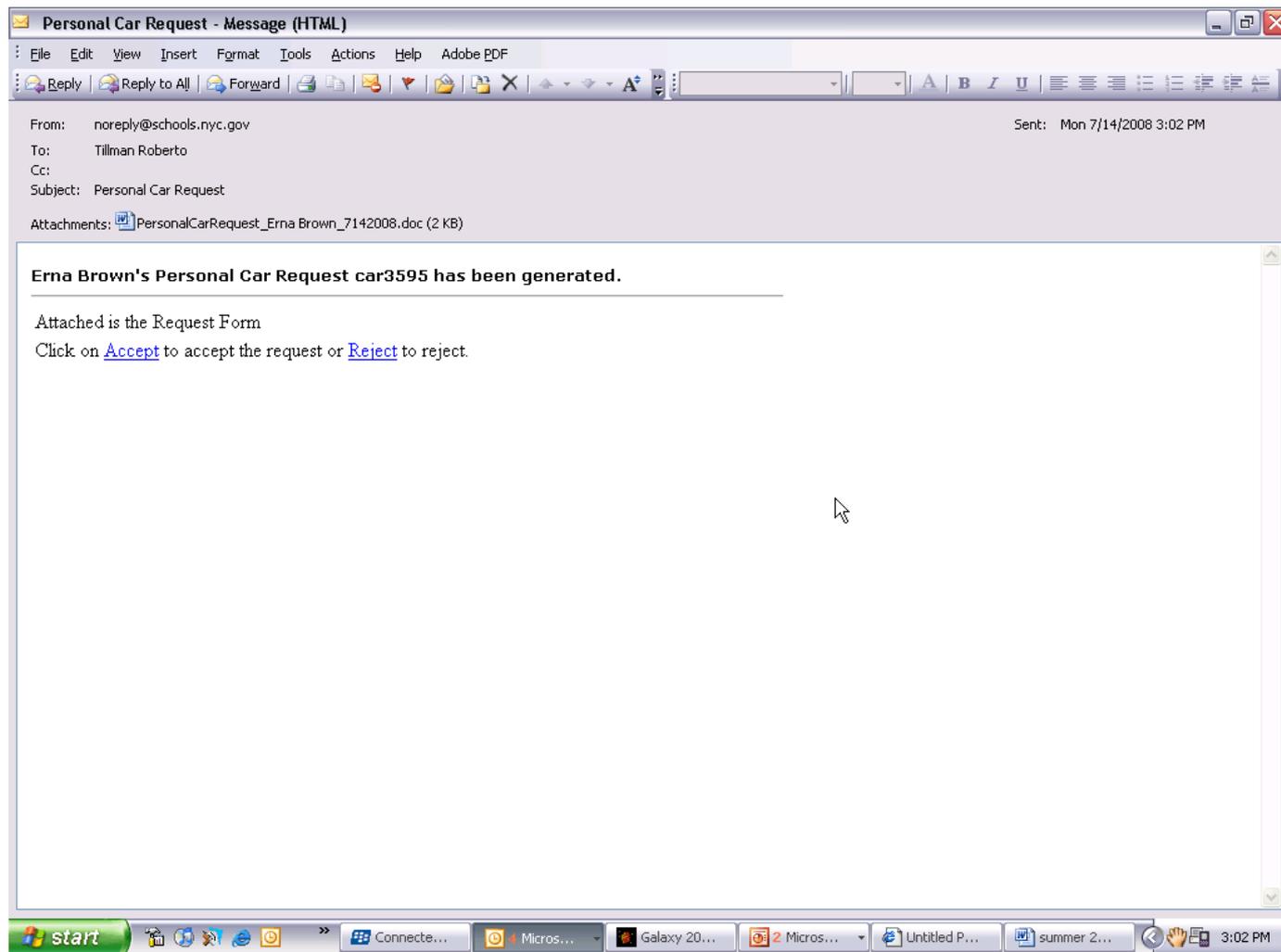
- Name of Manufacturer: Honda
- Model: Accord
- Year: 2008
- Color: Blue
- VIN #: 9999999999999999
- Plate #: 999-999
- State of Registration: NY
- My Driver's License Number: 99999999
- Second Car

Below the fields, there is a section titled "I Certify to the Following:" with a list of conditions (a-f). At the bottom of the form, there are two email address fields:

- User Email Address: @schools.nyc.gov
- Approver Email Address: @schools.nyc.gov

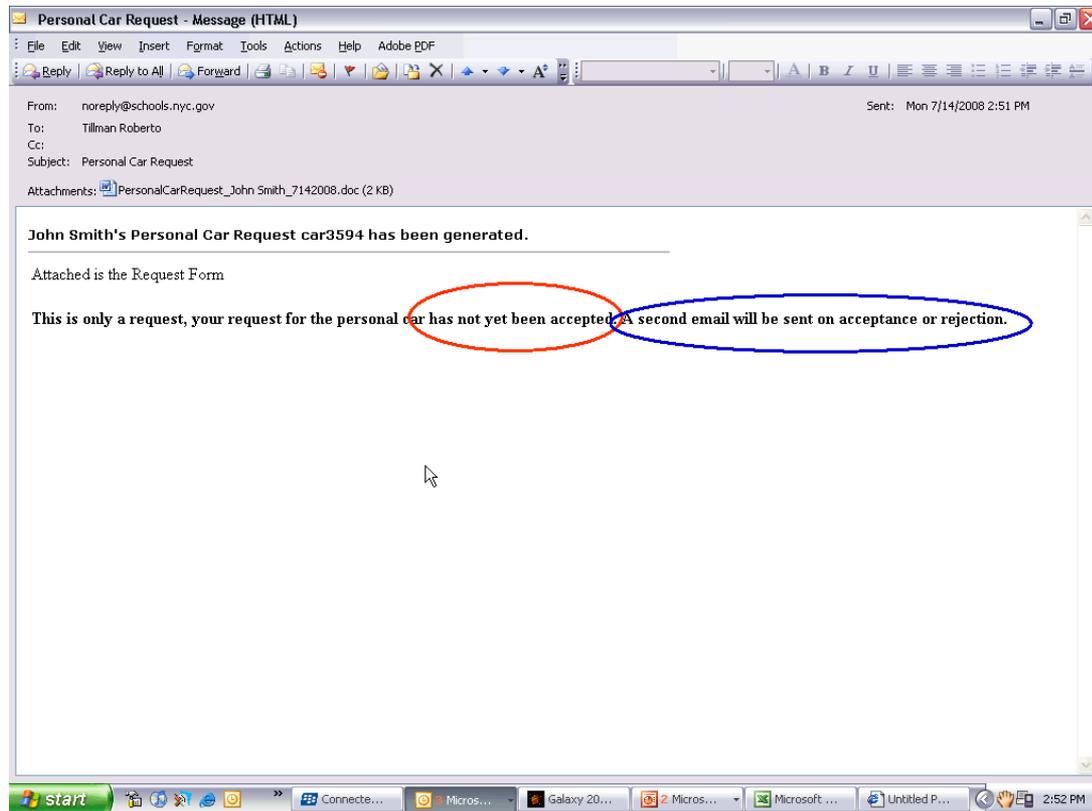
There are two radio buttons for certification: "By clicking ACCEPT, I certify to items a-f above" (checked) and "By clicking REJECT, I do NOT certify to items a-f above". At the bottom, there are two buttons: "Start Over" and "Submit". The "Submit" button is circled in yellow.

# Supervisor Receives e-Mail Notification of Use of Personal Car Request



# User Receives e-Mail Notification of Use of Personal Car Request

The user receives a copy of the e-mail as well, indicating that the **request** was sent to the supervisor. **This request must still be approved by the supervisor.** Users have been attempting to enter the car number as soon as they have initiated the request, which results in rejections by the system.



# Personal Vehicle Request Reviewed by Supervisor

The supervisor can click on the attachment of their e-mail to review the request

PERSONAL CAR REQUEST

I, John Smith, request permission to use my personal automobile (see below) for official Department of Education business.

Reason for Request: Site Visits, Meeting Attendance

Personal Vehicle Information

Name of Manufacturer:	Honda
Model:	Accord
Year:	2008
Color:	Blue
VIN#:	9999999999999999
Plate#:	999-999
State of Registration:	NY
My Driver's License Number:	99999999
Start Date:	07/01/2008
End Date:	07/31/2008
Approver's Email ID:	EBrown2@schools.nyc.gov

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.

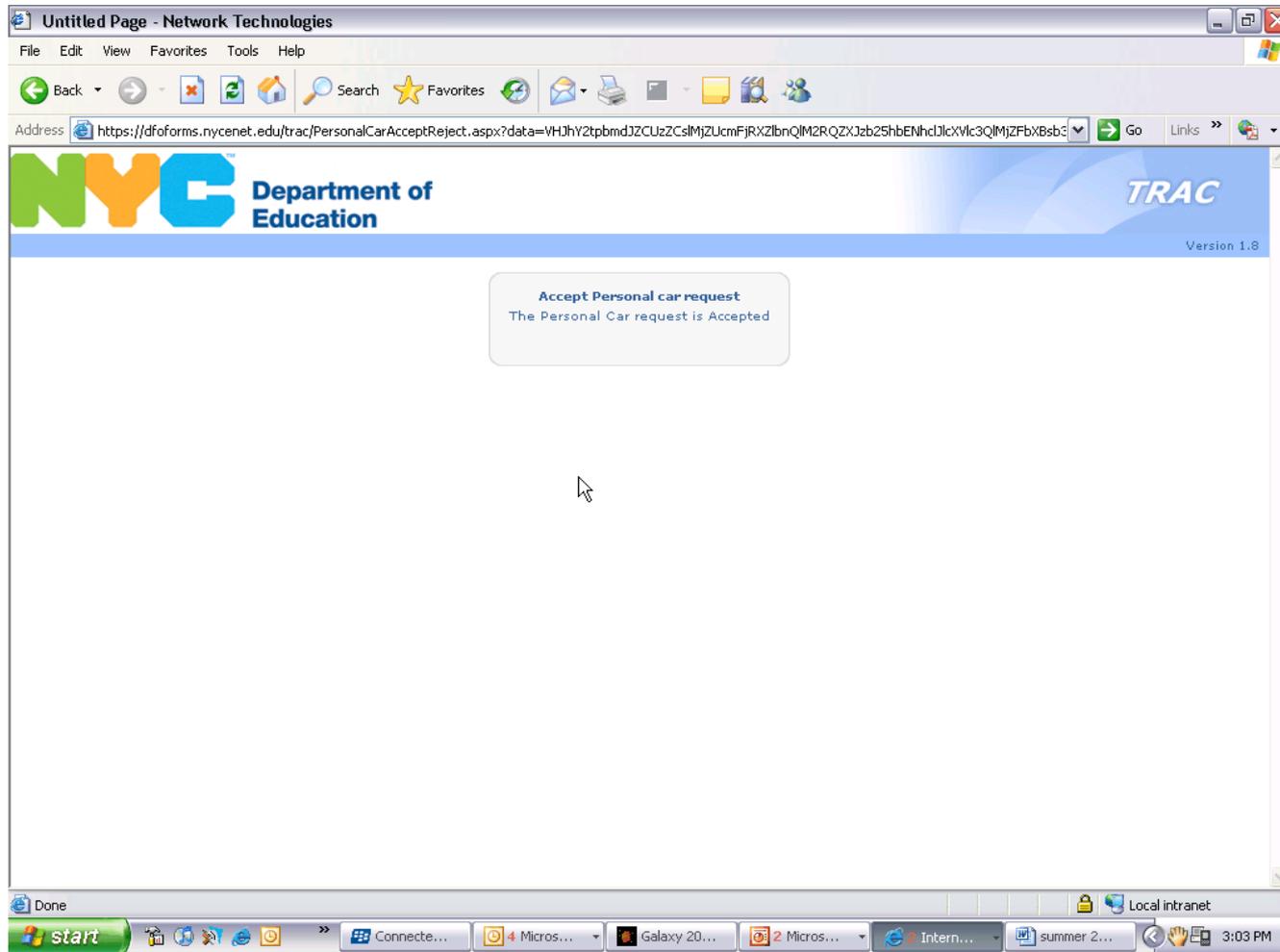
b) My driver's license is not suspended

c) I have not have any of the following violations within ONE (1) year from date of this application:  
\*DUI--Driving Under the Influence\*



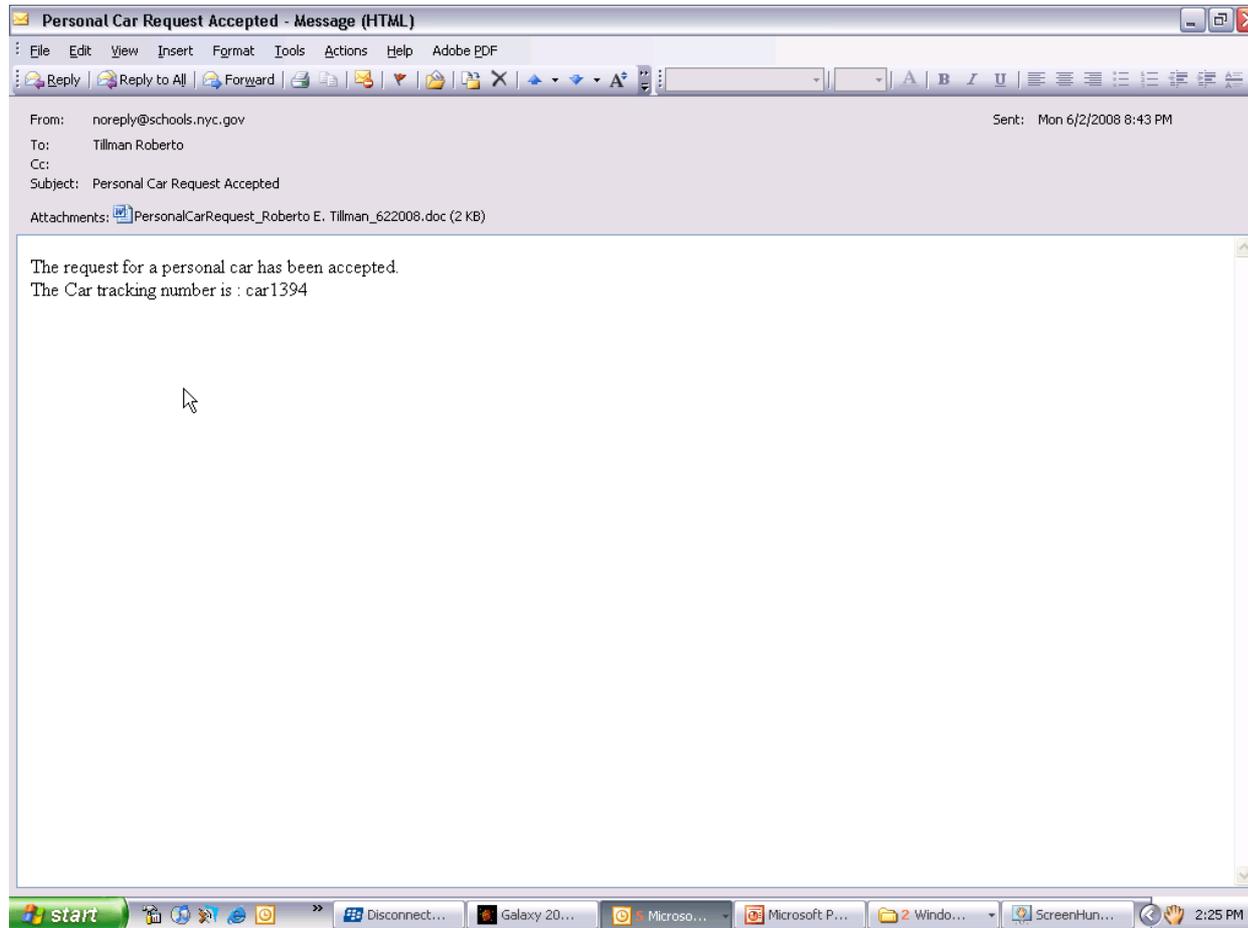
# Supervisor Review and Approval Cont.

Supervisor will see this screen upon confirmation.



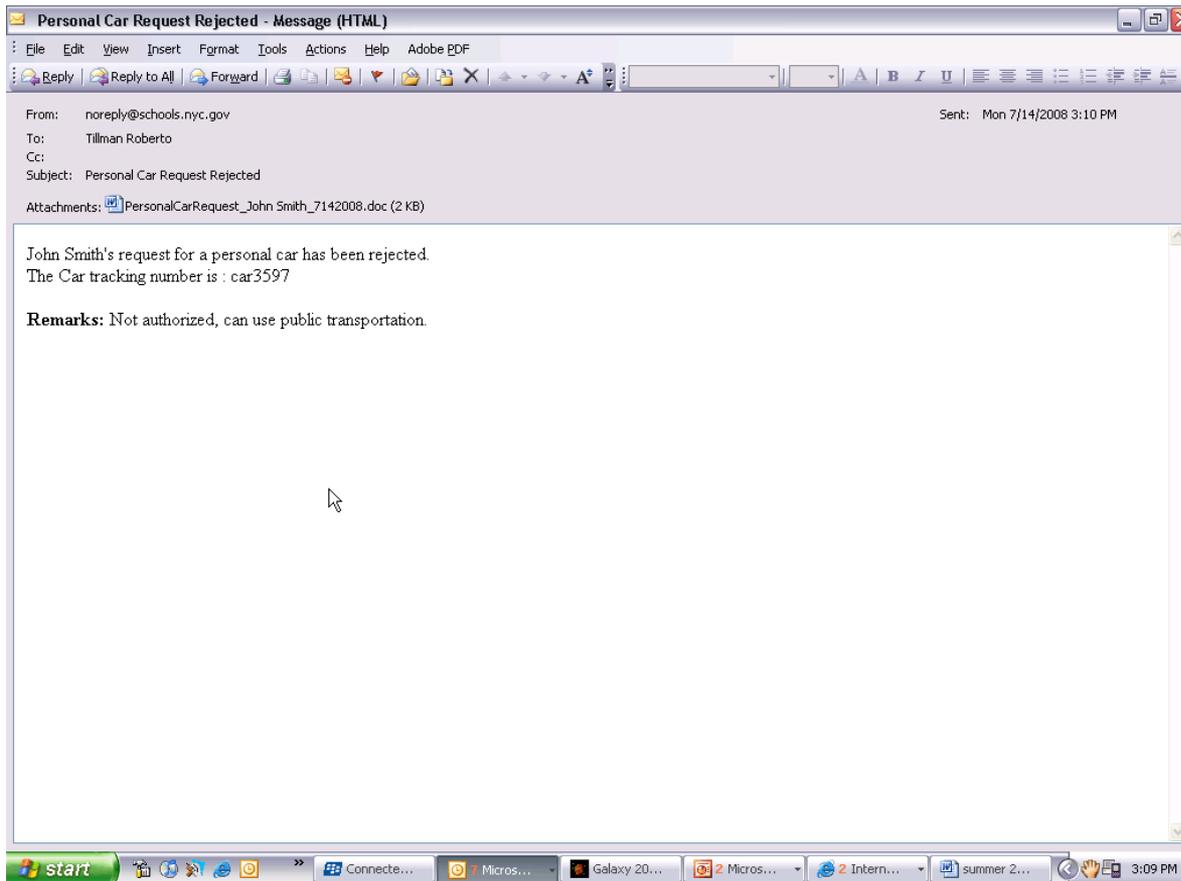
# Personal Vehicle Request Approved by Supervisor

An e-mail is sent to the requester advising that the request has been approved.



# Personal Vehicle Request Rejected by Supervisor

An e-mail is sent to the requester advising that the request has been disapproved.



# Submission of Claim for Local Travel Reimbursement

# Steps in Processing a Local Travel Reimbursement Claim

A claim for reimbursement of local travel expenses consists of the following steps:

- Have travel data and receipts available
- Have Approved Authorization to Use Personal Vehicle Car Number (If Necessary).
- Log into TRAC and select Local Travel Reimbursement
- Entry of travel details for each date
- Entry of claim data for each date of travel
- Submit on-line to Supervisor for approval
- FAMIS user adds accounting information to claim
- FAMIS approver authorizes for payment

# Submission of Reimbursement Claim

TRAC - Login - Windows Internet Explorer

http://dfiforms.nycenet.edu/TRAC/

File Edit View Favorites Tools Help

TRAC - Login

**NYC** Department of Education **TRAC** Version 1.8

Welcome to TRAC [TRAC](#) | [HELP](#) | [CLOSE](#)

**TRAC Info**

Welcome to the *Travel Reimbursement Approval Certification (TRAC)* form. This is a new interactive electronic form introduced during school year 2007 - 2008. It has replaced all of the following previously used travel and conference forms:

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- Local Travel/Authorization for Imprest Fund Expenditure - Carfare

The TRAC allows the traveler to request permission for travel from his/her approving authority, and apply for reimbursement of eligible travel related expenditures electronically.

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

Please Click [here](#) to access the *Request for Use of Personal Vehicle. (ONLY FOR LOCAL TRAVEL)*

start TRAC - Login - Windo... Norton 4:29 PM

# Select Local Travel Reimbursement

NOTE: You can also make a Request for Use of Personal Vehicle from this screen

The screenshot shows a web browser window titled "TRAC - Travel Reimbursements - Network Technologies". The address bar shows the URL: <http://dfoforms.nycenet.edu/trac/TravelReimbursements.aspx>. The page header includes the NYC Department of Education logo and the TRAC logo. The main content area is divided into two columns. The left column, titled "Information", contains text: "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](http://dfoapps.nycenet.edu/SOP/Default.aspx?c=1159) by clicking on the following link." The right column, titled "TRAC - USER OPTIONS", contains three radio button options: "Local Travel Reimbursement" (selected), "Out Of Town Travel-Request", and "Out Of Town Travel-Request (International)". To the right of these options is a text block: "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)." A "Next" button is located at the bottom right of the options section. The Windows taskbar at the bottom shows the start button, several open applications, and the system clock at 2:09 PM.





# Employee Details Screen (Cont.)

Once you enter your Employee Reference Number and click Retrieve your name is filled in on the document.

**Information**

Please enter:

- The traveler must enter the information appearing on the right. This 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.

**TRAC - EMPLOYEE DETAILS**

Save TRAC | Load TRAC

Employee Reference Number:

Employee Name :

First Name	Middle	Last Name
<input type="text" value="ROBERTO"/>	<input type="text" value="TILLMAN"/>	<input type="text"/>

Telephone:

Address:

City:

State / Province:

Zip:

Employee Email:

# Employee Details Screen (Cont.)

Complete the form by indicating the phone number and mailing information.

**NOTE: Be sure to include apartment numbers. A significant number of checks are returned the DOE due to missing, incomplete or incorrect apartment numbers**

TRAC - Travel Reimbursements - Network Technologies

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://dfoforms.nycenet.edu/trac/TravelReimbursements.aspx

**NYC** Department of Education **TRAC** Version 1.8

Save TRAC | Load TRAC

**Information**

Please enter:

- The traveler must enter the information appearing on the right. This 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.

**TRAC - EMPLOYEE DETAILS**

Employee Reference Number: 0306353 Retrieve

Employee Name : First Name Middle Last Name  
ROBERTO TILLMAN

Telephone (718) 391-8365

Address 28-11 Queens Plz N

City Long Island City

State/Province NY

Zip 11101

Employee Email : rtillma@schools.nyc.gov

Start Over Next

Done Local intranet

start Inbo... Disc... Gala... Ses... Micr... TRA... Scree... TRA... 2:49 PM

# Travel Details Screen

Here is where you'll begin entering data to describe each date or dates of travel.

TRAC - Travel Reimbursements - Network Technologies

File Edit View Favorites Tools Help

Address <http://dfiforms.nycenet.edu/trac/TravelReimbursements.aspx>

**NYC** Department of Education **TRAC** Version 1.8

**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**

Save TRAC||Load TRAC

**In narrative form give a detailed description of your trip:**

**Reasons And Justifications**  
--Select Reason--

**Travel Destination :**  
NY --Select City--

**Travel Dates :**  
Date

Add More Dates (Fragmented Travel)

Start Over Back Next

# Travel Details Screen (Cont.)

Enter details for first date of travel. If you need to enter additional dates select Add more Dates (Fragmented Travel)

**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**

Save TRAC | Load TRAC

**In narrative form give a detailed description of your trip:**

K771  
1075 Oceanview Avenue  
Brooklyn, NY 11235

**Reasons And Justifications**

Site Visits

**Travel Destination :**

NY Brooklyn

**Travel Dates :**

Date

07/08/2008

**Add More Dates (Fragmented Travel)**

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

# Travel Details Screen (Cont.)

Enter data for second date of travel. Add as many dates as necessary. Select Next when done.

**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** Save TRAC | Load TRAC

**In narrative form give a detailed description of your trip:**  
K771  
1075 Oceanview Avenue  
Brooklyn, NY 11235

**Reasons And Justifications:** Site Visits

**Travel Destination:** NY Brooklyn

**Travel Dates:** Date: 07/08/2008

**In narrative form give a detailed description of your trip:**  
X017  
778 Forest Avenue  
Bronx, NY 10456

**Reasons And Justifications:** Training

**Travel Destination:** NY Bronx

**Travel Dates:** Date: 07/10/2008

**Buttons:** Add More Dates (Fragmented Travel) | Delete Date (Fragmented Travel) | Start Over | Back | Next

# Expense Details Screen

This screen is used to enter the expenses associated with each date.

TRAC - Travel Reimbursements - Network Technologies

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail Stop

Address http://dfoforms.nycenet.edu/trac/TravelReimbursements.aspx Go Links

**NYC** Department of Education **TRAC** Version 1.8

Information

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

TRAC - EXPENSE DETAILS

Save TRAC | Load TRAC

Expense Details for Travel Dates : 07/08/2008 To 07/08/2008 [Click here to access GSA Rates](#)

? Personal Vehicle Mileage:

Actual Mileage  Minimum Mileage

**Actual Expenses**

? Mileage Cost :

Tolls :

Parking :

? Meals :

Ground Transportation :

Other :

Grand Total

[Next Date](#)

Done Local intranet

start Inbox ... Discon... Galaxy... Sessi... Micros... Int... TRAC... 2:54 PM



# Expense Details Screen (Cont.)

Enter the approved car number. **The car number is case sensitive and is preceded by the word car (ex. car3596).** Enter any other claims (tolls, parking, etc.) associated with this date, and then Select Next Date to enter your claim for the next day or day (s) for which you are claiming reimbursement.

TRAC - EXPENSE DETAILS

Expense Details for Travel Dates : 07/08/2008 To 07/08/2008

Personal Vehicle Mileage:

Personal Car Approval Number:

Actual Mileage  Minimum Mileage

Actual Expenses	
Mileage Cost :	\$8.4
Tolls :	\$0.00
Parking :	\$0.00
Meals :	\$0.00
Ground Transportation :	\$0.00
Other :	\$0.00
Grand Total	\$8.40

[Next Date](#)

# Expense Details Screen (Cont.)

For the second date, actual mileage is being claimed. Select actual mileage, enter total miles and car number. When finished with entries for all dates select Next.

TRAC - EXPENSE DETAILS

Save TRAC||Load TRAC

Expense Details for Travel Dates : 07/10/2008 To 07/10/2008

Click here to access GSA Rates

? Personal Vehicle Mileage:

Personal Car Approval Number:

Actual Mileage  Minimum Mileage

**Actual Expenses**

? Mileage Cost :

Tolls :

Parking :

? Meals :

Ground Transportation :

Other :

Grand Total

Previous Date

# Approver Details Screen

Here the user enters the e-mail , name and title of his/her supervisor

TRAC - Travel Reimbursements - Network Technologies

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address http://dfiforms.nycenet.edu/trac/TravelReimbursements.aspx Go Links

**NYC** Department of Education **TRAC** Version 1.8

**Information**

Please enter:  
• Approver mail Id, name and title.

**TRAC - APPROVER DETAILS** Save TRAC | Load TRAC

**Approver Email :** @schools.nyc.gov

**Approver Name :**

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

**Title:**

Done Local intranet 2:58 PM

# User Review of Claim

The user is given the opportunity to review the claim they are submitting.

The screenshot shows a web browser window titled "TRAC - Travel Reimbursements - Network Technologies". The address bar shows the URL: <http://dfiforms.nycenet.edu/trac/TravelReimbursements.aspx>. The page header features the NYC Department of Education logo and the TRAC logo (Version 1.8).

The main content area is titled "TRAC - CONFIRM AND CERTIFY" and includes a "Save TRAC | Load TRAC" link. On the left, there is an "Information" sidebar with a message: "Please confirm your information." Below this is an "Edit" button.

The form fields are as follows:

- Employee Reference Number:
- Employee Name:
  - First Name:
  - Middle:
  - Last Name:
- Telephone:
- Address:
- City:
- State/Province:
- Zip:
- Employee Email:

Below the employee information, there is another "Edit" button and a section for "Expense Details for Travel Dates : 07/08/2008 To 07/08/2008":

- ? Personal Vehicle Mileage:
- Personal Car Approval Number:
- Actual Expenses:
  - ? Mileage Cost:
  - Tolls:
  - Parking:
  - ? Meals:

The Windows taskbar at the bottom shows the Start button, several open applications (TRAC, Discon, Galaxy, Sessi, Micros, Int), and the system clock showing 2:58 PM.

# User Confirmation of Claim

After review the user certifies and submits their claim.

TRAC - Travel Reimbursements - Network Technologies

Address: <http://dfoforms.nycenet.edu/trac/TravelReimbursements.aspx>

? Personal Vehicle Mileage:

Personal Car Approval Number:

**Actual Expenses**

? Mileage Cost:

Tolls:

Parking:

? Meals:

Ground Transportation:

Other:

Grand Total:

[Next Date](#)

[Edit](#)

Approver Email:

Approver Name: First Name:  Middle:  Last Name:

Title:

**I hereby certify that the information contained herein is accurate and reflects expenses incurred by me resulting from travel related to official DOE business. I have followed all regulations contained in the SOP chapter on "Travel and Conferences."**

Click here to acknowledge this certification

[Submit](#)

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

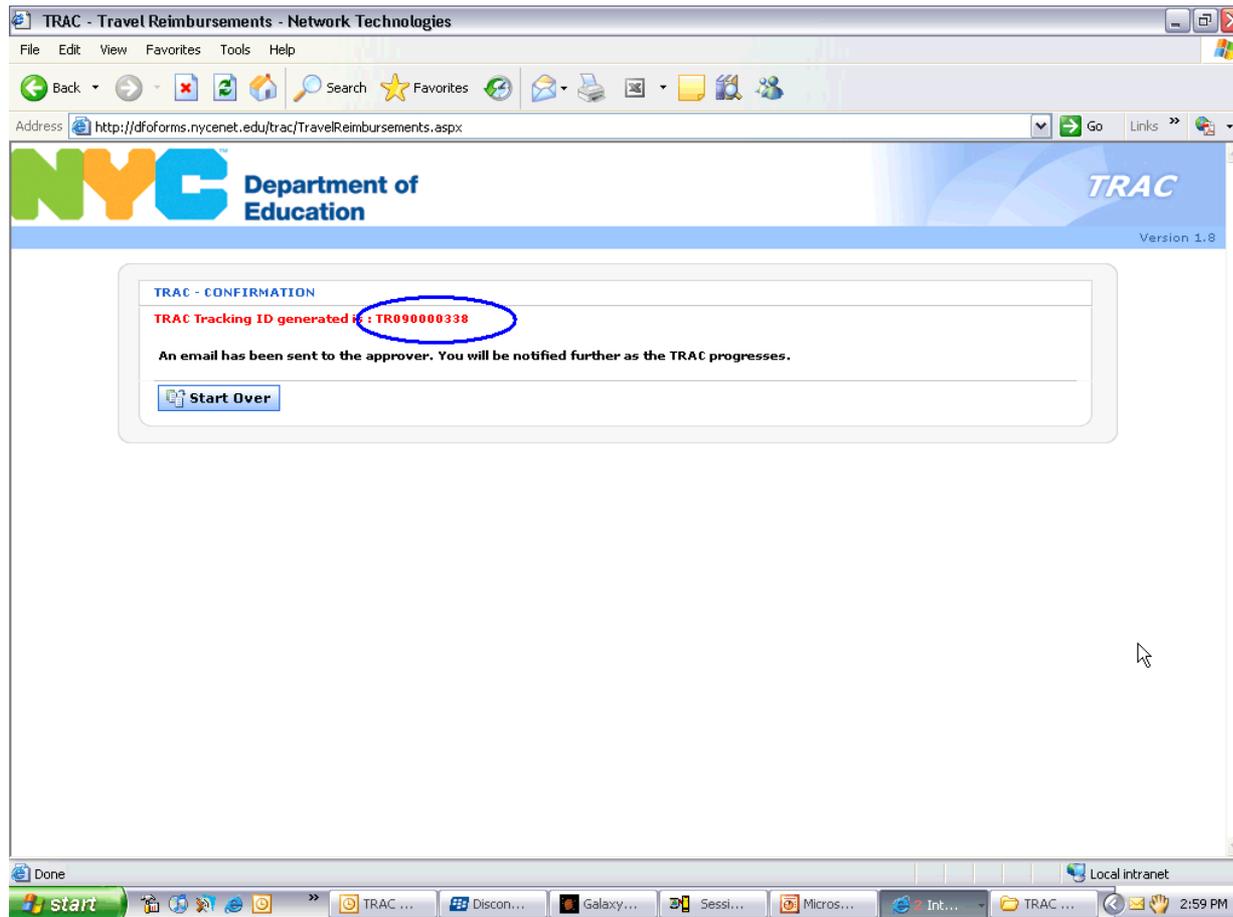
Done Local intranet

start TRAC ... Discon... Galaxy... Sessi... Micros... 2 Int... TRAC ... 2:59 PM

# User Receives TRAC Number

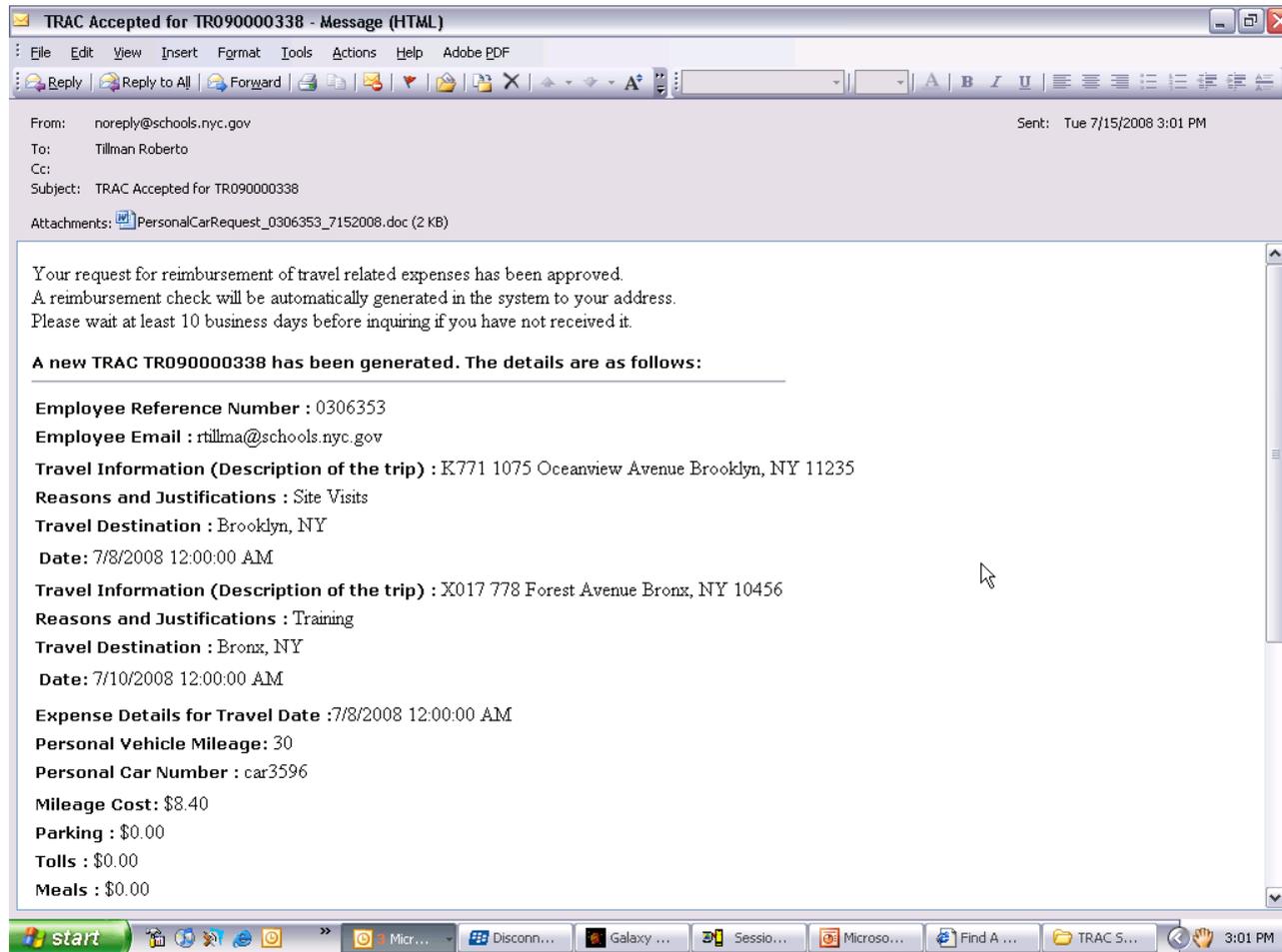
After submission, the user will receive a Tracking ID Number. Users should retain this number in order to make any inquiries regarding this claim.

This TRAC document now goes to the supervisor for approval, and upon approval goes to FAMIS.



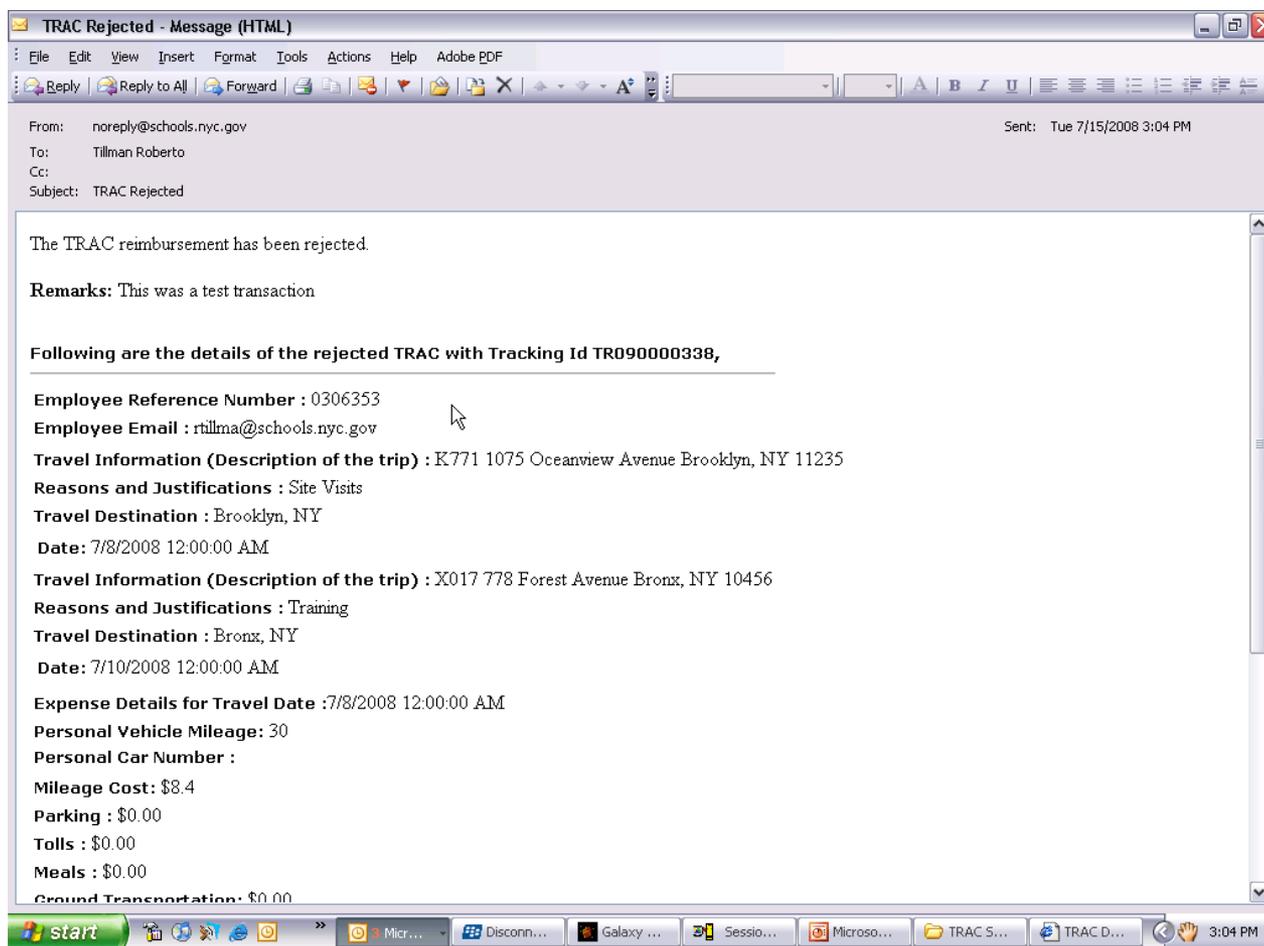
# Sample e-Mail to User of Claim Approval

User receives an e-mail indicating that the claim request was approved.



# Sample e-Mail to User of Claim Rejection

The user will receive an e-mail if their claim request has been disapproved.



# User Responsibilities

Users are expected to maintain records of their local travel.

Users are expected to retain receipts (tolls, parking, etc.) in support of their claim.

Users should submit their claim for reimbursement in a timely basis. In general the claims should be entered monthly.

The supporting documentation should have the appropriate TRAC number recorded on it, for submission to the supervisor and/or FAMIS user to support their claim for reimbursement, as well as retention for audit purposes

# TRAC Admin

# TRAC Admin

TRAC Admin is a function in FAMIS where the accounting information with respect to where the reimbursement is to be charged is associated with the TRAC document and approval for the issuance of payment to the employee is made.

Once the supervisor has approved the reimbursement request, the following steps need to take place for issuance of a check to the employee:

1. FAMIS user reviews claim and supporting documentation in TRAC Admin and attaches accounting information to the document.
2. A FAMIS approver (Level 200) reviews and approves the document for payment.

# TRAC Admin Access

Some school users have been given the TRAC Admin function which they access through the FAMIS Portal.

The screenshot shows a web browser window displaying the FAMIS Portal. The browser's address bar shows the URL: <https://dfoforms.nycenet.edu/FamisPortal/main.aspx?PortalSession=xq04cJ55lx4ch45mbm1qgbp1118219>. The page header includes the NYC Department of Education logo and the FAMIS logo. The user is identified as TILLMAN, ROBERTO. The left sidebar contains a navigation menu with the following items: Purchasing / Payments, Approval, Inquiry, Miscellaneous, Book Buyback, Broadcast Message, Document Status, Inventory, Principal Per Session, Security Maintenance, Pcard Expense - Admin, Stop Payment Form, Vendor Rating System, Trac, and Trac Admin. The 'Trac Admin' link is circled in red. The main content area displays a news item dated 7/14 regarding goods and services delivery deadlines. The right sidebar lists 'Other Links' such as FY08 school ordering deadlines, FAMIS Guide, and FAMIS FAQ's. The bottom of the page shows a status bar with 'Done' and a taskbar with various application icons.

# Admin User Searches for Documents

Documents can be located by Document Number, Last Name, First Name, or Location

The screenshot shows a web browser window with the address `https://dfiforms.nycenet.edu/TRACADMIN/TracAdmin.aspx?PortalSession=xqo4cj55lx4ch45mbm1qgbbp1118219`. The page title is "TRAC Details - Admin - Network Technologies". The main content area is titled "TRAC Accepted Request Details" and features a search bar with "Location" selected and "E670" entered. Below the search bar is a table with the following columns: Tracking No, Employee Name, Status, Travel Type, and Location. The table contains 20 rows of data, each with a "Select" link in the first column.

	Tracking No	Employee Name	Status	Travel Type	Location
Select	TR080001963	GELFAND MARCIA	Accept	Local Travel	E670
Select	TR080001967	CHAN MABEL	Processing Payment	Local Travel	E670
Select	TR080002552	BURGER ROBIN	Processing Payment	Local Travel	E670
Select	TR080002569	HERZEL RUTH	Processing Payment	Local Travel	E670
Select	TR080002840	MENDOZA TERRI	Processing Payment	Local Travel	E670
Select	TR080002878	KLANSKY OLIVIA	Processing Payment	Local Travel	E670
Select	TR080002917	RIVMAN ANITA	Processing Payment	Local Travel	E670
Select	TR080002920	MCGARRY MARIAN	Processing Payment	Local Travel	E670
Select	TR080002951	MCCANN EILEEN	Processing Payment	Local Travel	E670
Select	TR080003113	BERNSTEIN ERICA	Processing Payment	Local Travel	E670
Select	TR080003217	GELFAND MARCIA	Processing Payment	Local Travel	E670
Select	TR080003223	BURGER ROBIN	Processing Payment	Local Travel	E670
Select	TR080003333	RIVMAN ANITA	Processing Payment	Local Travel	E670
Select	TR080003334	GOLDEN SHARA	Processing Payment	Local Travel	E670
Select	TR090000072	OCONNOR ROSALEEN	Processing Payment	Local Travel	E670
Select	TR090000119	LEVINE SHARON	Processing Payment	Local Travel	E670
Select	TR090000136	NATURALE ANTHONY	Processing Payment	Local Travel	E670
Select	TR090000239	BENJAMIN CARYN	Processing Payment	Local Travel	E670
Select	TR090000241	BENJAMIN CARYN	Processing Payment	Local Travel	E670

# Review of Claim

TRAC Admin user can review the daily data for the claim. The TRAC Admin user cannot edit the claim, but can reject the document if corrections are required.

The screenshot displays a web browser window titled "TRAC Details - Admin - Network Technologies". The address bar shows the URL: <https://dfiforms.nycenet.edu/TRACADMIN/TracAdminView.aspx>. The page features a navigation menu with tabs for "Purchasing / Payments", "Approval", "Inquiry", and "Miscellaneous". The main content area is titled "TRAC - EXPENSE DETAILS" and shows "Expense Details for Travel Dates : 6/2/2008 12:00:00 AM To 6/2/2008 12:00:00 AM". A table lists various expense categories and their actual amounts:

Category	Actual Expenses
Mileage :	\$8.40
Parking :	\$0.00
Tolls :	\$0.00
Meals :	\$0.00
Ground Transportation :	\$0.00
Personal Car :	\$0.00
Others :	\$0.00
<b>Grand Total</b>	<b>\$134.40</b>

At the bottom of the page, there are buttons for "Start Over", "Reject", and "Next". A "Next Date" label is also present. The Windows taskbar at the bottom shows the system clock as 4:58 PM on 6/2/2008.

# Entry of Accounting Information

The TRAC Admin user enters the appropriate accounting information for payment of the claim

The screenshot displays the TRAC Admin web application interface. The browser window title is "TRAC Details - Admin - Network Technologies". The address bar shows the URL: <https://dfoforms.nycenet.edu/TRACADMIN/TracAdminView.aspx>. The application header includes the TRAC logo and the FAMIS logo. Navigation tabs are visible for Purchasing / Payments, Approval, Inquiry, and Miscellaneous. A home page, help, and logoff link are also present.

The main content area is titled "TRAC - ACCOUNT DETAILS". It features a sidebar with "Information" and "Account Details" (District, Quick Code, Object, Location, Account). The main area displays the following information:

- The total expenses amount is \$134.40**
- Fiscal Year: 2009
- Table with columns: Sfx, Dst, Qck, Obj, Locn, Act, Amount, Balance.
- Buttons: Recalculate, Add New Line.
- Invoice Information section with fields for Invoice No and Invoice Date.
- Buttons: Start Over, Back, Next.

Sfx	Dst	Qck	Obj	Locn	Act	Amount	Balance
01	20		0451				

# FAMIS Approval

After the accounting information has been associated with the TRAC document, a FAMIS (Level 200) user will go into TRAC Admin and approve the TRAC document, generating a request for issuance of a reimbursement check to the employee.

# FOR ASSISTANCE.....

## Contact your ISC Contracts/Procurement Team:

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# Queens Integrated Service Center

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