Out of Town Travel-International Travel

Finance Service Center - Travel Unit

718-935-5000 Option 4

Travelunit@schools.nyc.gov

January 2024

NYC Department of Education

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What is TRAC?

TRAC replaces all the previously used Travel and Conference forms:

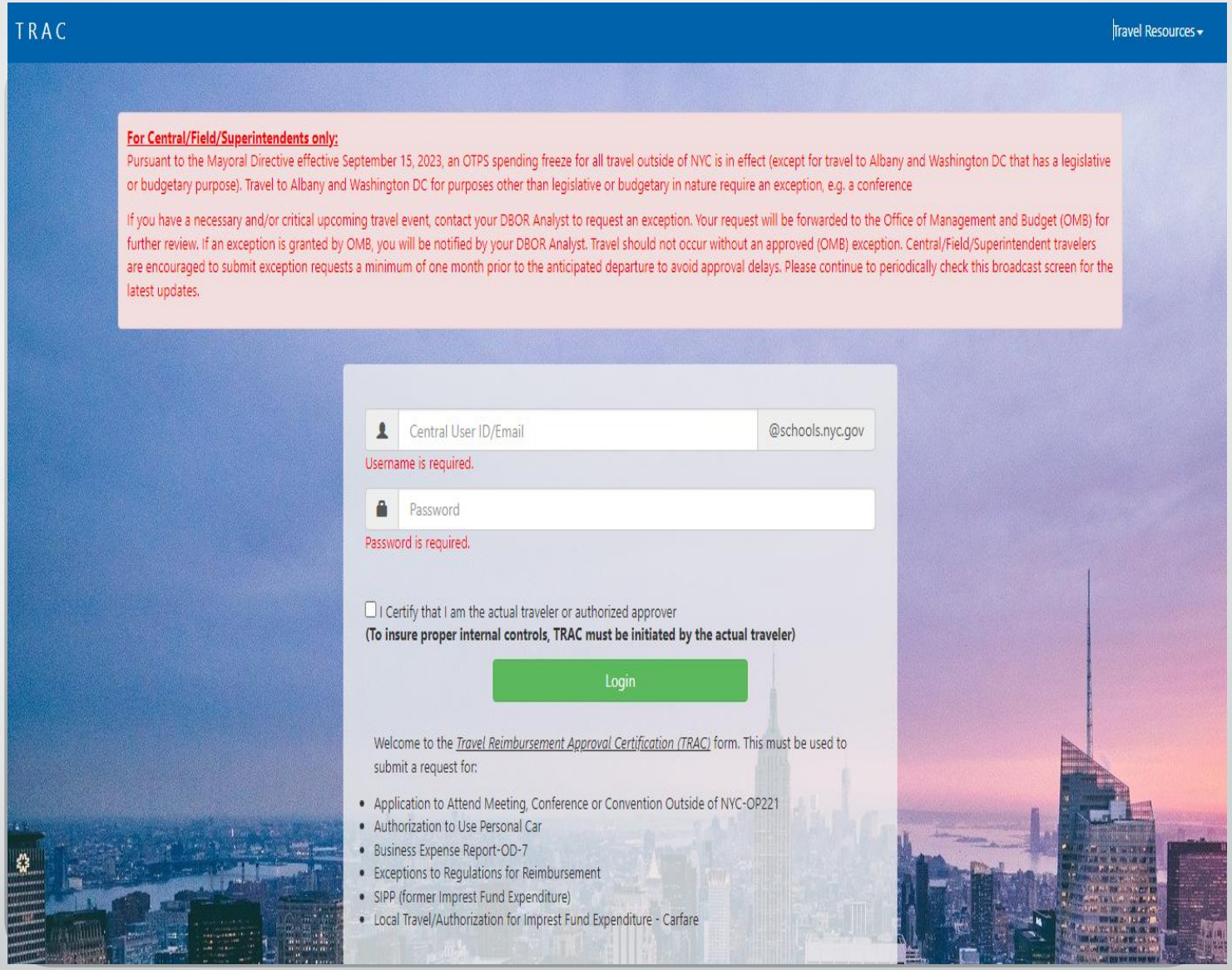
- Application to attend meeting, conference or convention outside of NYC- OP221
- Authorization to use personal car
- Small item payment process for travel (SIPP)
- The TRAC, however, does not replace the travel related expenses paid for by Non-Government Entities Form https://infohub.nyced.org/docs/default-source/doe-employees-only/travel-related-expenses-paid-for-by-non-government-entities.pdf 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 rules and regulations governing travel on official DOE business by reading the Standard Operating Procedures (SOP) chapter on Travel and Conferences. https://infohub.nyced.org/nyc-doe-topics/Policies/travel-and-conferences
- TRAC Link https://vendor.finance360.org/standalone/famapp/trac/login.aspx

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Logging into TRAC

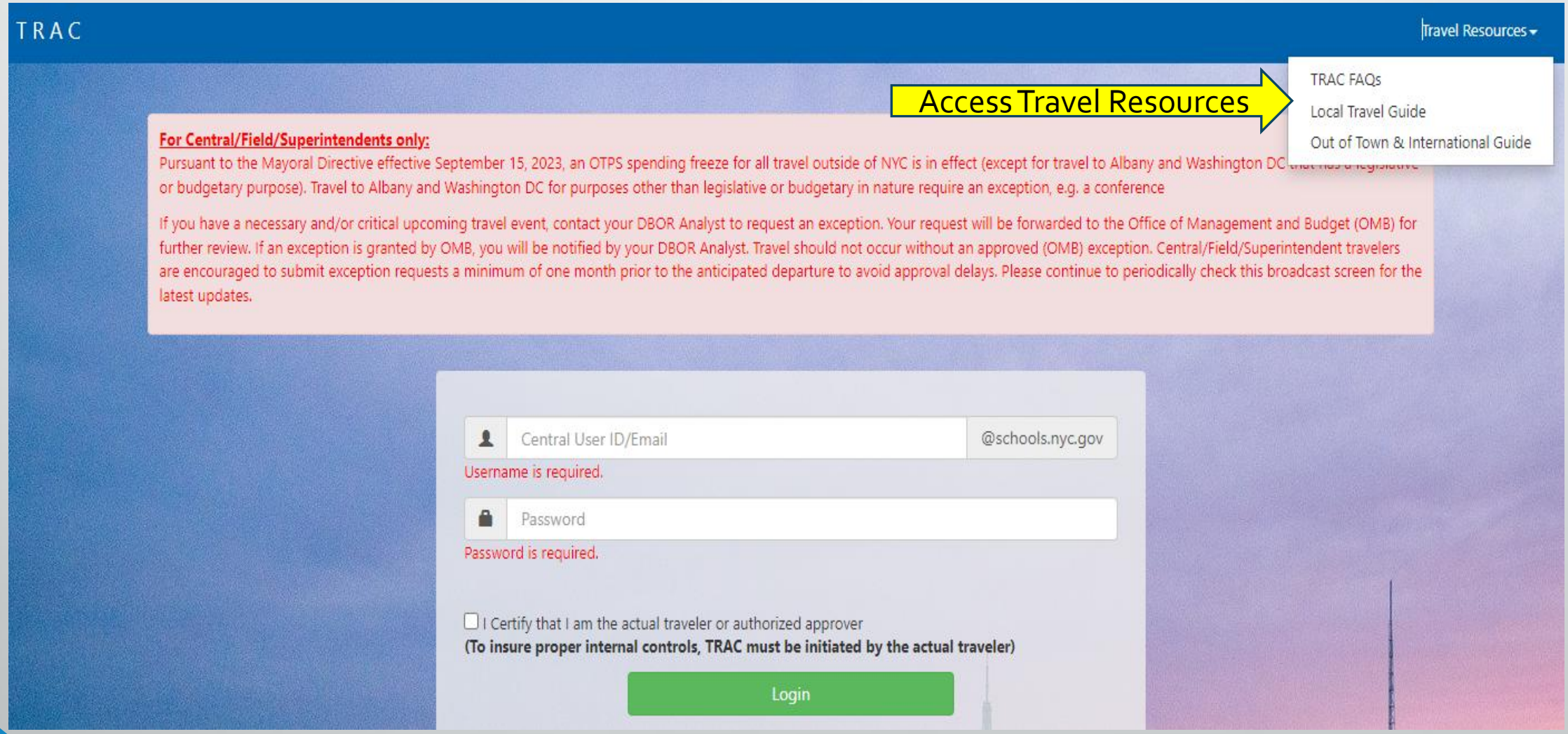
All DOE employees with a DOE email have access TRAC.

Enter your DOE Outlook credentials to access the TRAC system.



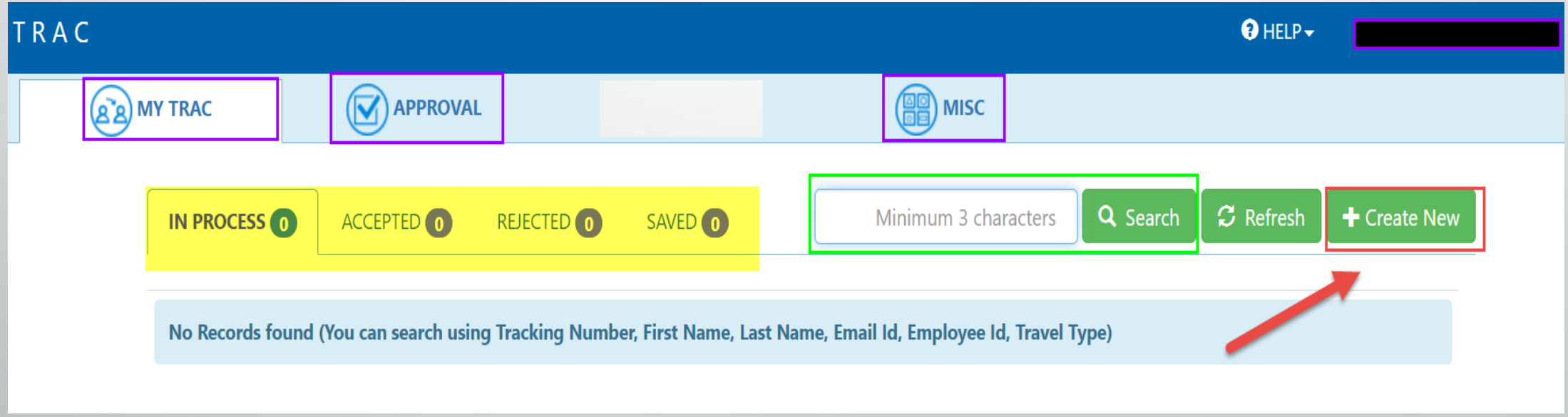
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TRAVEL RESOURCES



My TRAC Screen

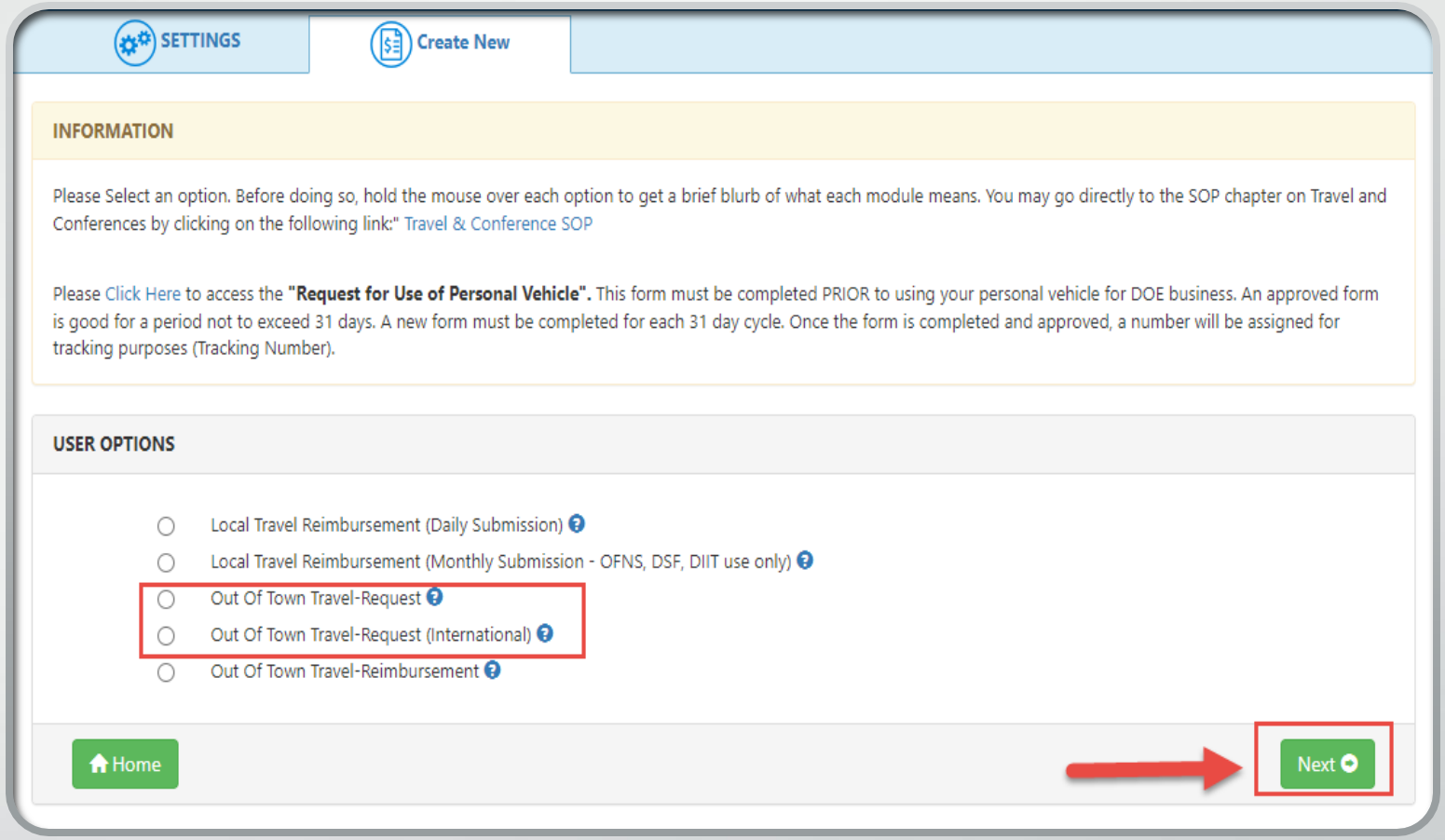
In the 'My TRAC' section you can view the status of all the TRACs you submitted. To create a new Out of Town Travel Reimbursement (e.g., Trip must be over a 75-mile radius from the center of the city 59th street and Columbus circle), click '+ Create New'. You also have the ability to search your TRACS by tracking number, name, email, employee ID or travel type.



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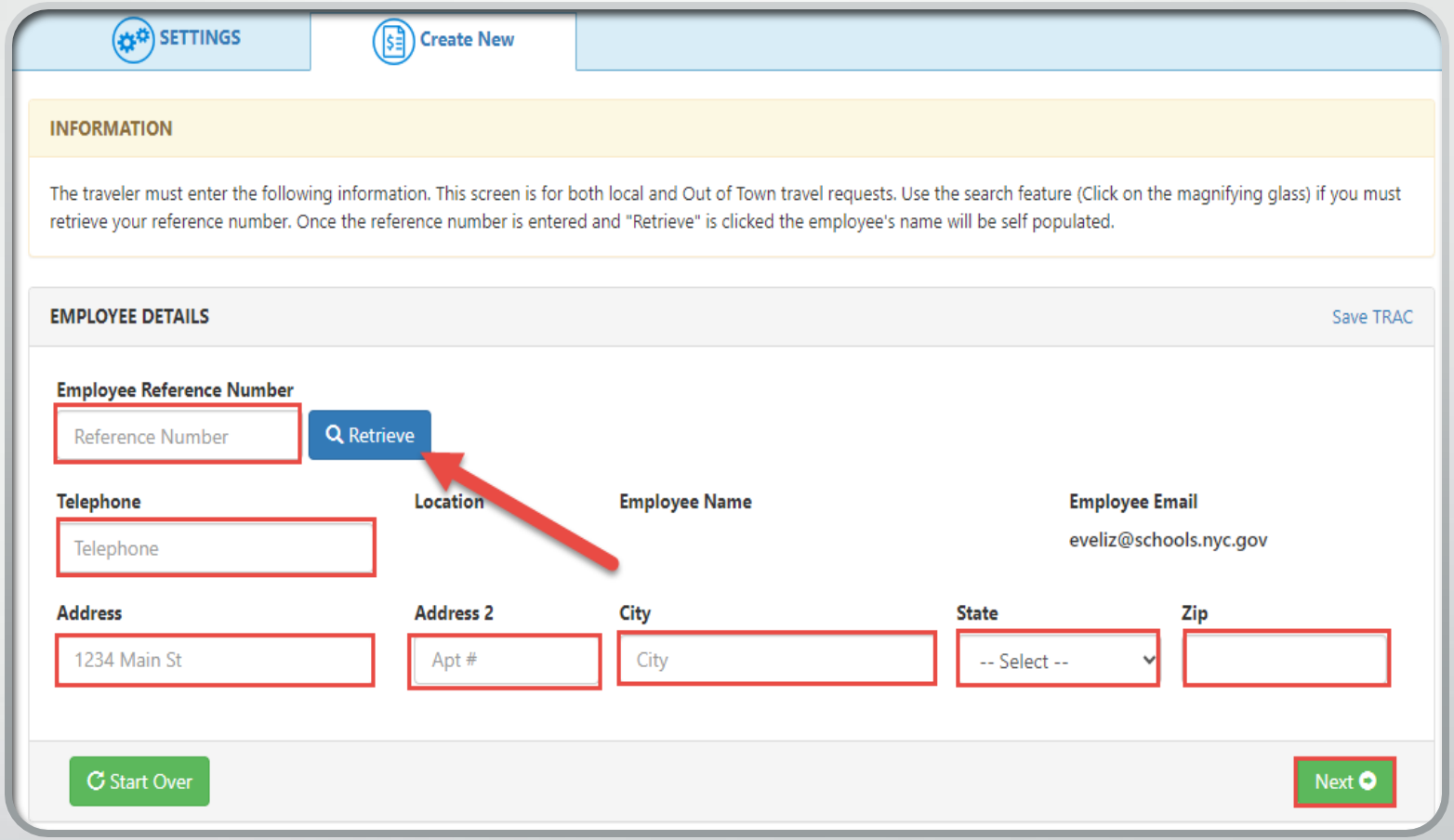
Out of Town Travel- International Travel

After clicking 'Create New', select the option for Out-of-Town Travel Request or International Travel Request.



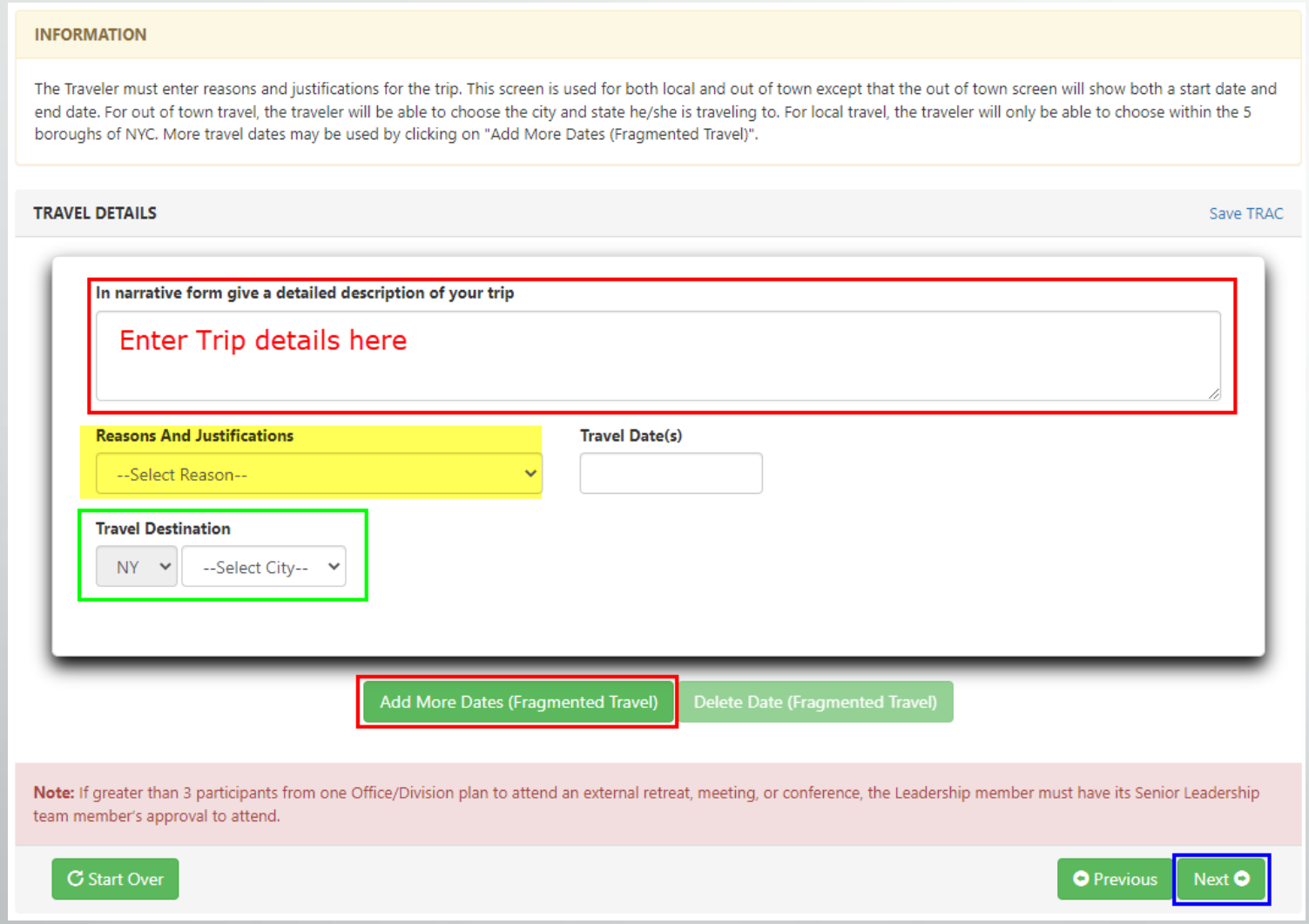
Employee Details

Enter your DOE Employee ID, telephone number and address details, click retrieve, then click Next.



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Out of Town Travel Details (US Domestic)



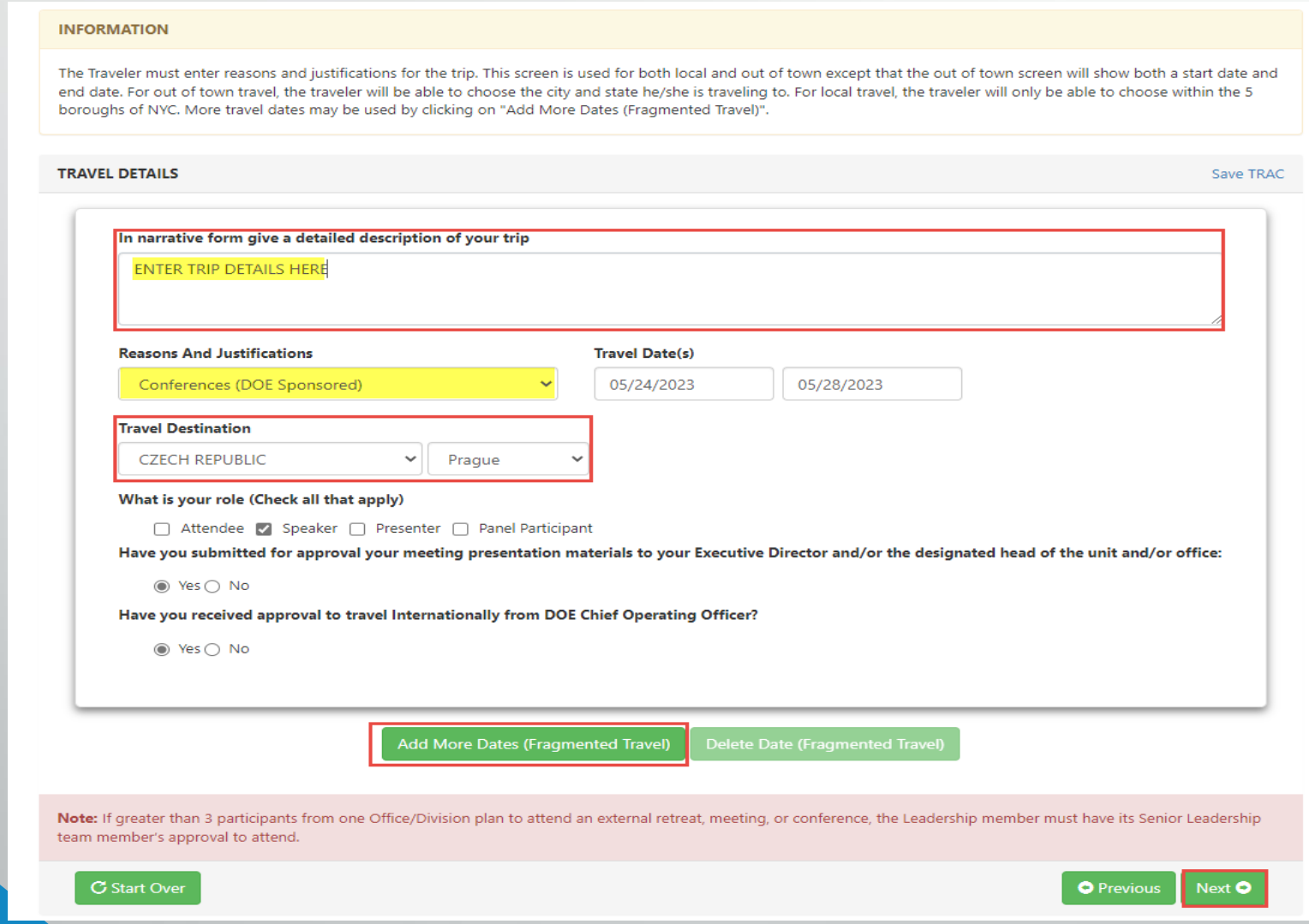
You now need to enter all the trip details. This includes the date of out-of-town travel and a detailed description of the trip. You must select a reason for travel from the dropdown, as well as the State and City of your destination. If there are more dates of travel, then you can select

Add More Dates (Fragmented Travel)

Once you have entered all the dates and details for <u>each</u> date of travel, click Next **to proceed.**

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Out of Town Travel Details (International)



You will need to enter all the trip details. This includes the date of out-of-town international travel and a detailed description of the trip. You must select a reason for travel from the dropdown, as well as the State and City of your destination. If there are more dates of travel, then you can select

Add More Dates (Fragmented Travel)

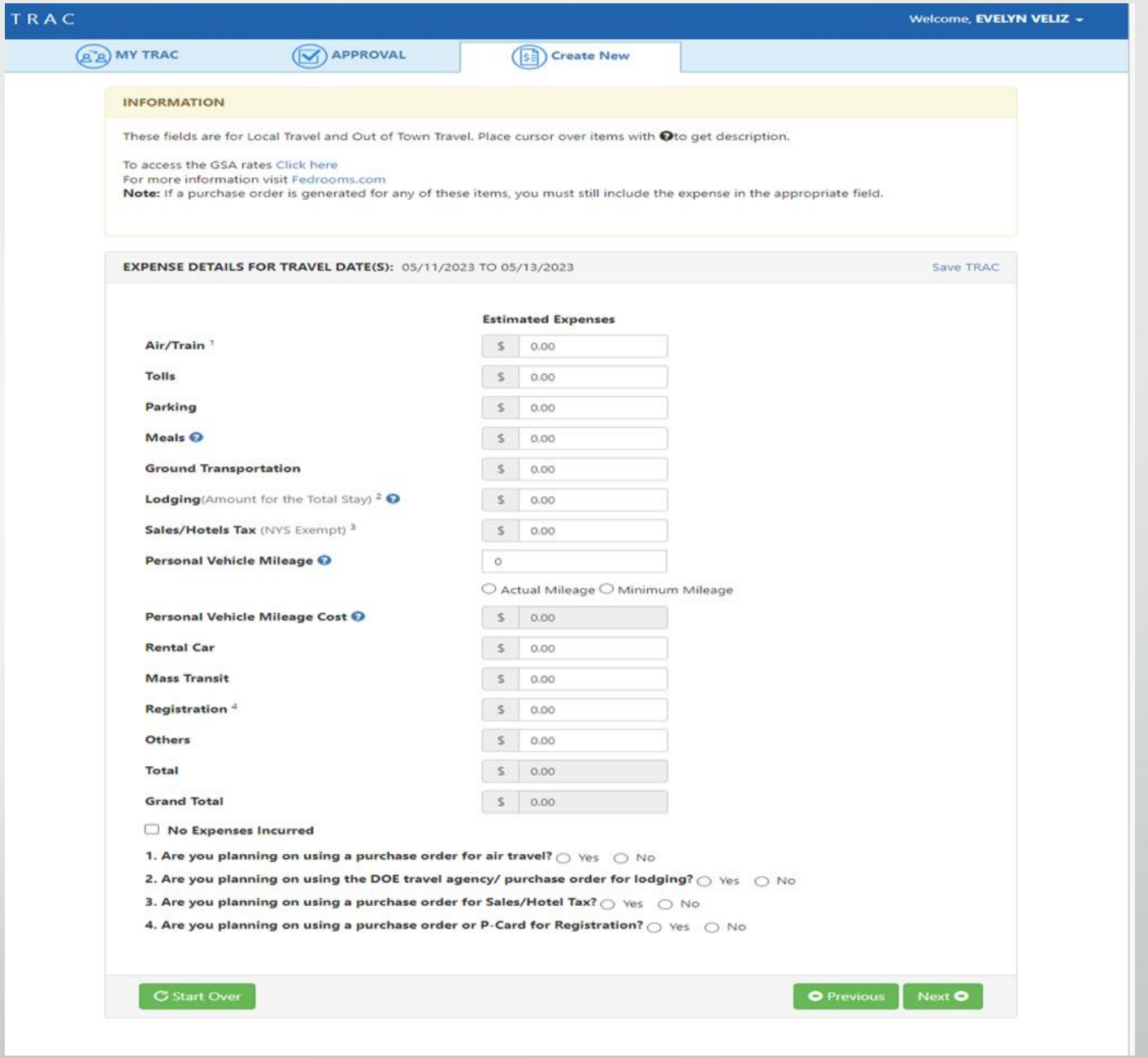
Once you have entered all the dates and details for <u>each</u> date of travel, click Next **to proceed.**

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Expense Details

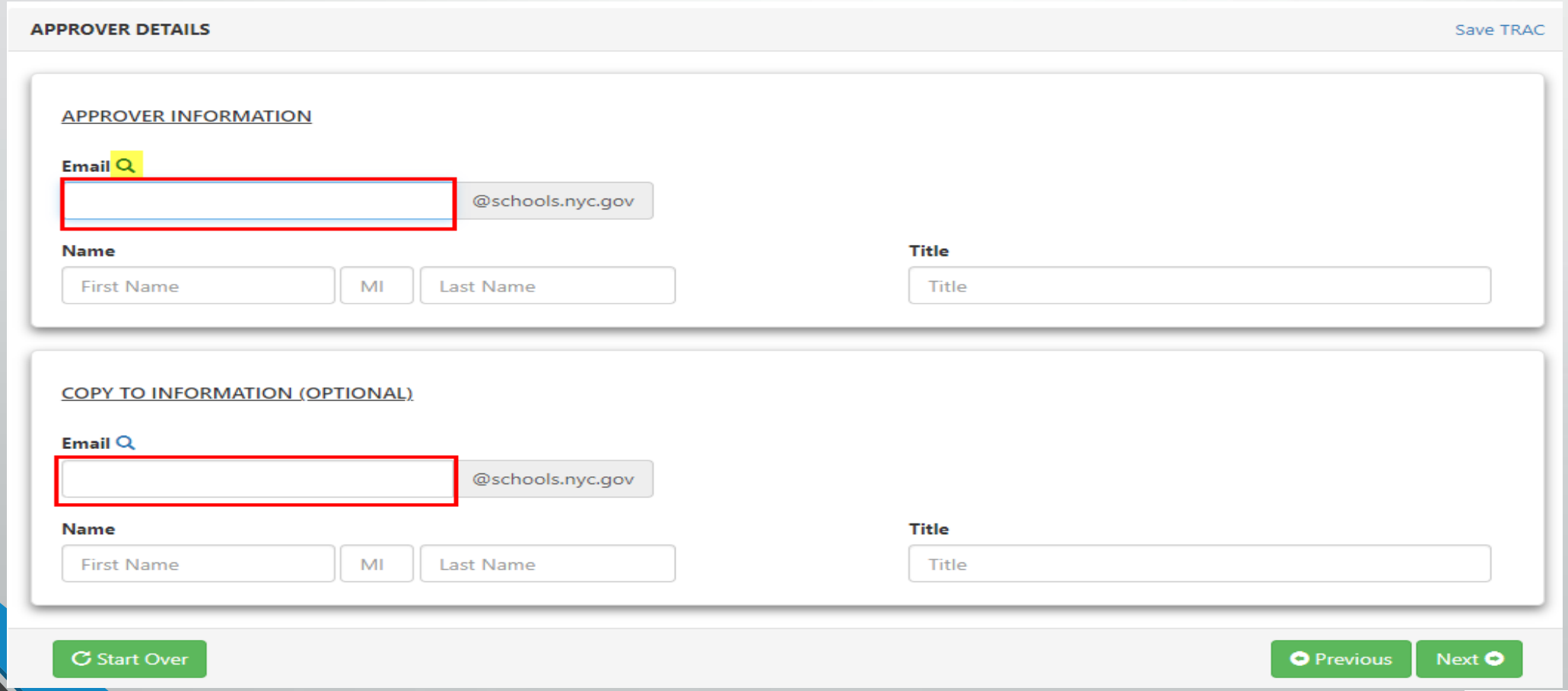
In this screen you will enter all other relevant travel related projected expenses that will be incurred. If no expenses incurred, you would select "No Expenses Incurred".

You must answer all 4 questions before you can click on next. Please answer YES to all questions if a PO will be created.



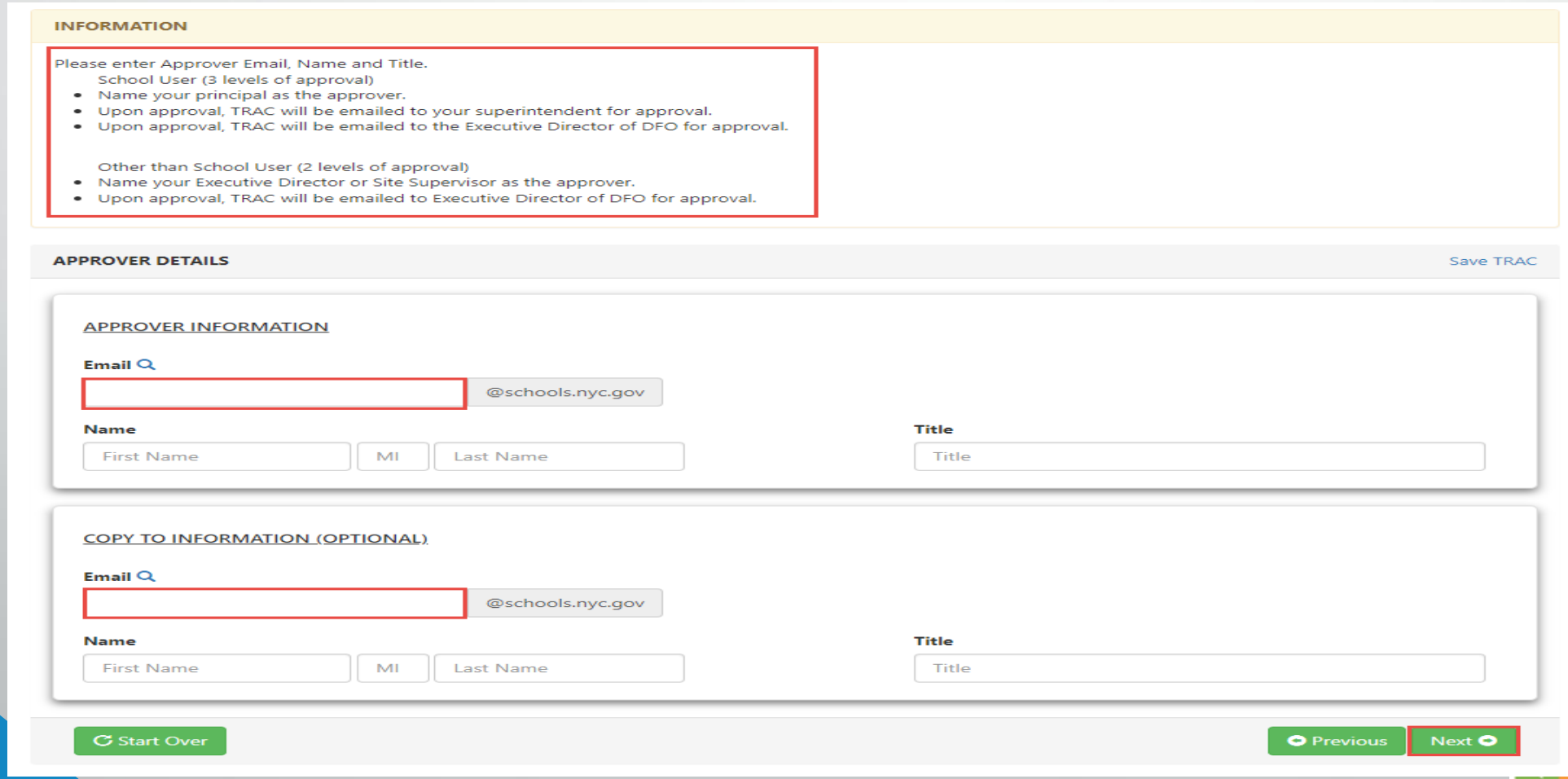
Out of Town Travel Approver Details (US Domestic)

You will enter your approver's email address, without the @schools.nyc.gov (ex: jsmith). You will enter an email address in the 'Copy To' section (person will receive a copy of this request). Once the email is entered, the approver's name and title will auto-populate. If you are unsure of the email address, please click the magnifying glass to search by name. Click Next when finished.



Out of Town Approver Details (International)

You will enter your approver's email address, without the @schools.nyc.gov (ex: jsmith). You will enter an email address in the 'Copy To' section (person will receive a copy of this request). Once the email is entered, the approver's name and title will auto-populate. If you are unsure of the email address, please click the magnifying glass to search by name. Click Next when finished.

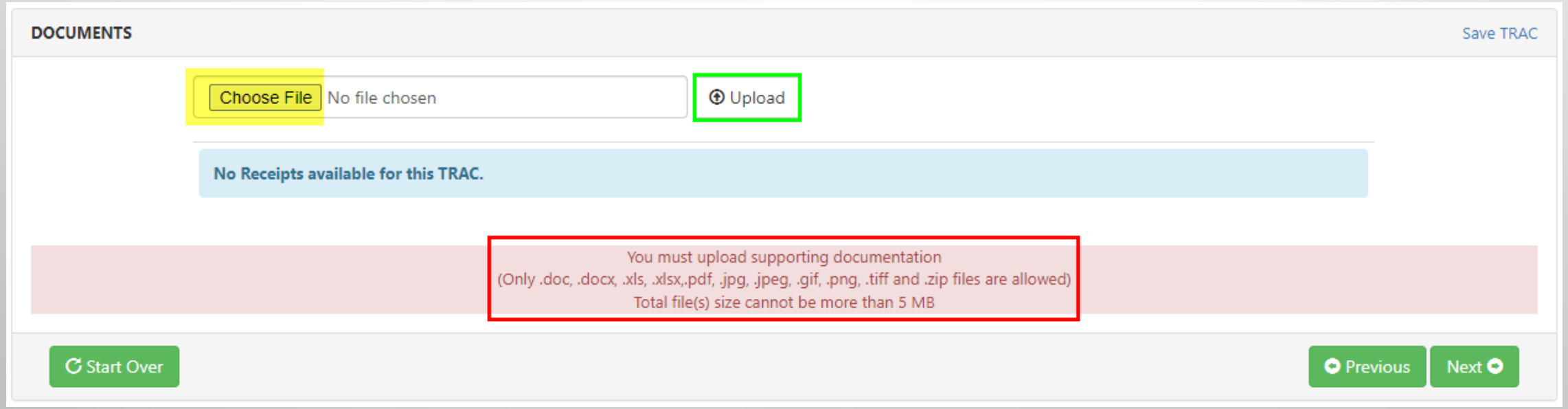


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Documentation Upload

Supporting documentation is required to submit a TRAC (ex: travel quote, conference agenda). Click 'Choose File' to search for documents on your computer to upload. Once a document is selected click Upload. Please note the accepted document types and the maximum file size.

After uploading documentation, click Next.

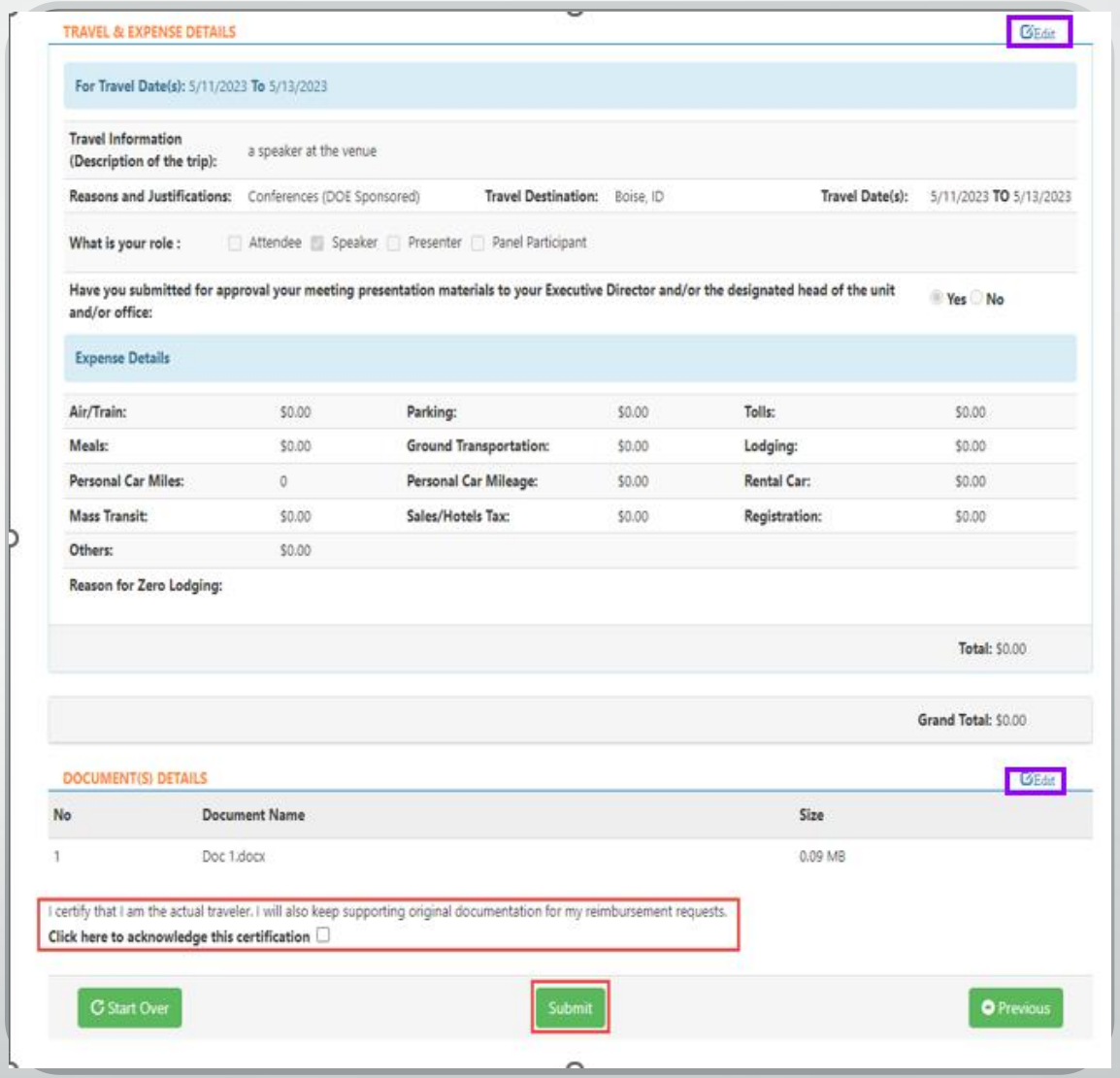


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Confirm and Certify TRAC Details

- Review all trip details. If anything is incorrect, please click edit on that section to go back and correct.

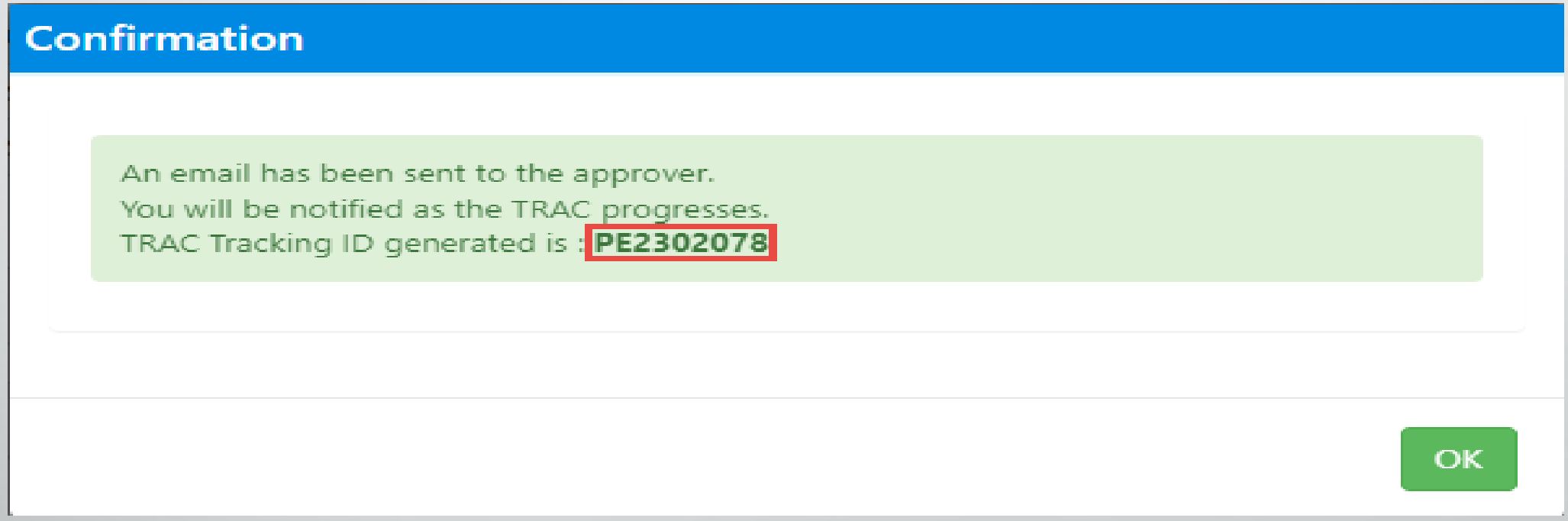
- If all entered information is correct, then please select the checkbox certifying you are the traveler and click 'Submit'.



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TRAC Progress

Once you submit your TRAC a PE (projected expense) document number will be generated, and an approval email will be sent to your approver.



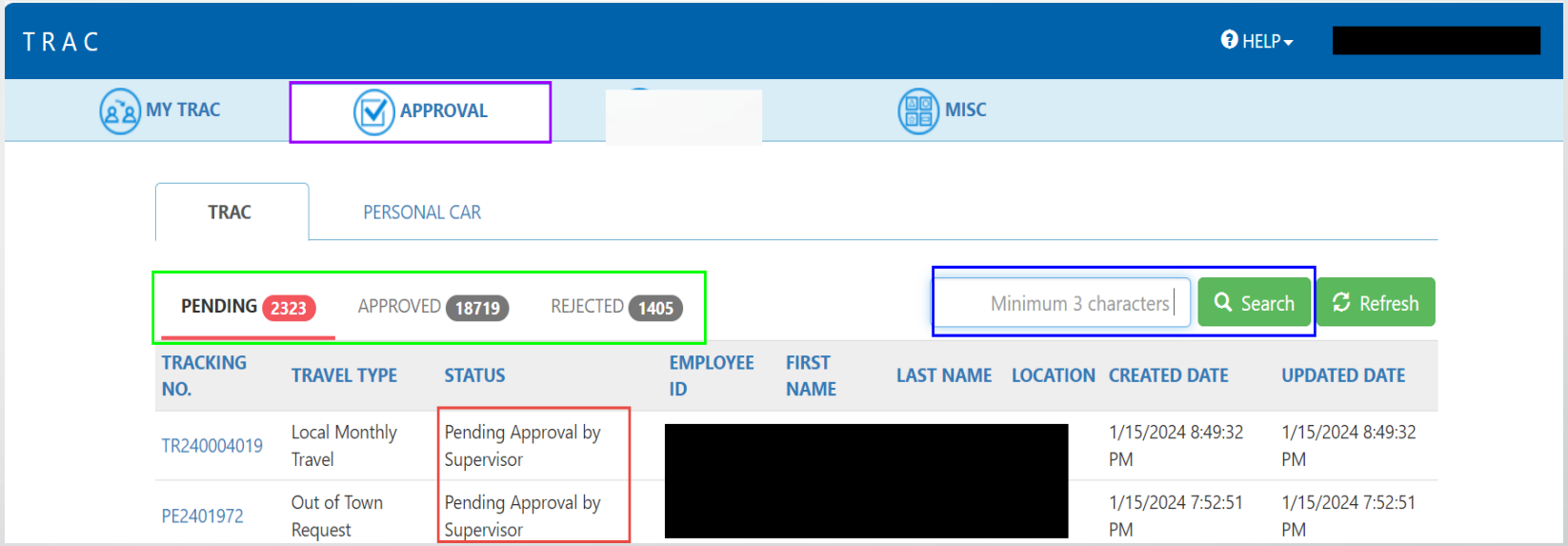
TRAC APPROVAL STATUS

TRAC Approval Status

The TRAC approver will need receive an auto-generated email to approve pending TRACS.

The approver can also log into TRAC > click on the "Approval Tab" to approve or reject all pending TRACS.

In this tab you can search by PE# or TR# it will show what status the document is in.

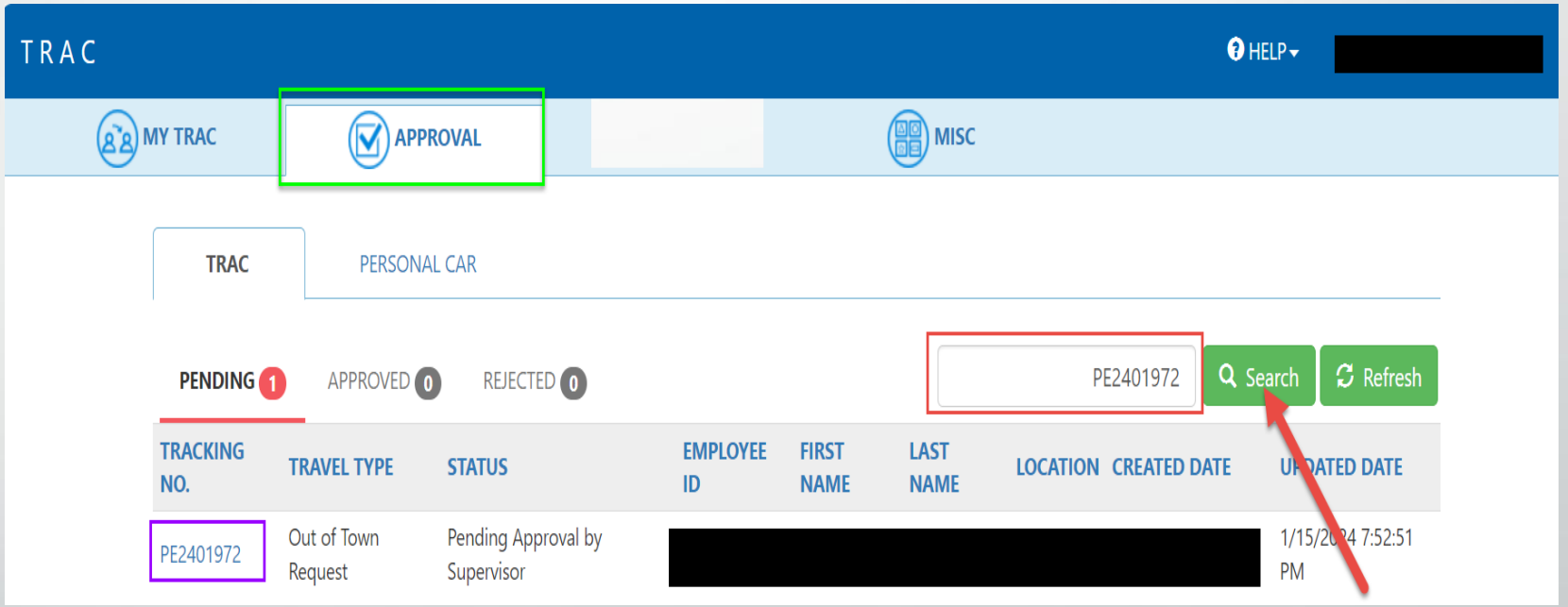


TRAC Approval Status- Search Option

Flow chart shows the history of a PE or TRAC.

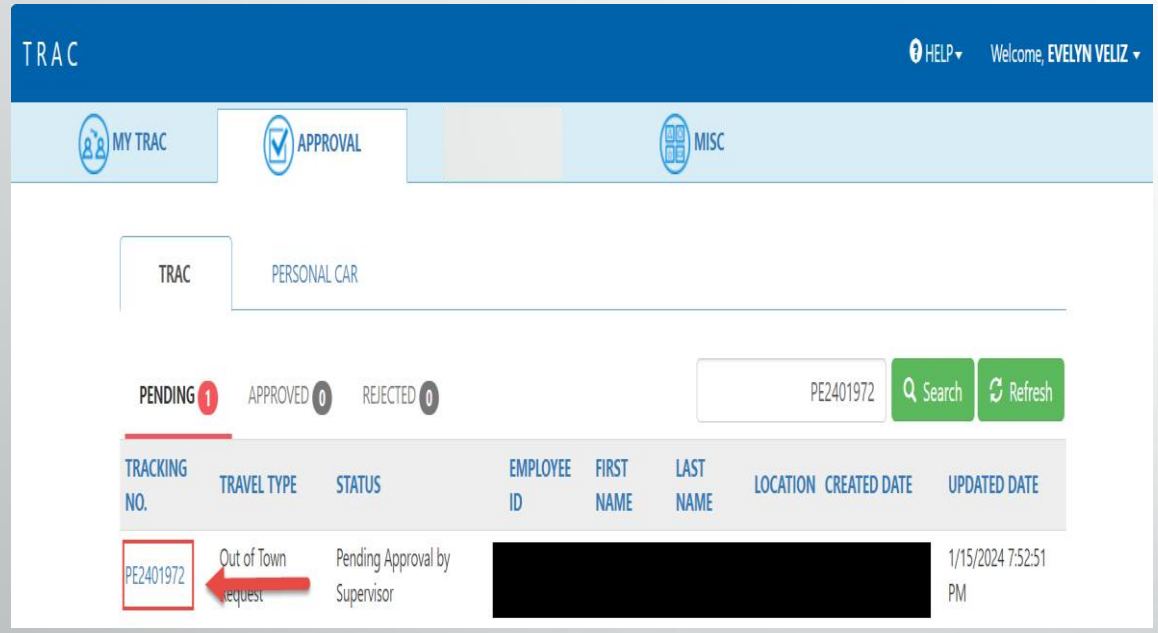
To view a flow chart for a "PE or TR" you must go into the approval tab and enter the PE or TR document number and hit search.

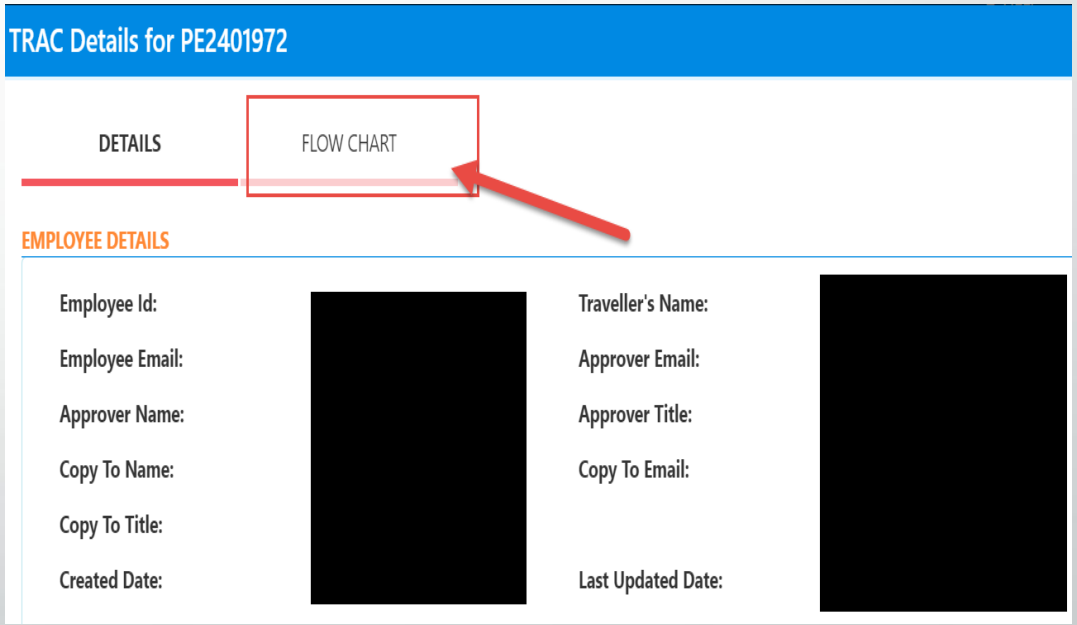
Once the PE or TR document populates you will "click" on the document number.



TRAC Approval Status- Flow Chart

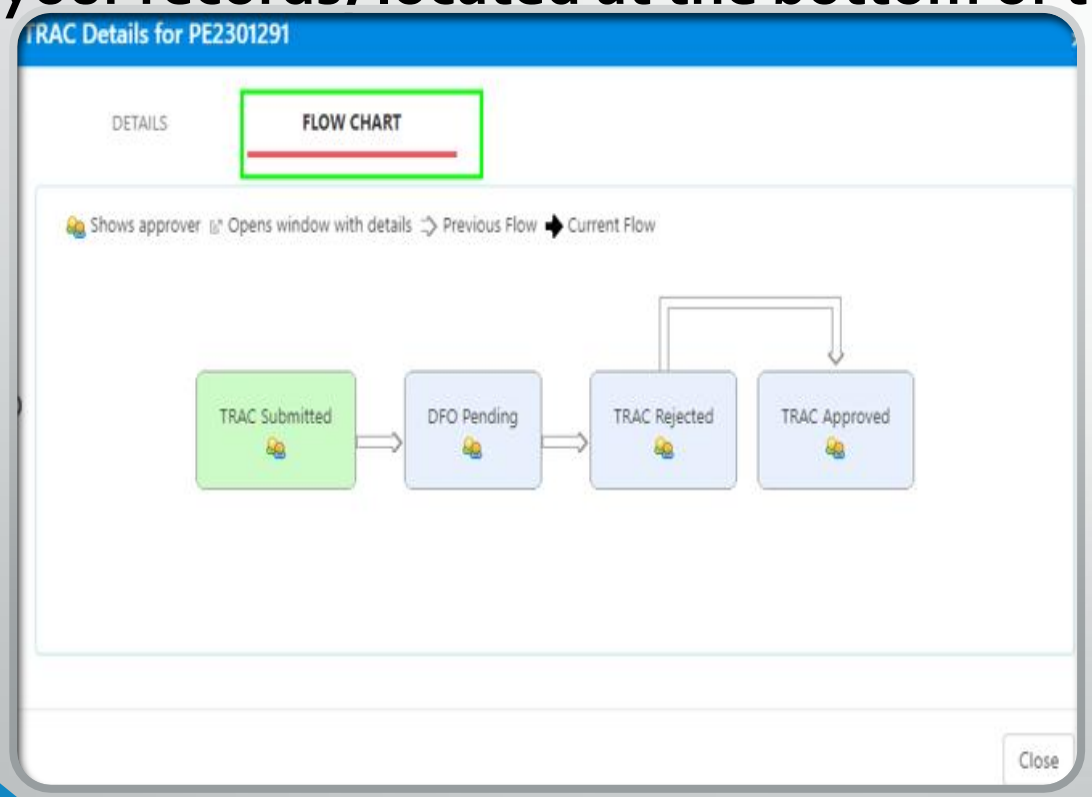
"Click" on the PE or TR document number to populate the screen with details of the PE or TR Document. Then you will have the option to select flow chart.

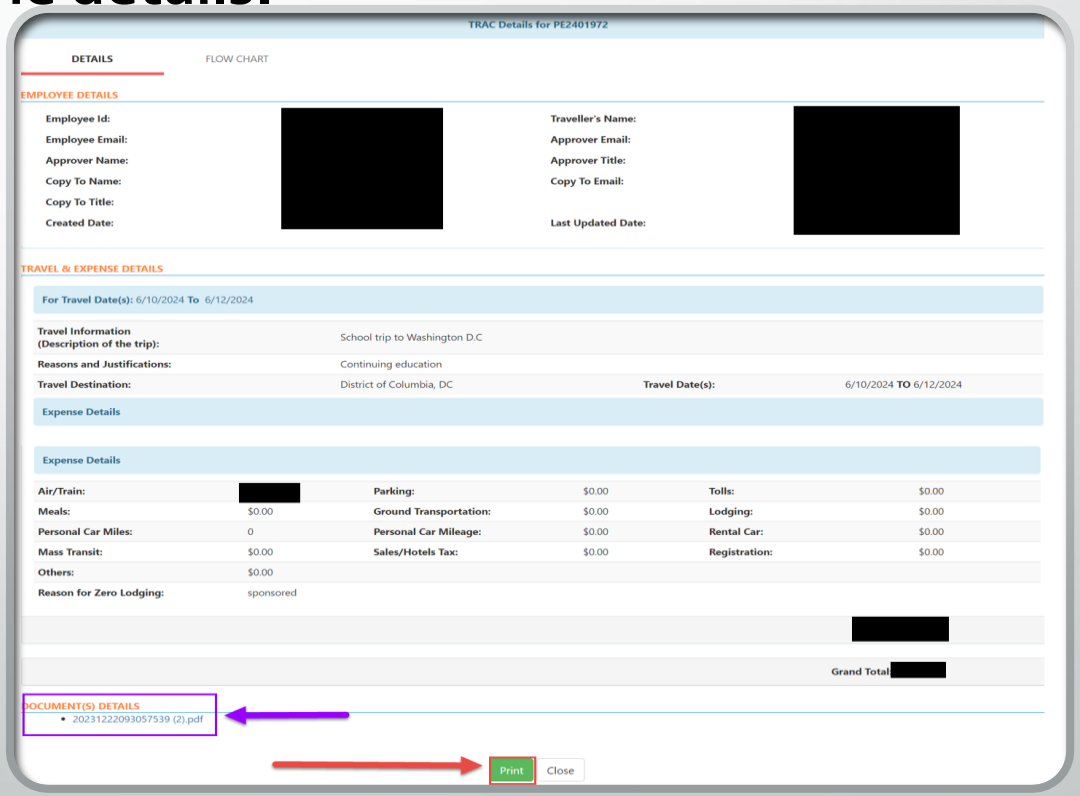




TRAC Approval Status- Flow Chart

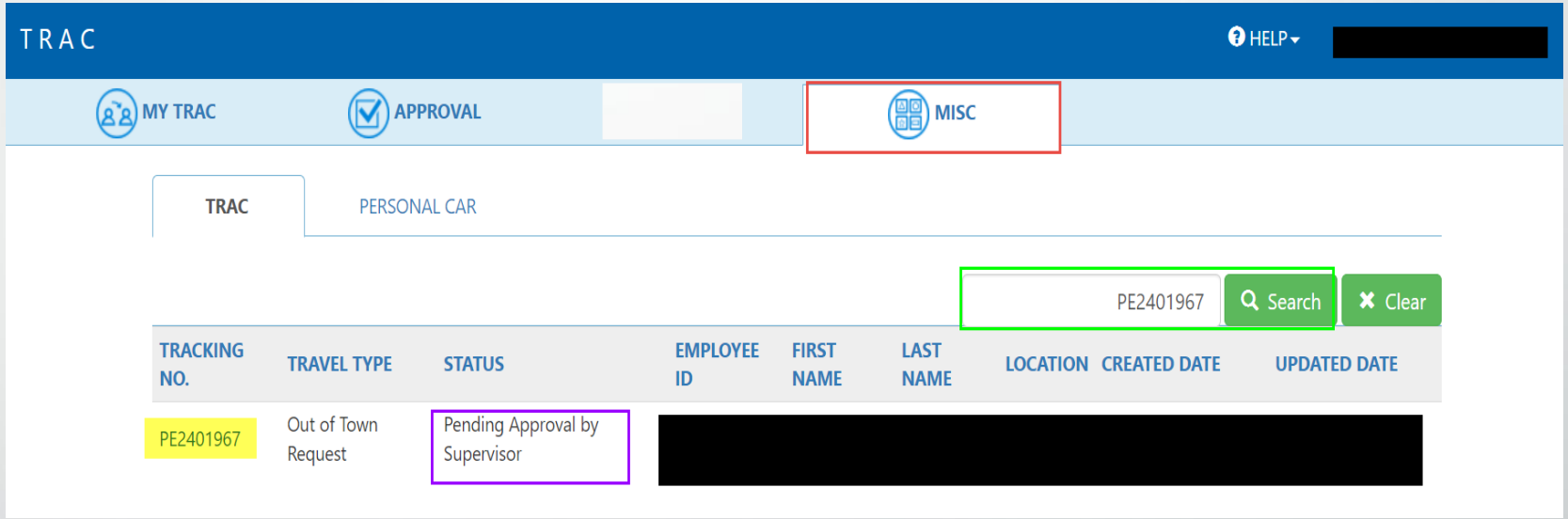
You can now "click" on flow chart to see the history of the TRAC. The TRAC details window allows you to also see the attached documents and print for your records, located at the bottom of the details.





Miscellaneous Tab (MISC)

The MISC tab allows users to inquire on the status (pending approval, approved, rejected, etc.),for any TRAC document.

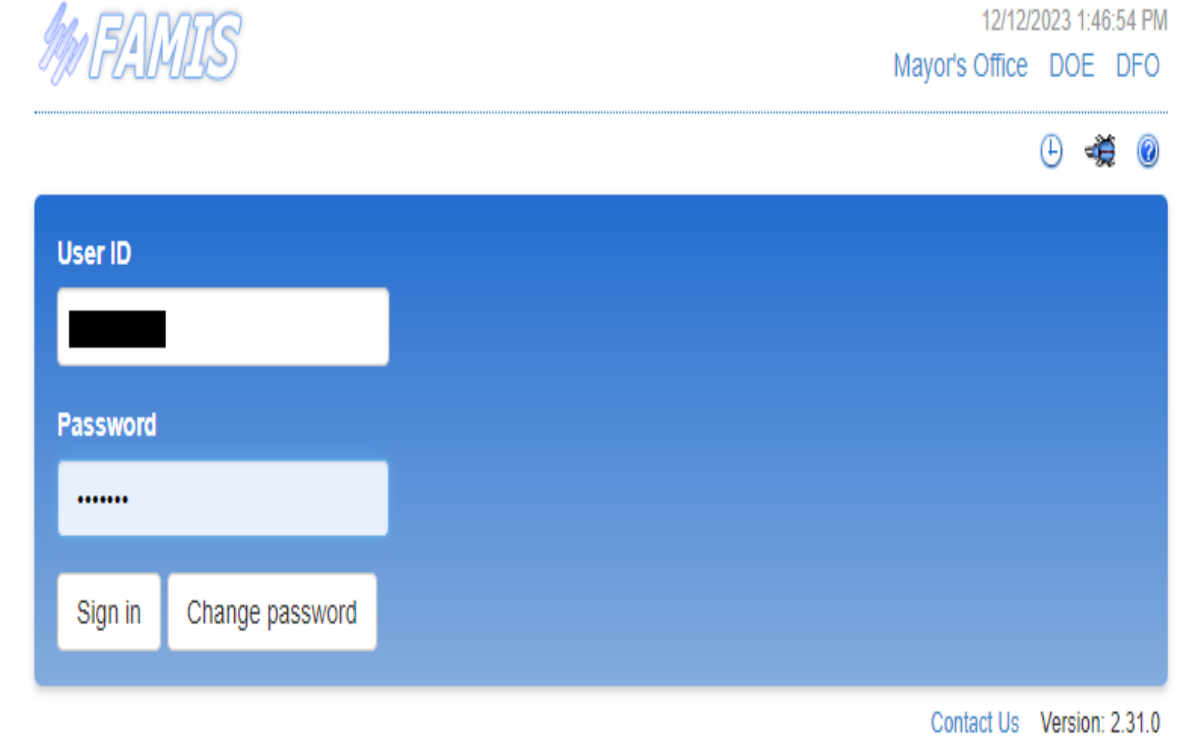


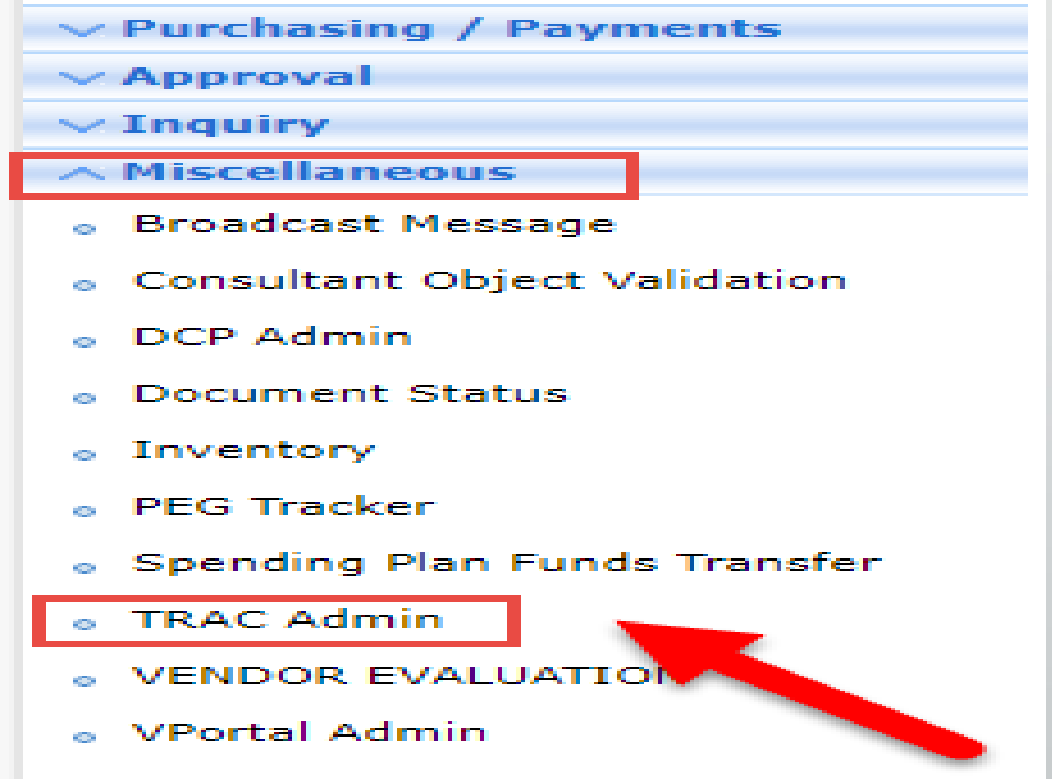
FUNDING A TRAC IN FAMIS

Once a TRAC is approved in the TRAC Portal, it will be sent to FAMIS > Miscellaneous > TRAC admin to have the projected expenses encumbered in the event the traveler submits a reimbursement request when the trip concludes.

FAMIS Sign-On

The FAMIS user will log into the FAMIS portal. You will go under the Miscellaneous tab and "click" on TRAC Admin.





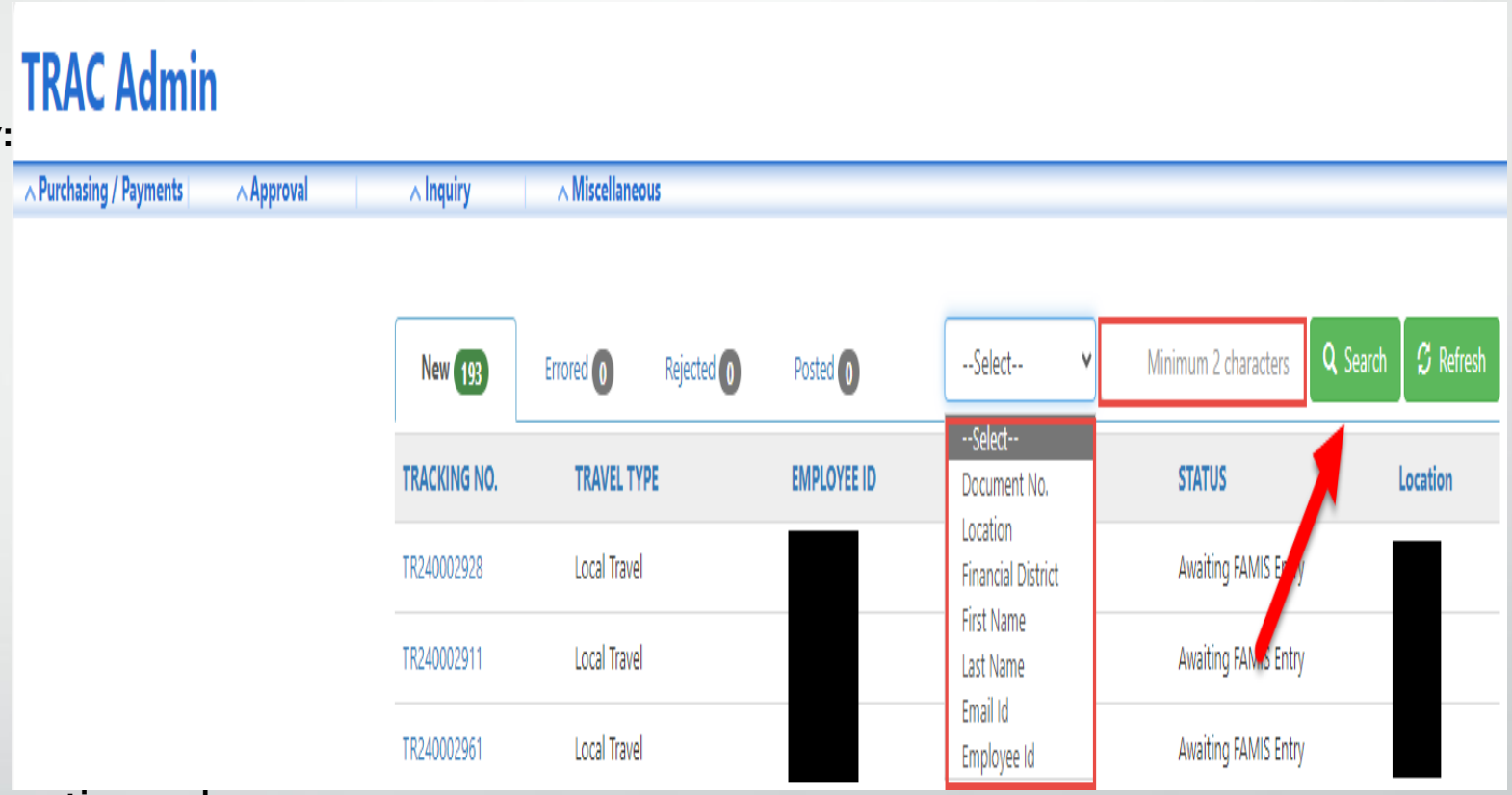
TRAC ADMIN – Search Options

TRAC Admin Search Options

You can search TRAC documents by:

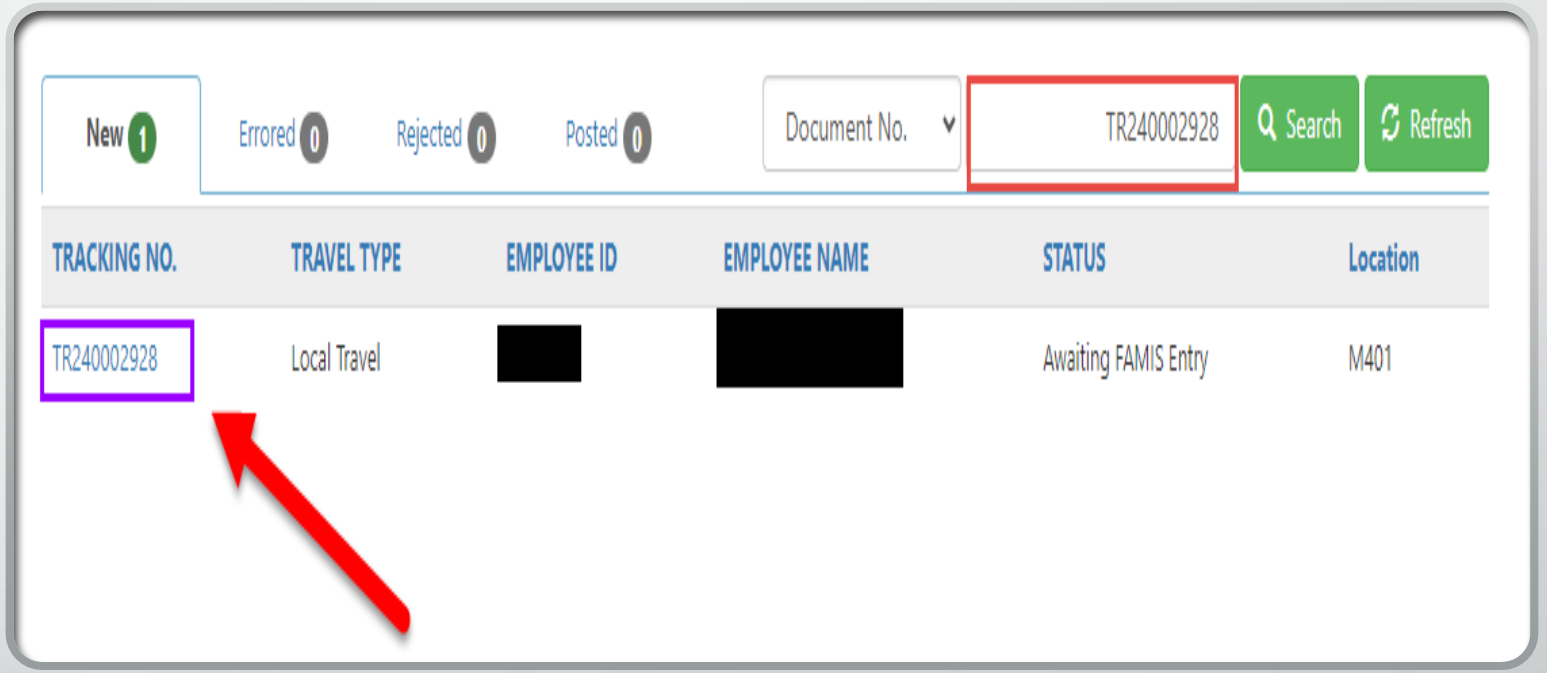
- **Document Number**
- **Location**
- **Financial District**
- **First Name**
- **Last Name**
- **First Name**
- **Email ID**
- **Employee ID**

Once you have populated the search option and entered the information you will "click "on search



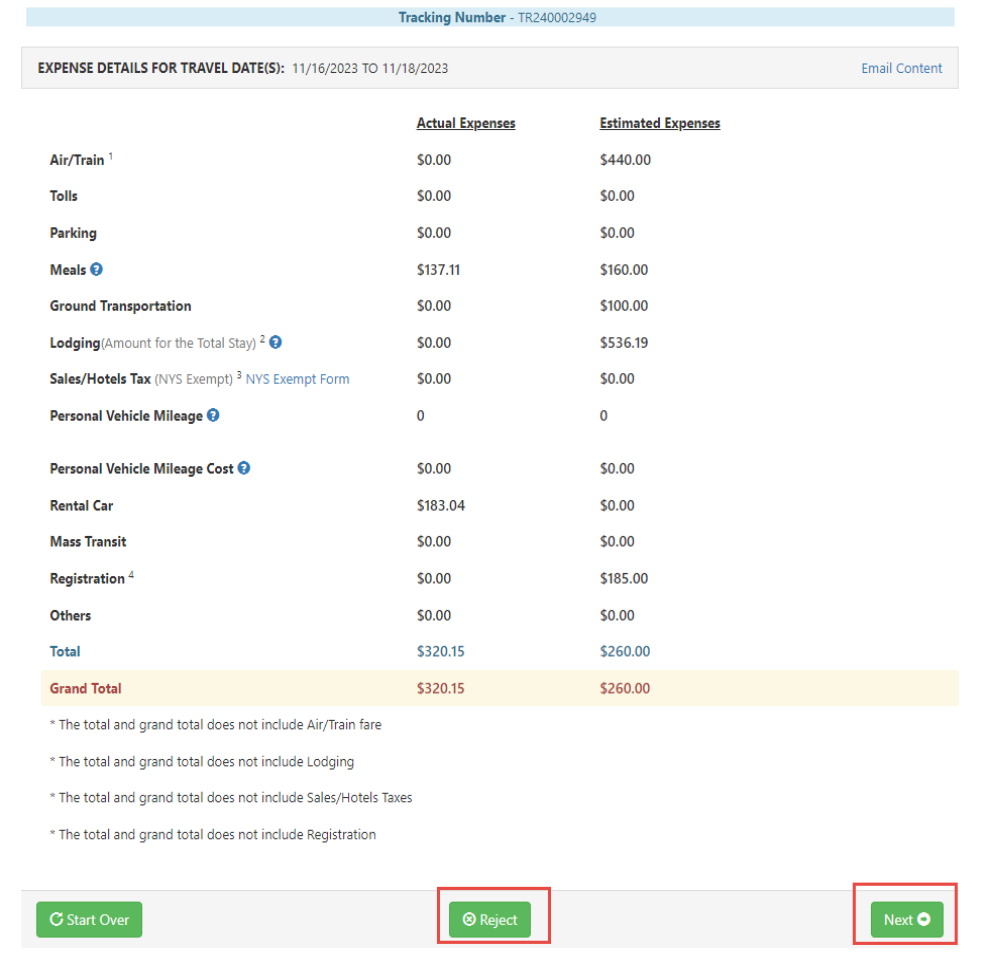
TRAC ADMIN (search cont.)

Once you select the appropriate search option, the TRAC document(s) # will appear. Click on the PE number to view the TRAC details.

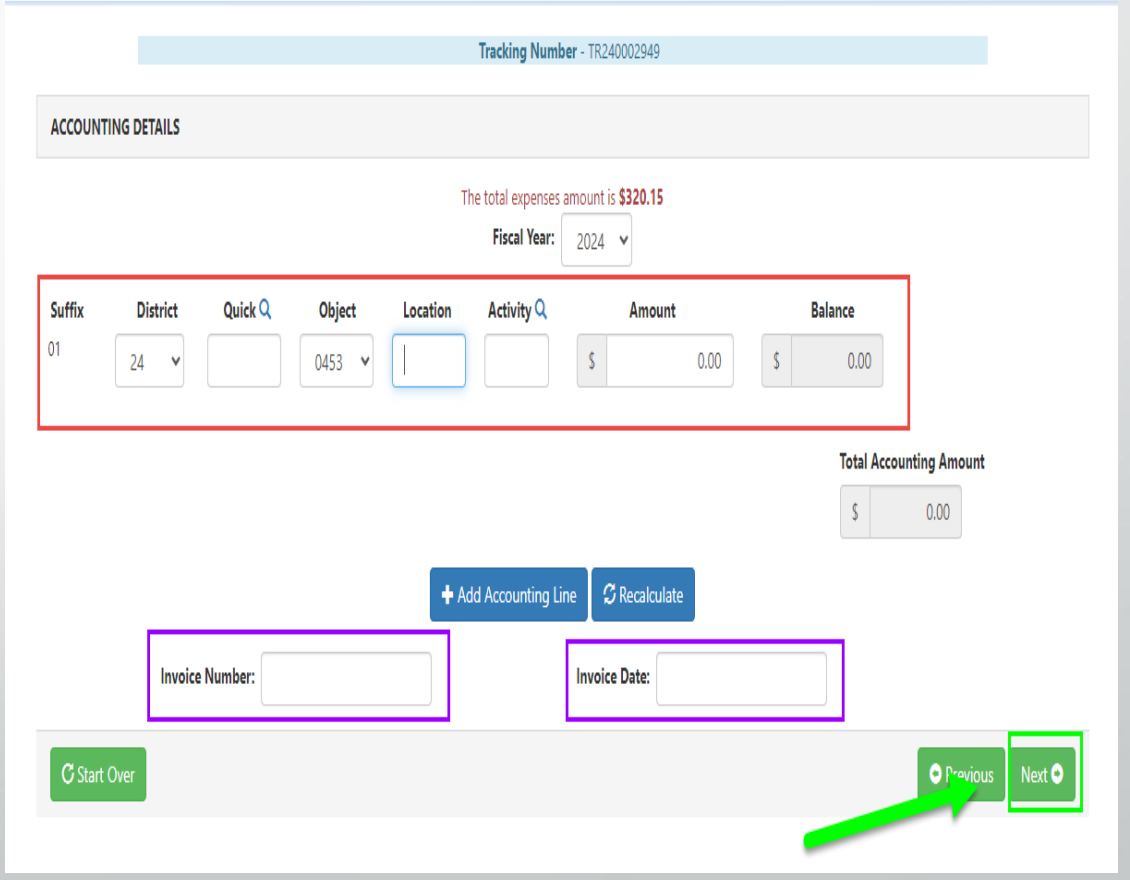


FUNDING A TRAC IN FAMIS

You will need to review the expenditures to ensure everything is correct. If the amount is incorrect then you can reject the document back to the user for revision. If everything is good you will hit the next button.

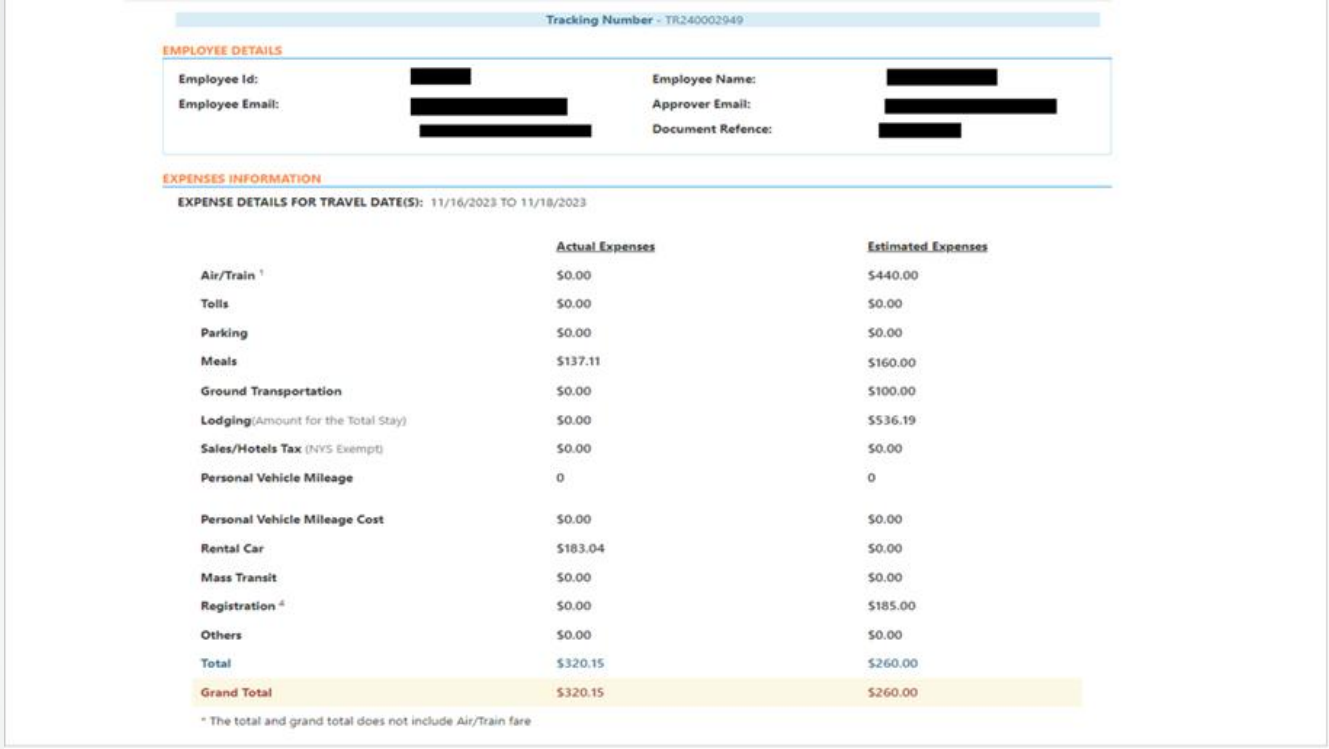


Here you will enter your accounting codes and the total expense amount, "click" on the recalculate button. You will also need to enter the invoice number & Invoice date and "click" next.



TRAC Summary & Funding Screen

Review the information to ensure everything is correct and it is good. You will then click submit to process the TRAC.



Tracking Number - TR240002949

EMPLOYEE DETAILS

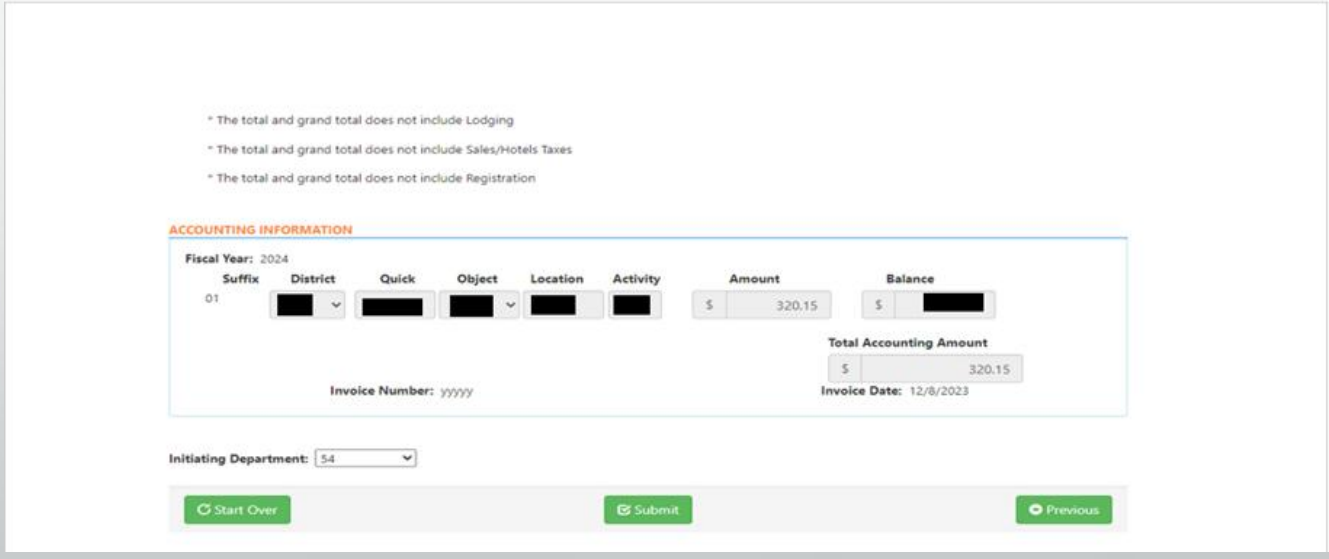
Employee Id: [redacted]
Employee Email: [redacted]
Employee Name: [redacted]
Approver Email: [redacted]
Document Refence: [redacted]

EXPENSES INFORMATION

EXPENSE DETAILS FOR TRAVEL DATE(S): 11/16/2023 TO 11/18/2023

	Actual Expenses	Estimated Expenses
Air/Train [1]	$0.00	$440.00
Tolls	$0.00	$0.00
Parking	$0.00	$0.00
Meals	$137.11	$160.00
Ground Transportation	$0.00	$100.00
Lodging (Amount for the Total Stay)	$0.00	$536.19
Sales/Hotels Tax (NYS Exempt)	$0.00	$0.00
Personal Vehicle Mileage	0	0
Personal Vehicle Mileage Cost	$0.00	$0.00
Rental Car	$183.04	$0.00
Mass Transit	$0.00	$0.00
Registration [4]	$0.00	$185.00
Others	$0.00	$0.00
Total	$320.15	$260.00
Grand Total	$320.15	$260.00

* 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

ACCOUNTING INFORMATION

Fiscal Year: 2024

Suffix	District	Quick	Object	Location	Activity	Amount	Balance
01	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	$ 320.15	$ [redacted]

Total Accounting Amount: $ 320.15

Invoice Number: yyyyy

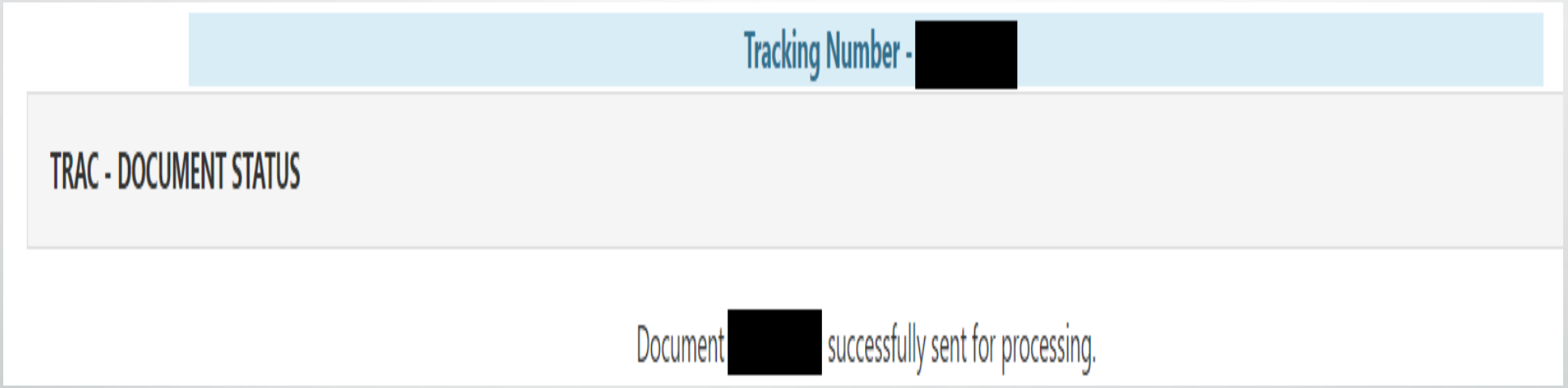
Invoice Date: 12/8/2023

Initiating Department: 54

Start Over | Submit | Previous

TRAC DOCUMENT STATUS

Once you fund the TRAC and hit submit, you will see that the document was successfully sent for processing.



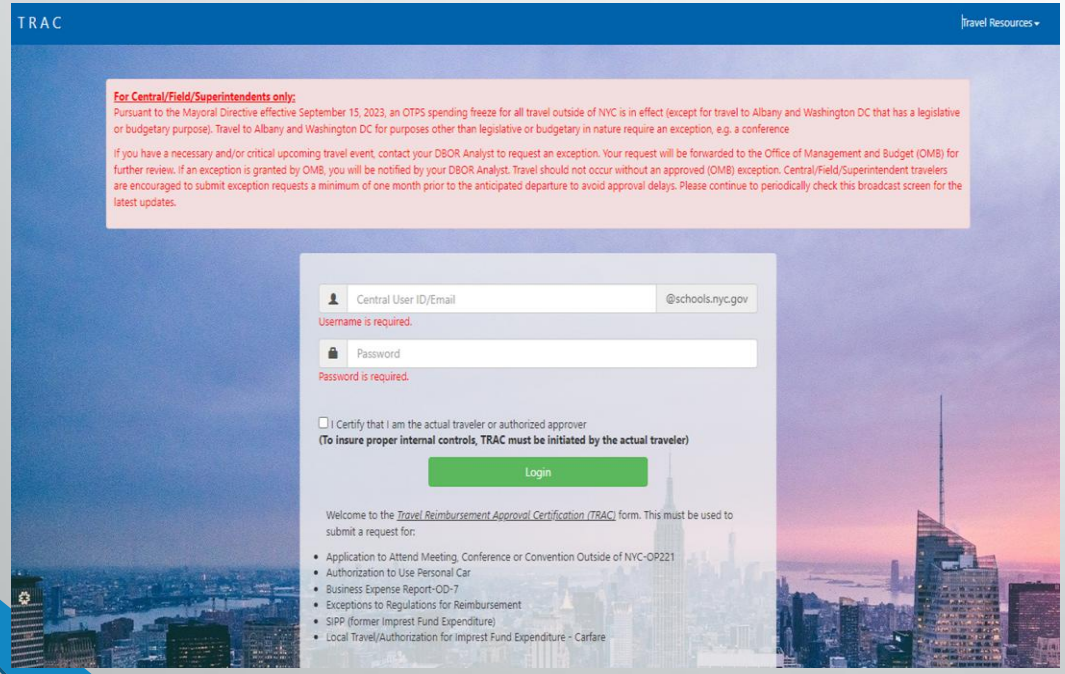
When the trip concludes and a traveler has an out-of-pocket expense that is allowed, they will submit the reimbursement in the TRAC portal.



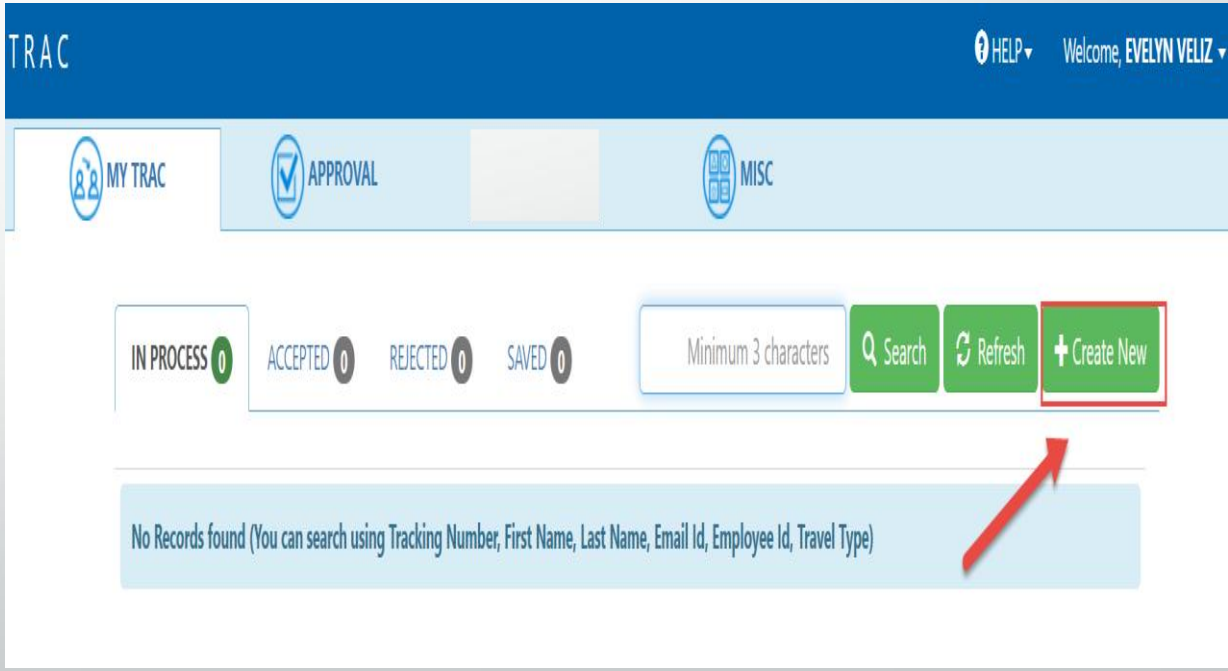
How to request an Out-of-Town Travel Reimbursement

Logging into TRAC

All DOE employees have access to the TRAC system. To log in you will need to use your DOE Outlook credentials to access the TRAC system.

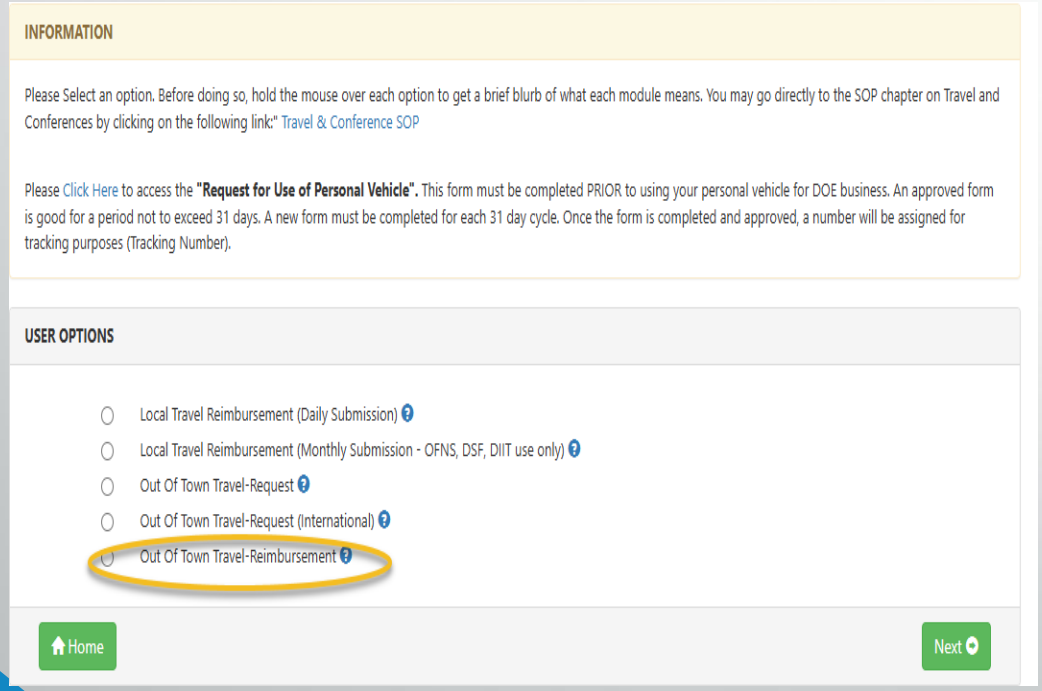


Once logged into the TRAC system you will select "create new".

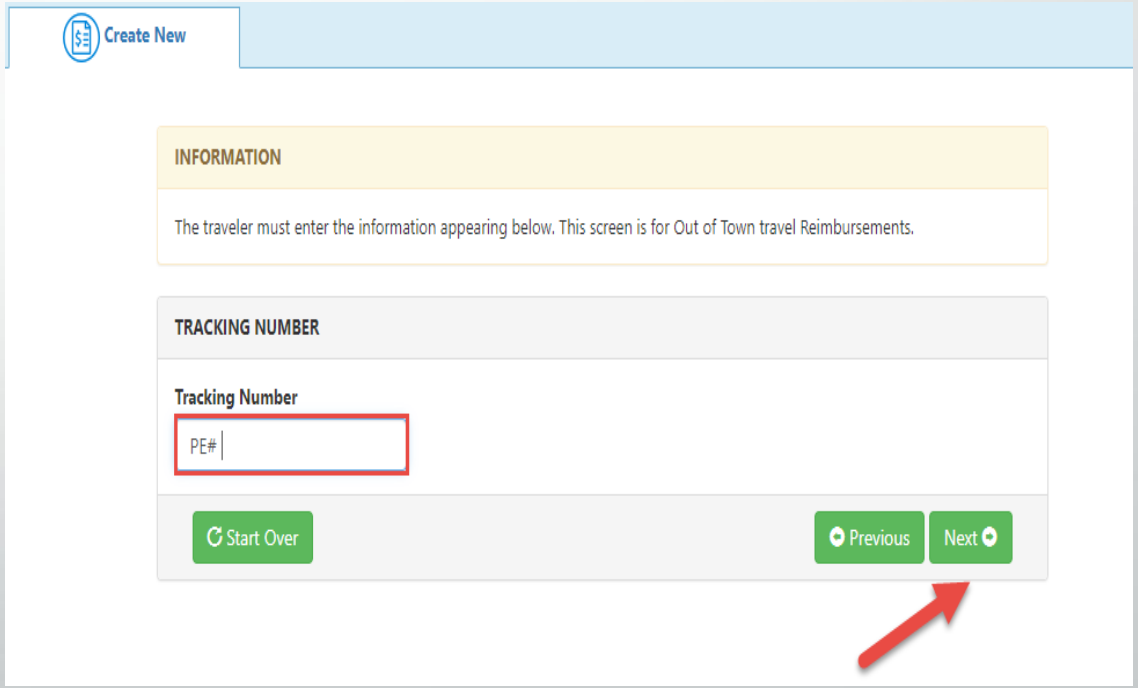


Out of Town Travel Reimbursement

After clicking 'Create New', select the option for Out-of-Town Travel-Reimbursement and click next.

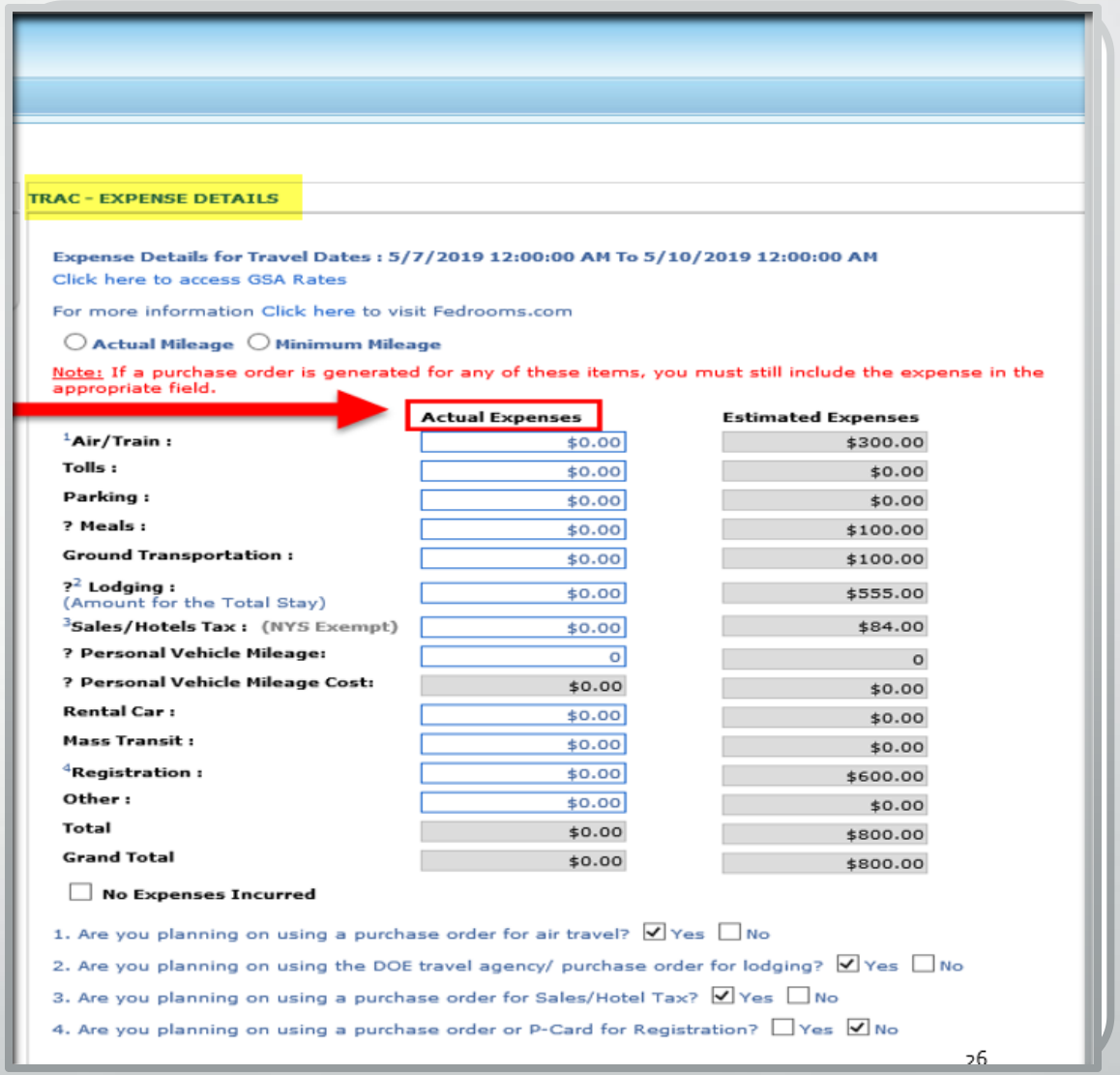


You will now need to enter your PE number (TRAC) and select next.



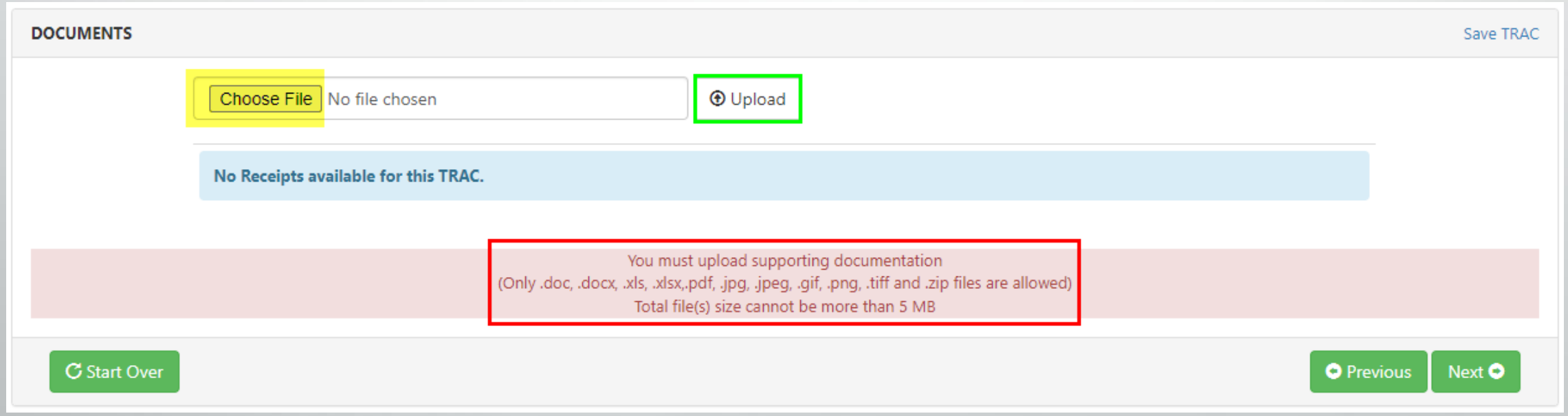
Out of Town Travel Reimbursement

In this TRAC expense detail screen, you will be able to enter the actual expenses that occurred during your travel. You can also see the estimated expenses that were entered in the PE prior to travel. Once you have entered all your actual expenses you will hit the next button.



Documentation Upload

Supporting documentation is required to submit a TRAC (ex: hotel invoice). Click 'Choose File' to search for documents on your computer to upload. Once a document is selected click Upload. Please note the accepted document types and the maximum file size. After uploading all your actual expense documentation, click Next.

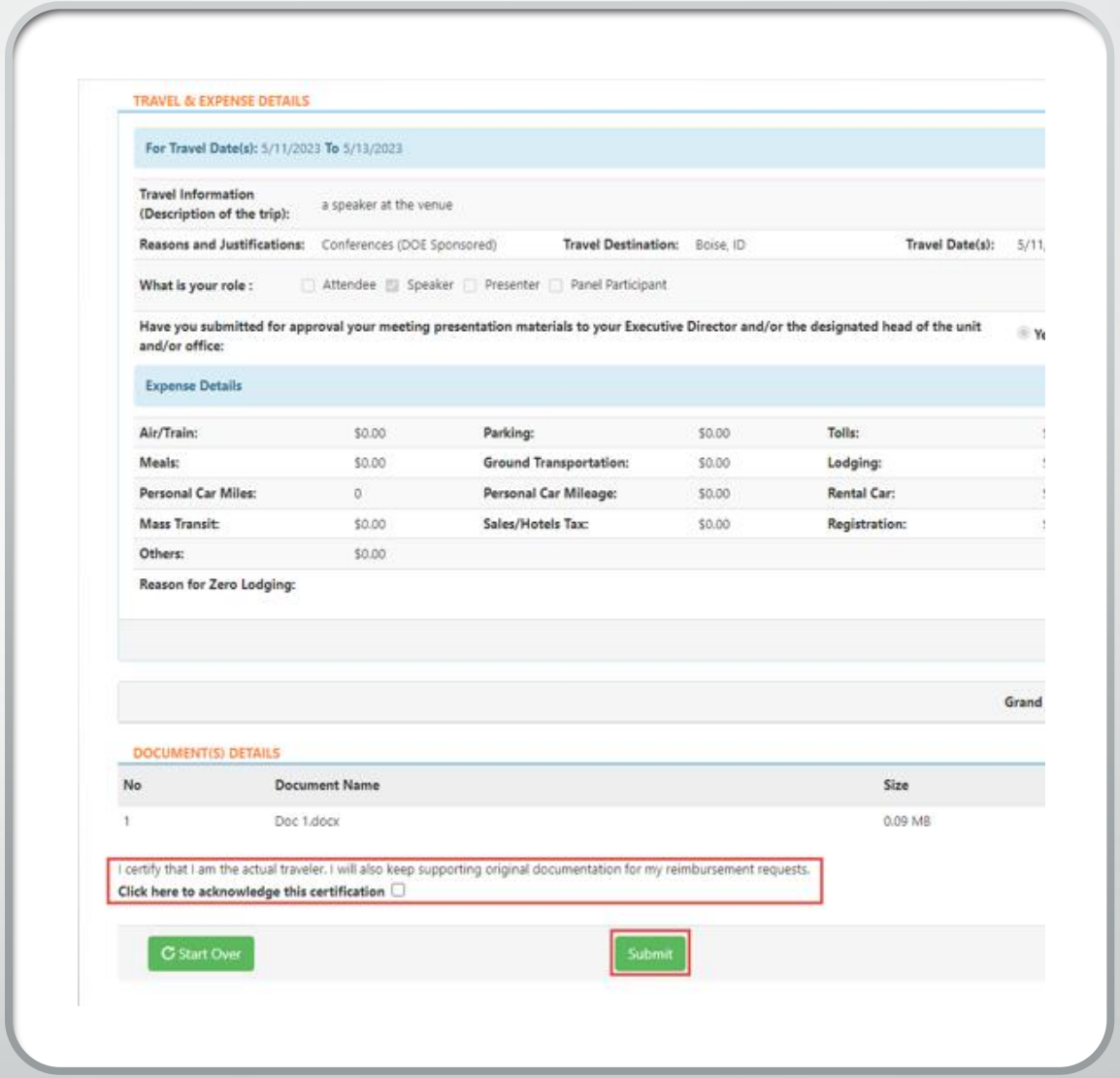


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Out of Town Travel Reimbursement

Review all trip details. If anything is incorrect, click Edit on that section to go back and correct.

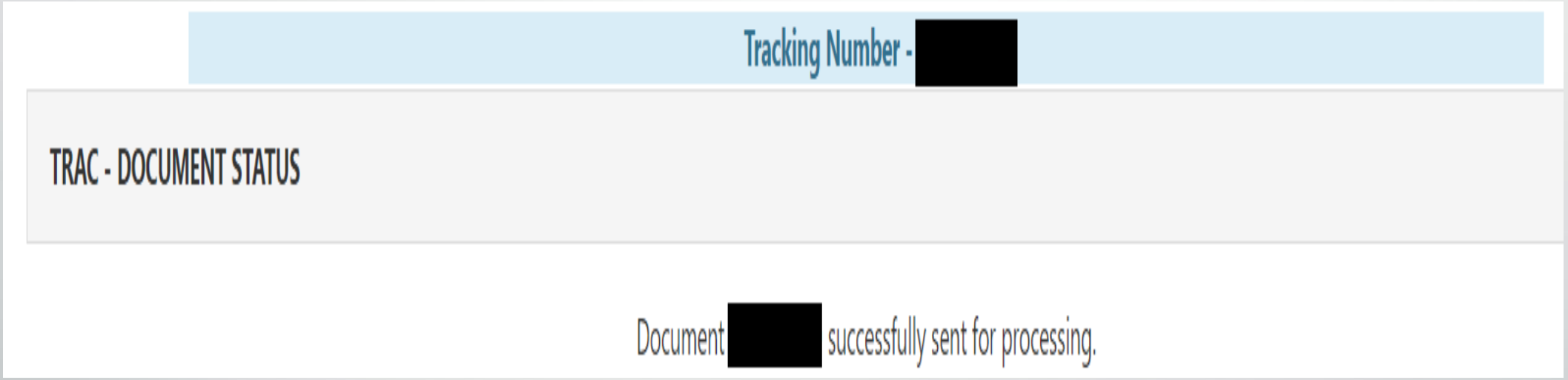
If all entered information is correct, select the checkbox certifying you are the traveler and click 'Submit'.



NYC Department of Education

TRAC Progress

Once you submit your TRAC a 'TR' document number will be generated.

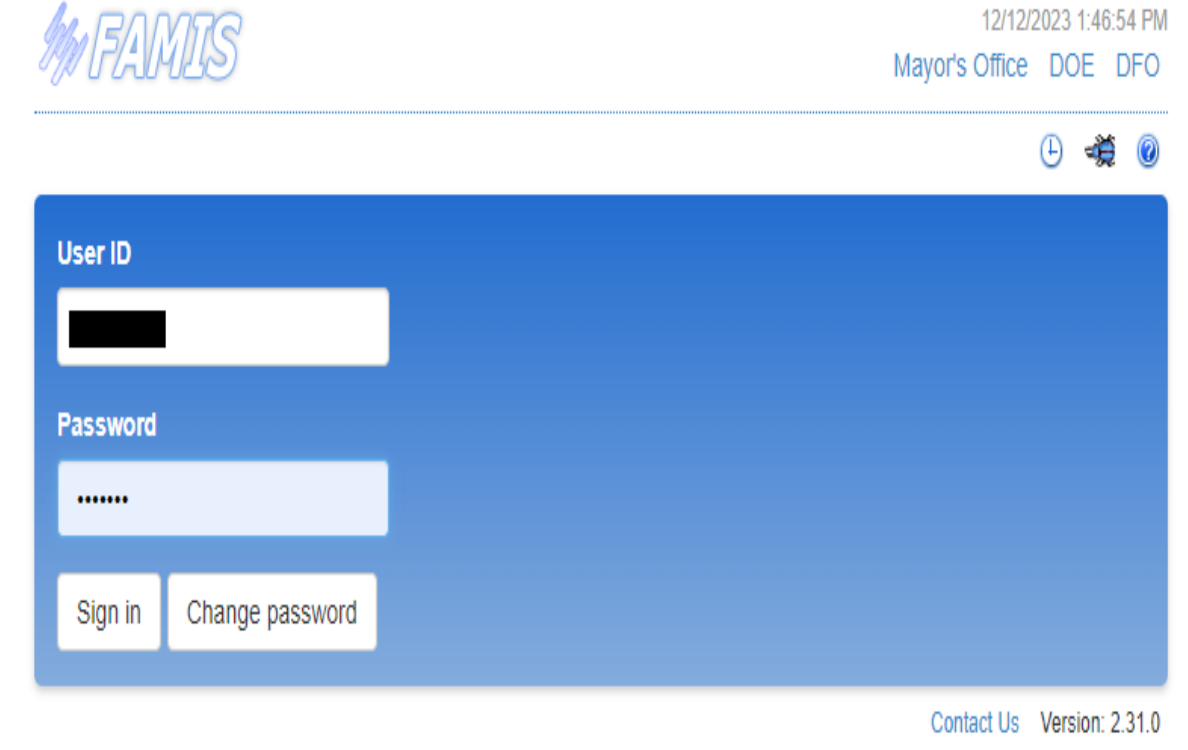


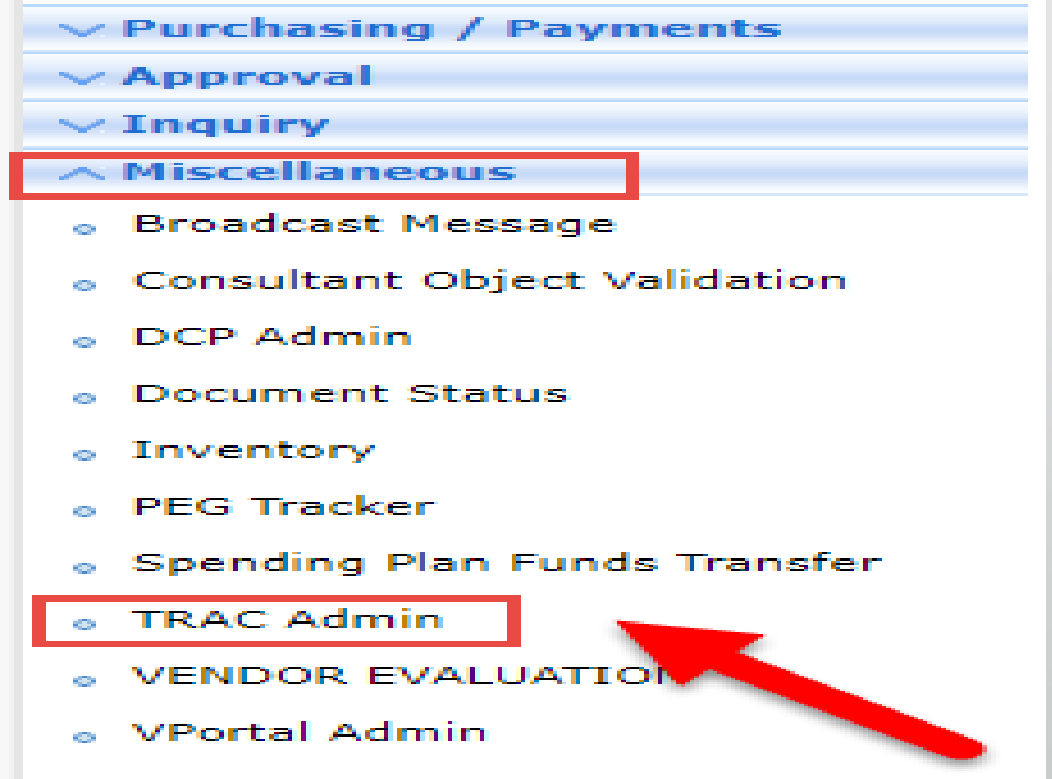
Once the reimbursement request has been submitted, the FAMIS appointed person must release the actual reimbursement by logging into FAMIS and repeating the funding of a TRAC step.

FUNDING A TRAC IN FAMIS

FAMIS Sign-On

The FAMIS user will log into the FAMIS portal. You will go under the Miscellaneous tab and "click" on TRAC Admin.





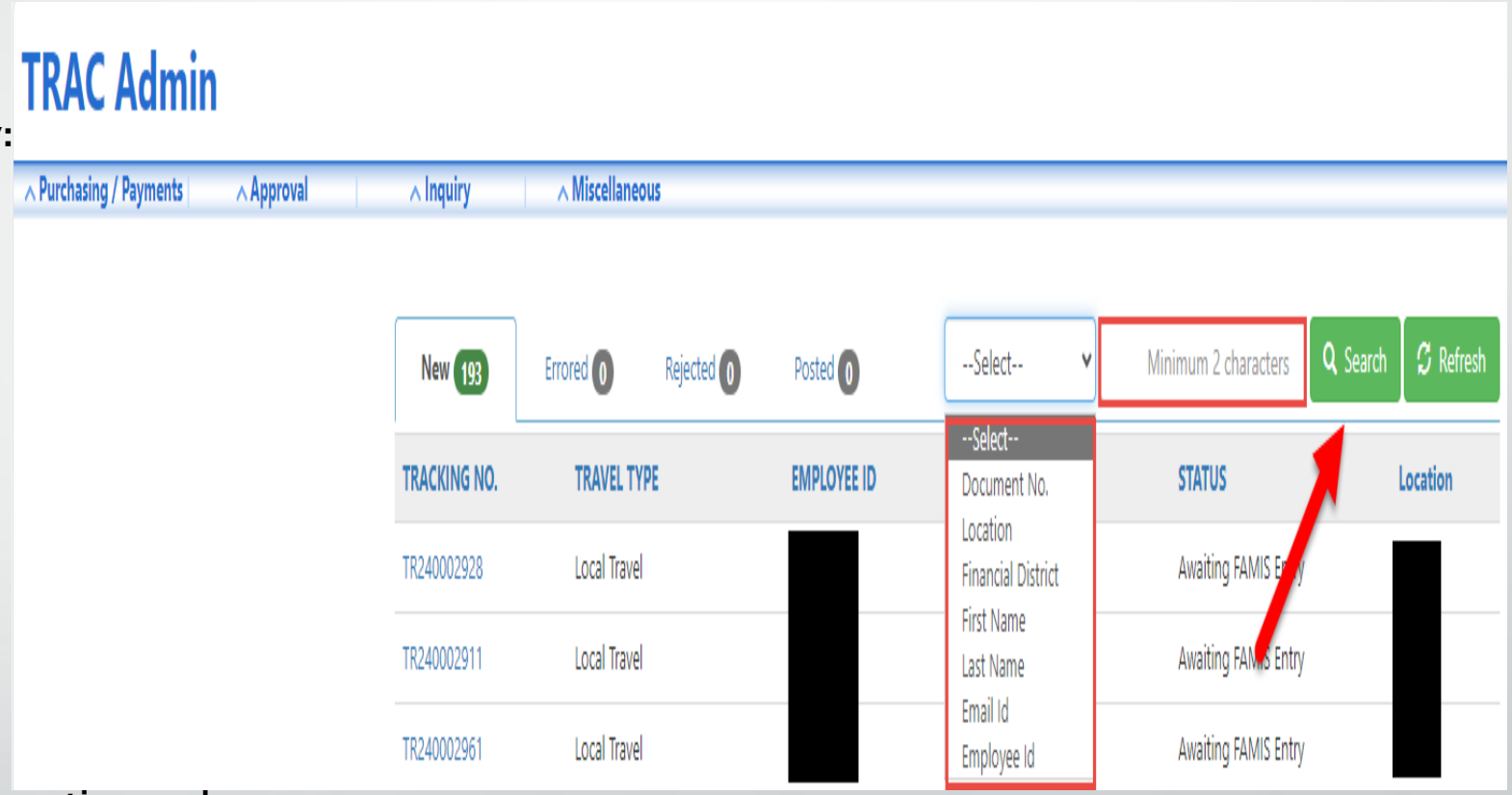
TRAC ADMIN – Search Options

TRAC Admin Search Options

You can search TRAC documents by:

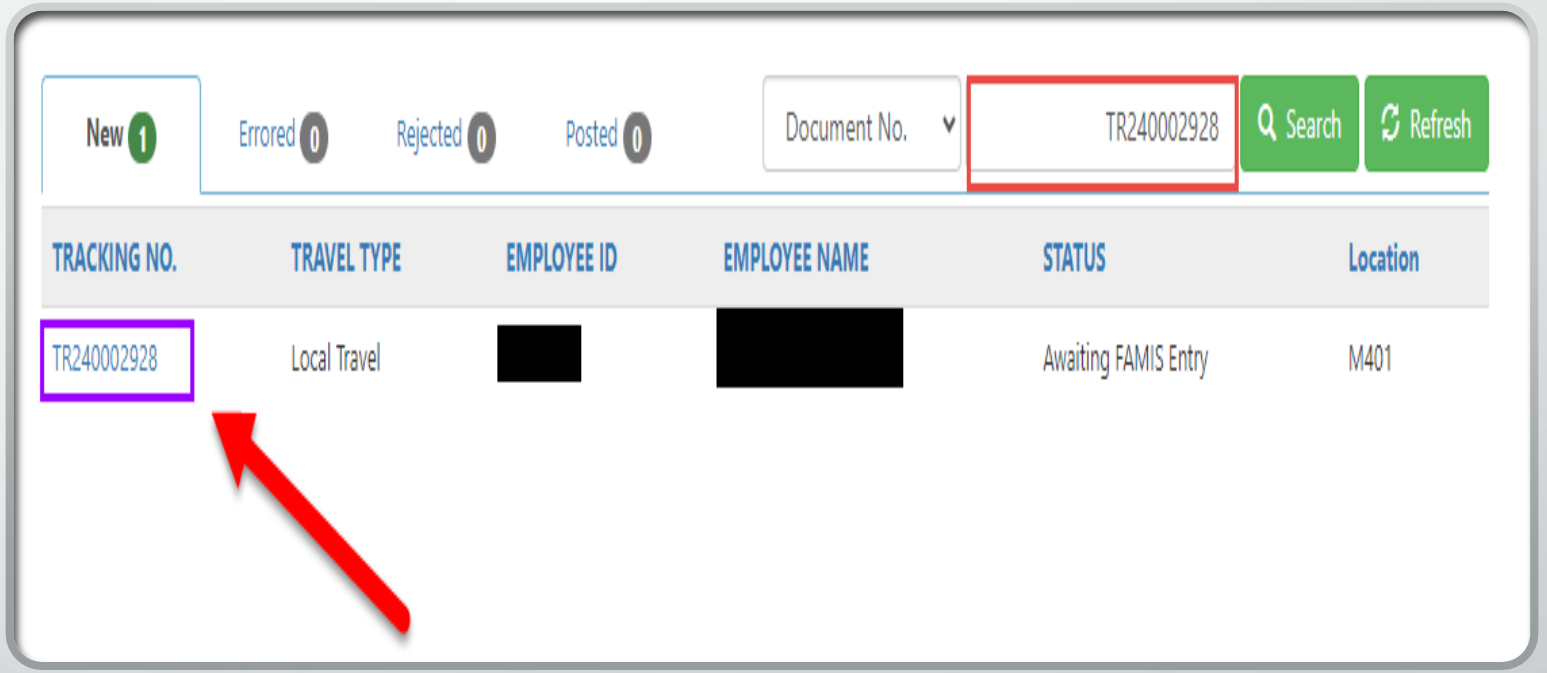
- **Document Number**
- **Location**
- **Financial District**
- **First Name**
- **Last Name**
- **First Name**
- **Email ID**
- **Employee ID**

Once you have populated the search option and entered the information you will "click "on search



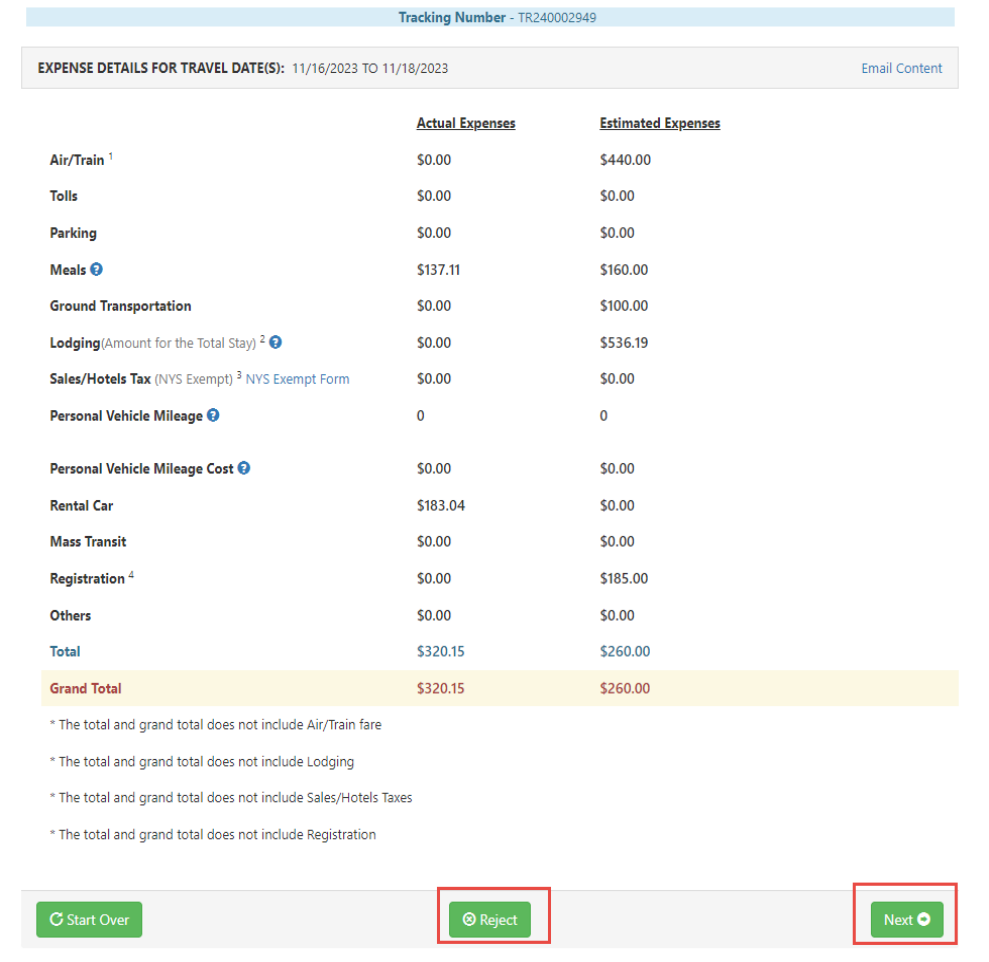
TRAC ADMIN (search cont.)

Once you select the appropriate search option, the TRAC document(s) # will appear. Click on the TR number to view the TRAC details.

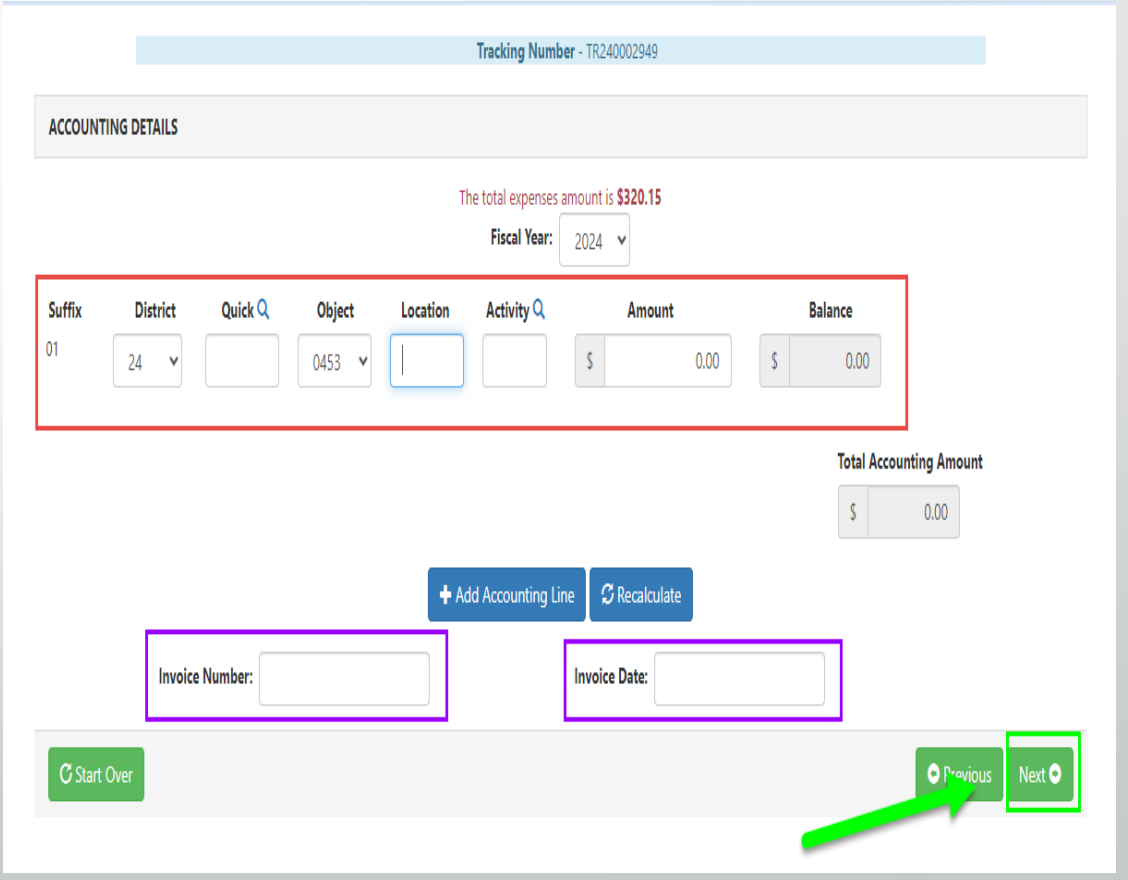


FUNDING A TRAC IN FAMIS

You will need to review the expenditures to ensure everything is correct. If the amount is incorrect then you can reject the document back to the user for revision. If everything is good you will hit the next button.

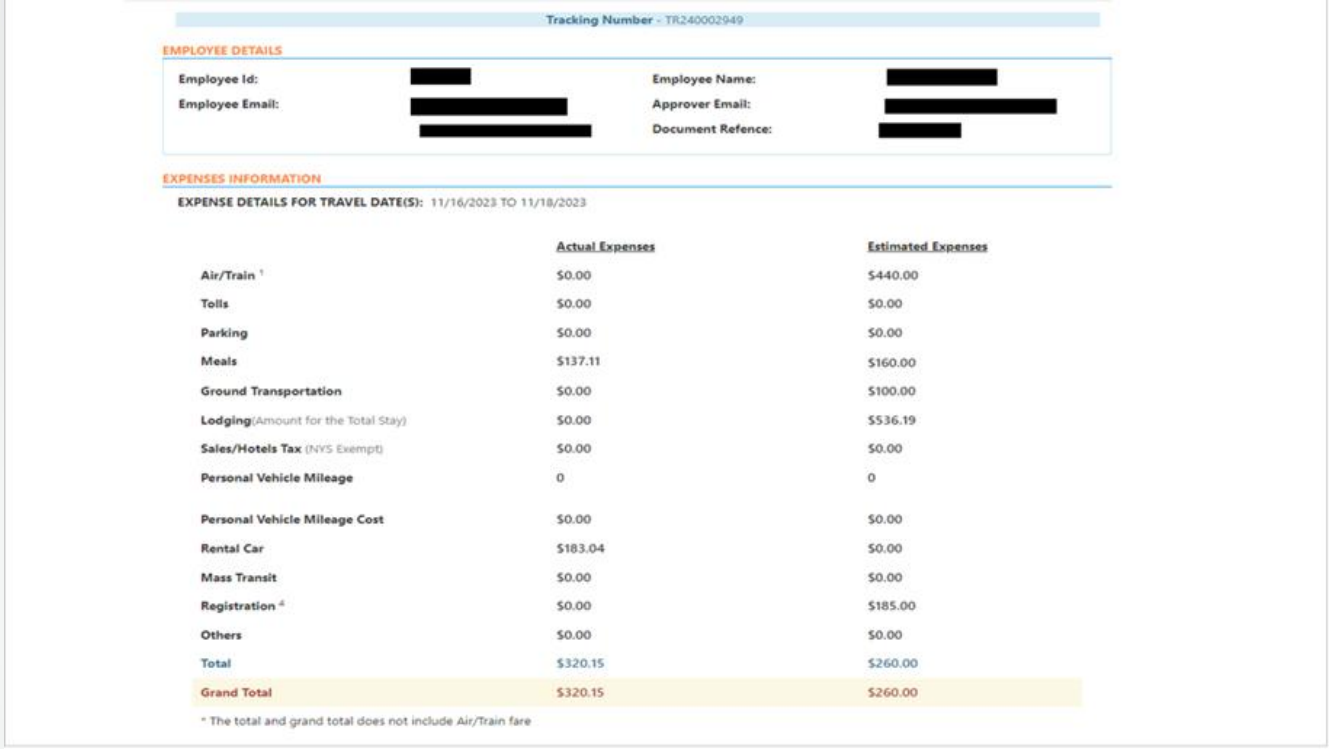


Here you will enter your accounting codes and the total expense amount, "click" on the recalculate button. You will also need to enter the invoice number & Invoice date and "click" next.



TRAC Summary & Funding Screen

Review the information to ensure everything is correct and it is good. You will then click submit to process the TRAC.



Tracking Number - TR240002949

EMPLOYEE DETAILS

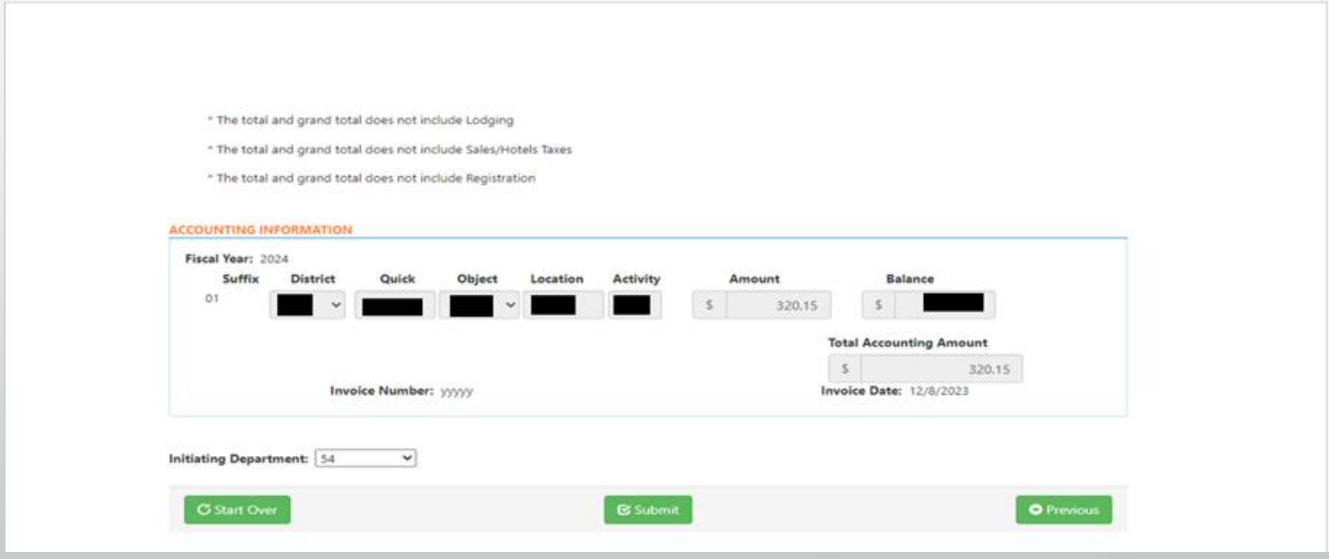
Employee Id: [redacted]
Employee Email: [redacted]
Employee Name: [redacted]
Approver Email: [redacted]
Document Refence: [redacted]

EXPENSES INFORMATION

EXPENSE DETAILS FOR TRAVEL DATE(S): 11/16/2023 TO 11/18/2023

	Actual Expenses	Estimated Expenses
Air/Train [1]	$0.00	$440.00
Tolls	$0.00	$0.00
Parking	$0.00	$0.00
Meals	$137.11	$160.00
Ground Transportation	$0.00	$100.00
Lodging(Amount for the Total Stay)	$0.00	$536.19
Sales/Hotels Tax (NYS Exempt)	$0.00	$0.00
Personal Vehicle Mileage	0	0
Personal Vehicle Mileage Cost	$0.00	$0.00
Rental Car	$183.04	$0.00
Mass Transit	$0.00	$0.00
Registration [4]	$0.00	$185.00
Others	$0.00	$0.00
Total	$320.15	$260.00
Grand Total	$320.15	$260.00

* 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

ACCOUNTING INFORMATION

Fiscal Year: 2024

Suffix	District	Quick	Object	Location	Activity	Amount	Balance
01	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	$ 320.15	$ [redacted]

Total Accounting Amount: $ 320.15

Invoice Number: yyyyy

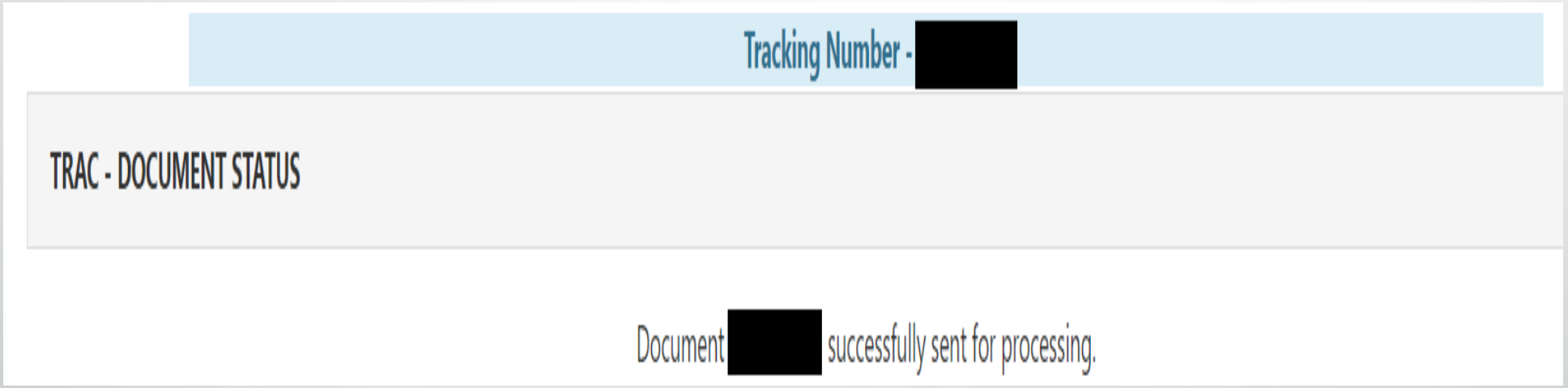
Invoice Date: 12/8/2023

Initiating Department: 54

Start Over | Submit | Previous

TRAC DOCUMENT STATUS

Once you fund the TRAC and hit submit, you will see that the document was successfully sent for processing.

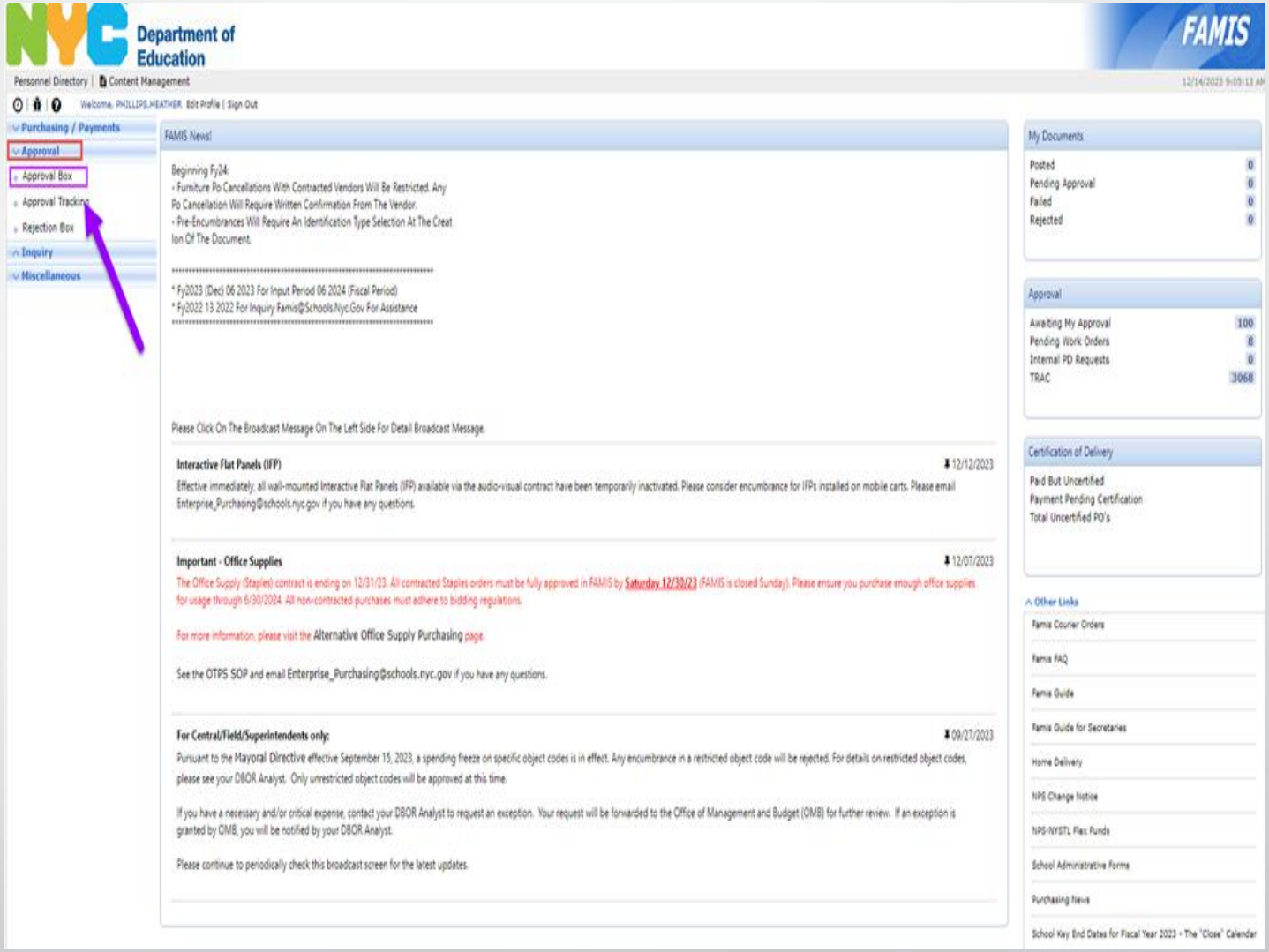


TRAC Documents Awaiting FAMIS Approval

TRAC Documents Awaiting FAMIS Approval

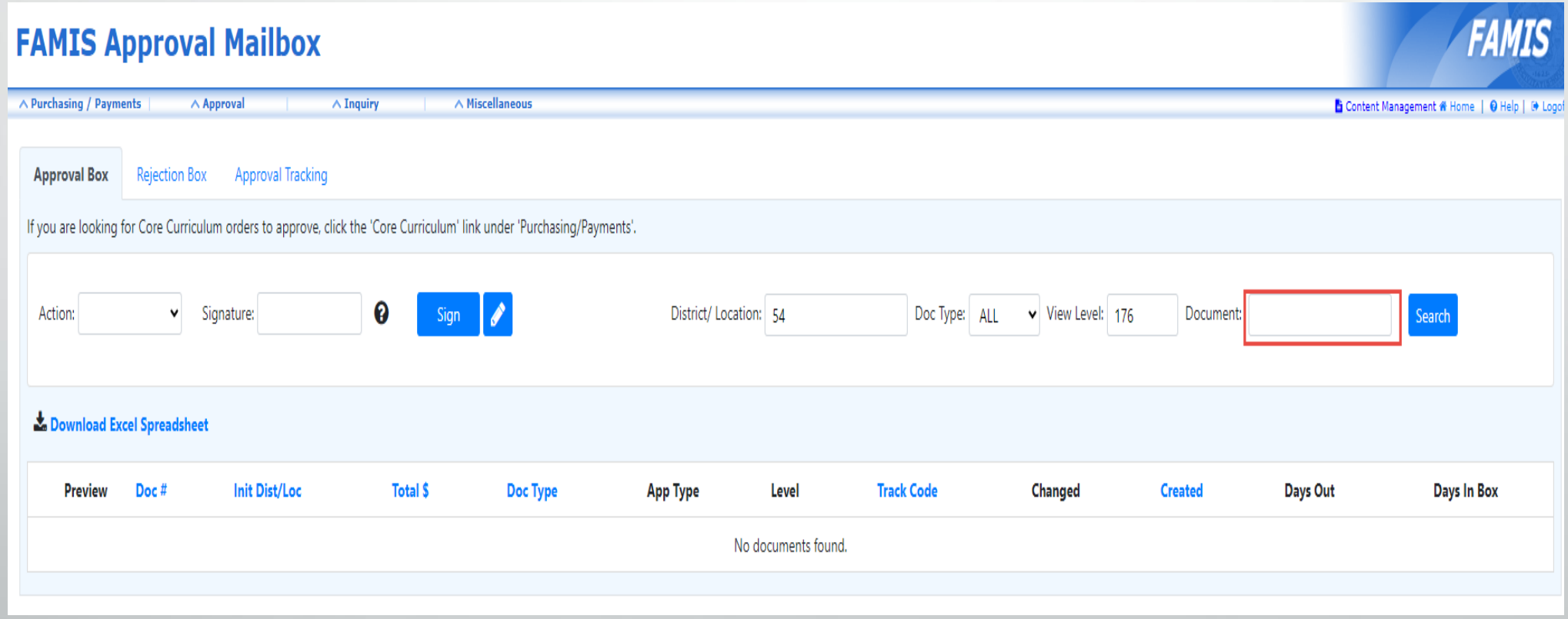
Your TRAC approver will need to go into the FAMIS portal and approve the TRAC.

It will appear on the FAMIS home page under Approval -> Approval Box.



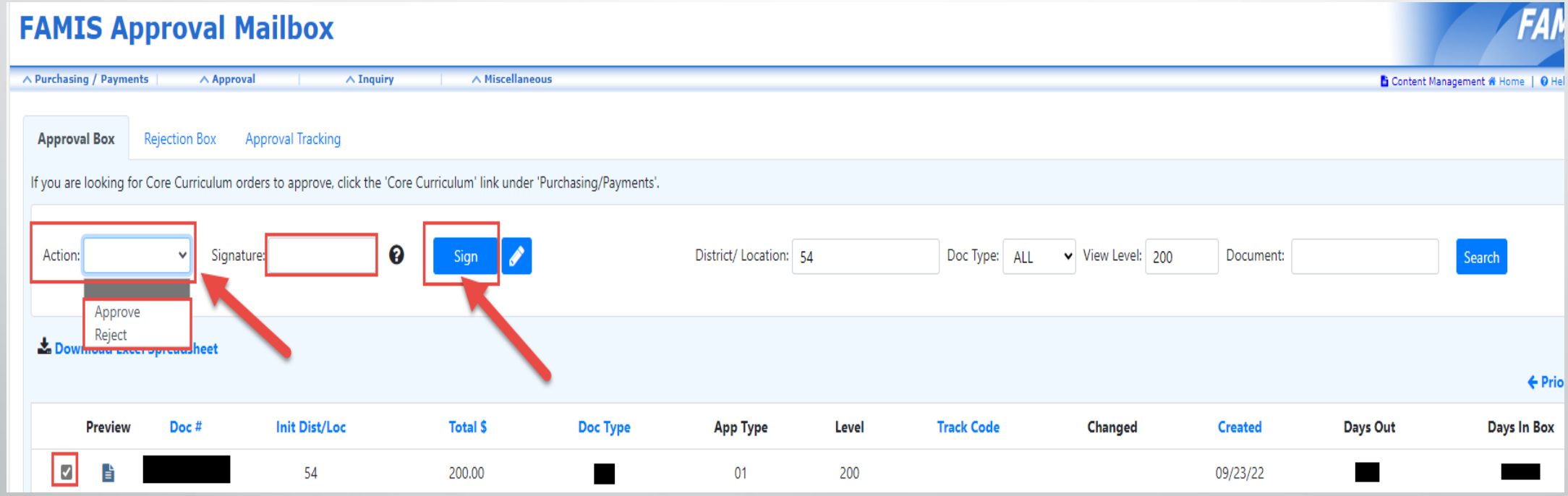
TRAC Documents Awaiting FAMIS Approval

FAMIS Approval Box - enter the document number and hit search.



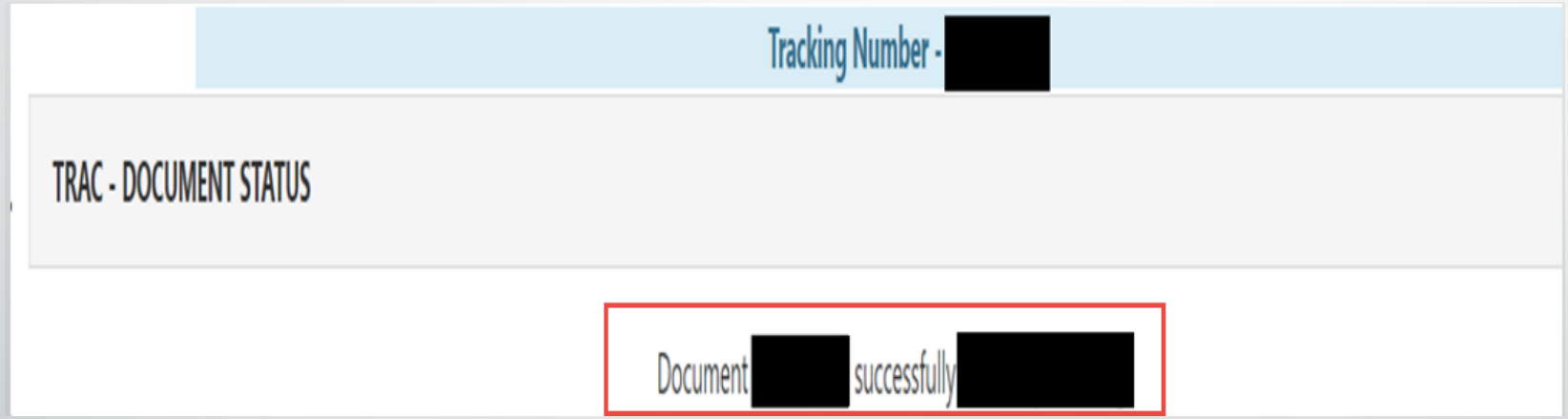
TRAC Documents Awaiting FAMIS Approval

The document will populate, and you can review the document. Once you are ready to approve, select the Action Box and "click" on Approve. You will then enter your signature and hit sign to process the document.



TRAC Documents Awaiting FAMIS Approval

The document will be submitted successfully and will be processed for payment within 7-10 business days.



RESOURCES

TRAC System

TRAC - Login (finance360.org)

Finance Service Center-Travel Unit

718-935-5000 Option 4

Travelunit@schools.nyc.gov

General Service Administration (GSA website)

https://www.gsa.gov/travel/plan-book/per-diem-rates

Standard Operating Procedures (SOP)

https://infohub.nyced.org/docs/default-source/doe-employees-only/standard-operating-procedures_otps.pdf

NYC Department of Education