



TRAVEL REIMBURSEMENT AND APPROVAL CERTIFICATION (TRAC)

Enhancements to TRAC Effective March 25, 2011
Using Contracted Vendors When Traveling
Alerts for International Travel

Enhancements to TRAC Effective March 25, 2011

Based upon feedback from the field, the Division of Financial Operations (DFO) has made another set of enhancements to **TRAC**, all of which will be effective March 25, 2011. The highlights of the changes follow:

- 1) The **TRAC** application is now compatible with MAC and Firefox Browsers.
- 2) A personal car number will now be required for, mileage, tolls and parking expenses paid during local travel.
- 3) Addition of a registration field that will follow the 'PO/P-Card' logic for out-of-town travel. This will negate the necessity of having to include this in the **TRAC** total provided it was included in a purchase order or processed via a Procurement Card.
- 4) Extend the timeline for personal car vehicles on out of town requests to 45 days (as the users need to get pre-approval on any out of town **TRAC**).

If you encounter any difficulties:

- School based personnel, contact your CFN,
- Citywide Employees contact District 75
- Central based personnel contact the Central Business Office

Using Contracted Vendors When Traveling

Please be reminded that DOE employees traveling to conferences and site visits must use the two (2), contracted travel vendors for air and rail transportation and lodging. Please [click here](#) to access an article appearing in the June 1, 2010 edition of PW for additional details.

For school trips that involve students, staff and chaperones, the contracted vendor must be contacted to provide air and lodging. In certain situations, our contracted vendors may have to subcontract when a trip is part of an all inclusive package (air, lodging, meals, transfers and sightseeing). In these cases, you may utilize an outside travel company as long as they have a valid FAMIS Vendor number, all procurement regulations are followed and a PO generated to cover all costs.

Alerts for International Travel

With unrest developing in many foreign countries, DOE employees and students traveling internationally should review information provided by the United States Department of State prior to planning their trip.

Following are links, which provide information on:

[International Travel](#)
[Travel Warnings](#)
[Travel Alerts](#)