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Enhancements to Online Travel Reimbursement System

Based on your feedback, we have implemented the first of several enhancements to the Travel Reimbursement and Approval Certification system (TRAC):

- The employee ID will be required on the personal car form in order for the system to validate employee status and match the personal vehicle approval to the mileage claim.
- When a traveler enters mileage reimbursement, the traveler can select from the personal car ID numbers that are approved for the requested timeframe using a drop-down menu
- In cases where a traveler requests permission to exceed GSA rates for meals or lodging, that information will be included on the approval request.
- The user and approver e-mail addresses are presented on the personal vehicle request forms that are e-mailed out.
- The e-mail address has changed to tracadmin@schools.nyc.gov to avoid accidental deletion.

Future enhancements will be released later this school year.