



The Division of Financial Operations
Has Published the Following Article in the
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The Principal's Weekly Newsletter



ENHANCEMENTS TO TRAC

Upon reviewing suggestions received from the field and to better serve DOE personnel traveling on official business; while improving internal controls, DFO has introduced, effective July 6, 2010, the following enhancements to TRAC:

- The employee ID password (Outlook and Network) will be required on the initial TRAC Logon page to authenticate the traveler.
- The traveler will be prompted to provide an explanation that will become part of the permanent TRAC record when he/she requests permission to travel after the trip has occurred.
- The traveler will be prompted to provide an explanation that will become part of the permanent TRAC record in cases where he/she requests permission to travel on dates that he/she has already traveled.
- The email to the travelers has been revised.
- There is a new feature that will allow approvers to view any requests that have not been approved. This will eliminate the need to re-enter travel requests if an approver does not respond to or deletes an email.
- The traveler will be able to view the progress of their TRAC via the "Show Chart" Feature
- The traveler will be able to print their TRAC via the "Show Chart" Feature

Please contact Scott Matluck smatluc@schools.nyc.gov with any questions