



The Following Article  
Published by:  
**The Division of Financial Operations**



Appeared in the  
**May 27, 2009**  
Edition of the Principal's Weekly Newsletter

**Last Day to Submit Requests for Out of Town Travel**

All requests for out of town travel must be submitted no later than COB 5/29/09. through the Travel Reimbursement and Approval Certification (**TRAC**) system. You may access TRAC by clicking on the following link:

**<https://dfoforms.nycenet.edu/TRAC/LOGIN.ASPX>**

Reimbursement for expenses incurred during out of town travel can be entered into TRAC one day after the completion of the trip.