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Travel Reimbursement and Approval Certification (TRAC) Goes Live

Effective Monday, May 5, 2008, the Division of Financial Operations (DFO) will “go live” (for schools only) with its automated web based application for local, out of town and international travel and conferences. The newly designed application, **TRAC** (Travel Reimbursement and Approval Certification) includes on-line approval and reimbursement, and incorporates some of the changes found in the revised Department of Education’s Standard Operating Procedures chapter on “*Travel and Conferences*” ([click here](#)).

TRAC may be accessed in two ways:

- Directly from the FAMIS Portal ([click here](#)) provided that you have an active FAMIS User ID and password
- From the DFO web page - [please click here](#).

So that all users have a complete understanding of this web-based application, DFO will be conducting training web casts on **Tuesday, April 29, 10:30 to 12 and Thursday, May 1, 2 to 3:30**. Principals and business liaisons are encouraged to participate in one of these sessions. [Click here to register for these sessions](#).

A User Guide has been prepared to assist you in navigating TRAC. [Click here to access the TRAC User Guide](#).

Full details regarding the TRAC were published in a PW article included in the April 15, 2008 edition. [Please click here to access that article](#).

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