

February 21, 2001

Mr. William T. Rivers, Acting Director
Office of Governmentwide Policy
Travel Management Policy Division
1800 F Street, NW
Room G-219
Washington, DC 20405

Dear Mr. Rivers:

This is in response to your October 12, 1999, letter on mandatory reporting for the Travel and Transportation Reform Act of 1998. Listed below is the information for NRC concerning payments made for travel and transportation, including relocation, for Fiscal Year 2000.

REPORT:

A. Agency policy on use of charge card (e.g., transportation, lodging, meals, etc.)

Our policy is to require the use of a charge card for all frequent travelers. A frequent traveler is defined as someone expecting to travel more than once per year.

B. Number of cards issued.

For FY 2000, we had 2,245 cards issued to our employees.

C. Number of cards in use.

Using information provided by Citibank, there were at least 1,130 active cards in use during this time period.

D. Types of actual expenses charged to the card: (1) transportation; (2) lodging accommodations; (3) car rentals; (4) other.

Expenses charged to the card include transportation, lodging, car rentals, cash advances, restaurants, automotive, gasoline purchases, retail, and telecommunications services.

E. Total dollar volume generated by use of the card.

Estimated dollar volume generated by card use was \$4,283,682 in FY 2000.

F. Average length of time from submission of a proper travel claim to approving official to actual payment to employee: (1) temporary duty travel and (2) relocation travel.

Based on a statistical sample, it took us on average 6 days to pay a TDY voucher and 6 days to pay a PCS voucher. This calculation is for the number of days for us to process the payment once the voucher was received within the travel payment area.

G. Agency policy on timeframe for submission of travel voucher for TDY, permanent change of station (PCS) and temporary change of station (TCS).

Our policy is that vouchers are to be submitted within 5 working days after completing a trip or every 15 days if in continuous travel for TDY travel. For PCS travel, vouchers are to be submitted within 5 working days after the completion of a specific segment of a PCS move. NRC has not implemented FTR Subpart C "Employee's Temporary Change of Station" allowances at this time.

H. Agency policy on timeframe for payment of travel voucher for TDY, PCS and TCS.

Agency policy is to pay all TDY travel claims within 7 working days and all PCS and TCS travel claims within 30 days after receiving the travel voucher within the travel payment area.

I. Percentage of travel claims paid within 30 days: (1) temporary duty travel and (2) relocation travel.

We estimate that 100 percent of both temporary duty travel and relocation travel vouchers were paid within 30 days after receipt within the travel payment area.

If you or your staff need any additional information, or would like to discuss NRC's submission, please contact Carol Rose, Chief, Travel Management Branch at 301-415-6244.

Sincerely,

/RA/

Anthony Rossi, Acting Director
Division of Accounting and Finance
Office of the Chief Financial Officer

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