

DRAFT OMB SUPPORTING STATEMENT FOR
NRC FORM 64, "TRAVEL VOUCHER (PART 1),"
NRC FORM 64A, "TRAVEL VOUCHER (PART 2),"
AND NRC FORM 64B, "OPTIONAL TRAVEL VOUCHER (PART 2)"
(3150-0192)

EXTENSION

Description of the Information Collection

As a part of completing the travel process, the traveler must file travel vouchers and trip reports. The respondent universe for the forms includes consultants and contractors and those who are invited by the NRC to travel, e.g., prospective employees. The information collected includes the name, address, social security number, and the amount to be reimbursed. Travelers do not receive a travel advance but are paid on a reimbursement basis only. Guidance on allowable travel expenses can be found in the General Services Administration (GSA) Feral Travel Regulations (FTR) and in NRC Management Directive 14.1, Official temporary Duty Travel.

A. JUSTIFICATION

1. Need for and Practical Utility of the Collection of Information.

Travel vouchers provide information to the government that aids in the reimbursement of travel funds. The traveler must complete a travel voucher (NRC Forms 64, 64A, 64B) in order to be reimbursed for allowable expenses as governed by GSA's travel regulations. In addition, NRC has additional travel guidance in their Management Directive 14.1, Official temporary Duty Travel.

2. Agency Use of Information.

Information on these forms is used to ensure that only legitimate travel expenses are reimbursed in accordance with FTR and NRC regulations. Once a travel voucher has been examined and approved in the NRC travel office, the appropriate accounting information is entered into NRC's accounting system then transmitted to the Department of Treasury's Financial Management Service for payment. The only information transmitted to the Department of Treasury is the name, address, and dollar amount of the payment.

3. Reduction of Burden Through Information Technology.

There is no legal obstacle to reducing the burden associated with this information collection by use of information technology or otherwise. Moreover, NRC encourages its use.

4. Effort to Identify Duplication and Use Similar Information.

The Information Requirements Control Automated System (IRCAS) was searched for duplication, and none was found.

5. Effort to Reduce Small Business Burden.

Completion of the NRC Forms 64 and its continuation pages, 64A or 64B, are required by non-Federal personnel such as, consultants, contractors, and NRC invited travelers. This is the minimum information needed to authorize travel for this group.

6. Consequences to Federal Program or Policy Activities if the Collection Is Not Conducted or Is Conducted Less Frequently.

This information is required by GAO and the Federal Travel Regulations in order to reimburse travelers for expenses associated with their official travel on behalf of the NRC.

7. Circumstances which Justify Variation from OMB Guidelines.

This information is required by GAO and the Federal Travel Regulations in order to reimburse travelers for expenses associated with their official travel on behalf of the NRC.

8. Consultations Outside the NRC.

The opportunity for public comment has been published in the Federal Register.

9. Payment or Gift to Respondents.

Not Applicable.

10. Confidentiality of Information.

This information is protected from public disclosure under the Privacy Act of 1974 and is handled in accordance with routine uses specified in the Privacy Act Statement.

11. Justification for Sensitive Questions.

Not applicable.

12. Estimate of Burden and Burden Hour Cost.

It is estimated that 100 NRC Forms 64, 64A, or 64B will be completed annually. At an estimated burden of 1hr per form and its continuation page, the annual burden is estimated to be 100 hrs. At a professionally hourly rate of (\$150/hr), the annual cost is \$15,000 (100 forms annually x 1 hr/form x \$150/hr/form).

13. Estimate of Other Additional Costs.

None.

14. Estimated Annualized Cost to the Federal Government.

The total annualized cost to the NRC for reviewing and assessing NRC Form 64, and its continuation page 64A, or 64B is \$2,250 (50 staff hrs x \$45/hr (clerical staff hourly rate)).

15. Reasons for Changes in Burden or Cost.

There is no change in burden. However, the cost for professional effort has increased to \$150 per hour.

16. Publication for Statistical Use.

None.

17. Reason for Not Displaying the Expiration Date.

Not applicable.

18. Exceptions to the Certification Statement.

Not applicable.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

Not applicable.