

Date: May 2, 2002

SUMMARY OF INFORMATION COLLECTION REQUEST

Title: NRC Form 64, Travel Voucher (Part 1)
NRC Form 64A, Travel Voucher (Part 2)
NRC form 64B, Optional Travel Voucher (Part 2)

Current Burden/Responses: 100 hours/100 responses

Proposed Burden/Responses: 100 hours/100 responses

Frequency of Response: On occasion.

Reasons for Changes in Burden/Responses: There is no change in burden. However, the cost for professional effort has increased to \$150 per hour.

Level of Concurrence: Chief
Travel Management Branch
Division of Accounting and Finance
Office of the Chief Financial Officer

Recordkeeping Requirements in Accordance with the Retention Periods for Records/Rule: NA

Search of the Information Requirements Control Automated System (IRCAS):
IRCAS was searched, no duplication was found.

Abstract: As part of completing the travel process, the traveler must file travel vouchers and trip reports. The respondent universe for these forms includes consultants, contractors and those who are invited by the NRC to travel, e.g. prospective employees. Travel expenses that are reimbursed are confined to those expenses essential to the transaction of official business for an approved trip.

cc: B. St. Mary