

DRAFT OMB SUPPORTING STATEMENT FOR
NRC FORM 64, TRAVEL VOUCHER (PART 1),
NRC FORM 64A, TRAVEL VOUCHER (PART 2), SCHEDULE OF EXPENSES
AND AMOUNT CLAIMED
AND
NRC FORM 64B, OPTIONAL TRAVEL VOUCHER (PART 2), EXPENSE REPORT
(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) Federal 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 Form 64 and 64A, or NRC Form 64 and 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 are no legal obstacles to reducing the burden associated with this information collection. The NRC encourages respondents to use information technology when it would be beneficial to them. NRC issued a regulation on October 10, 2003 (68 FR 58791), consistent with the Government Paperwork Elimination Act, which allows its licensees, vendors, applicants, and members of the public the option to make submissions electronically via CD-ROM, e-mail,

special Web-based interface, or other means. Because of infrequency of submission of this form by non-Federal consultants, contractors, and invited travelers, no responses are expected to be filed electronically.

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 Form 64 and 64A, or NRC Form 64 and 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.

Opportunity for public comment on the information collection requirements 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 Annualized Burden and Burden Hour Cost.

It is estimated that 100 NRC Travel Vouchers (NRC Form 64 and 64A, or NRC Form 64 and 64B) will be completed annually. The annual burden is estimated to be 100 hours (100 respondents x 1 response per respondent x 1 hour per response). At a professional hourly rate of \$156/hr, the annual cost is \$15,600.00 (100 vouchers annually x 1 hr/form x \$156/hr).

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 Travel Vouchers (NRC Form 64 and 64A , NRC Form 64 and 64B) is \$2,250 [50 staff hrs x \$45/hr (clerical staff hourly rate)].

15. Reasons for Change in Burden or Cost.

There is no change in burden. However, the cost for professional effort has increased from \$150 to \$156 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.