Date: January 14, 2005

DRAFT SUMMARY OF INFORMATION COLLECTION REQUEST

Title: NRC Form 64, Travel Voucher (Part 1)
NRC Form 64A, Travel Voucher (Part 2), Schedule of Expenses and Amount Claimed
NRC Form 64B, Optional Travel Voucher (Part 2) Expense Report

Current Burden/Responses: 100 hours/100 responses

Proposed Burden/Responses: 100 hours/100 responses

Number of Respondents: 100

Frequency of Response: On occasion

Burden Attributable to Third-Party Collections: 0

Reasons for Changes in Burden/Responses: There is no change in burden for this information collection. However, the cost for professional effort has increased from $150 to $156 per hour.

Level of Concurrence:
Team Leader
Payment Policy and Obligations Team
Division of Financial Services
Office of the Chief Financial Officer

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

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 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.

cc: C. Colburn
B. C. St. Mary