

November 6, 2015

MEMORANDUM TO: Stephen D. Dingbaum  
Assistant Inspector General for Audits

FROM: Maureen E. Wylie */RA/ Mary C. Muessle (for)*  
Chief Financial Officer

SUBJECT: STATUS OF RECOMMENDATIONS: AUDIT OF THE U.S.  
NUCLEAR REGULATORY COMMISSION'S TRAVEL CHARGE  
CARD PROGRAM (OIG-13-A-17)

This is the fifth status response to the Office of the Inspector General's Audit Report, "Audit of NRC's Travel Charge Card Program " (OIG-13-A-17), dated April 16, 2013. Recommendation 4 was completed during this period while recommendations 1 and 6 have to be postponed as a result of issues that arose after the new eTravel System was implemented.

Recommendation 1

Develop and implement a policy to pay centrally billed travel card accounts daily or weekly.

Response

Agree. The Office of the Chief Financial Officer (OCFO) agrees to look into the feasibility of paying the centrally billed travel card on a daily or weekly basis once the new eTravel System is implemented, which will be in October 2013. We expect to complete this evaluation by September 30, 2014.

Update

The new eTravel System was implemented on May 4, 2015. Due to unforeseen challenges with the new eTravel System, the OCFO has not been able to look into the feasibility of paying the centrally billed travel card on a daily or weekly basis. We now expect to complete this evaluation by May 31, 2016.

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#### Recommendation 4

Revise Management Directive 14.1 to require that employees who travel more than five times per year must use their Government travel card for official travel expenses.

#### Response

Agree. Management Directive 14.1, "Official Temporary Duty Travel", has been revised to incorporate these changes. The Management Directive was sent to the Chairman's Office in January 2013.

#### Update

Management Directive (MD) 14.1, "Official Temporary Duty Travel", has been revised to incorporate these changes. MD 14.1 was issued on September 4, 2015. The OCFO considers Recommendation 4 implemented.

#### Recommendation 6

Implement mandatory split disbursement for individually billed accounts.

#### Response

Agree. The OCFO agrees to explore this recommendation further to see if the new eTravel System has the capability of making split disbursement mandatory for individually billed accounts. The OCFO will also need to work with the Office of the Inspector General (OIG) and Office of the Chief Human Capital Officer (OCHCO) to see what disciplinary action would be imposed if a travel charge cardholder did not use the split disbursement feature. In the interim, the OCFO issued [Yellow Announcement 047](#), "Use of Split Disbursement for Travel Charge Cardholders," dated April 9, 2013. In this announcement, the following is stated: "Split disbursement will become a requirement when the new eTravel System is implemented in autumn 2013."

We expect to complete the evaluation of the capability of making split disbursement mandatory in the new eTravel System and discussing potential disciplinary actions with OIG and OCHCO by March 31, 2014.

#### Update

After the implementation of the new eTravel System, OCFO determined that split disbursement was not working properly. Concur, the provider of the new eTravel System developed a fix, which OCFO tested and is currently verifying. Once OCFO confirms that split disbursement is working properly, OCFO will issue a Yellow Announcement that will: 1) inform travelers how to

use the split disbursement feature when completing their travel vouchers, and 2) state that travel charge cardholders are expected to use the split disbursement feature to the maximum extent possible. We expect to complete this evaluation by December 31, 2015.

cc: F. Brown, OEDO  
B. Pham, OEDO  
J. Arildsen, OEDO  
R. Boyer, OEDO

use the split disbursement feature when completing their travel vouchers, and 2) state that travel charge cardholders are expected to use the split disbursement feature to the maximum extent possible. We expect to complete this evaluation by December 31, 2015.

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