

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

Consultants, contractors, and those invited by the Nuclear Regulatory Commission (NRC) to travel (e.g., prospective employees) must file travel vouchers and trip reports in order to be reimbursed for their travel expenses. Travelers do not receive a travel advance but are paid on a reimbursement basis only. The information collected includes the name, address, social security number, and the amount to be reimbursed. 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 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, social security number, 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. Invitational travelers must use

paper documents since the eTravel system cannot accommodate travel by non-NRC travelers. "NRC staff estimates that 0% of responses will be submitted electronically."

4. Effort to Identify Duplication and Use Similar Information

No sources of similar information are available. There is no duplication of requirements.

5. Effort to Reduce Small Business Burden

Completion of the NRC Forms 64 and its continuation pages, 64A or 64B, is 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, Department of Treasury, and the Federal Travel Regulation 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

Not applicable.

8. Consultations Outside the NRC

Opportunity for public comment on the information collection requirements for this clearance package has been published in the Federal Register.

9. Payment or Gift to Respondents

Not Applicable.

10. Confidentiality of Information

Confidential and proprietary information is protected in accordance with NRC regulations at 10 CFR 9.17(a) and 10 CFR 2.390(b).

However, no information normally considered confidential or proprietary is requested.

11. Justification for Sensitive Questions

Not applicable.

12. Estimated 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 1 hour per form and its continuation page, the annual burden is estimated to be 100 hrs. At a professionally hourly rate of \$265 hr. the annual cost is \$26,500 (100 forms annually x 1 hr / form x /\$265 hr).

13. Estimate of Other Additional Costs

There are no additional costs.

14. Estimated Annualized Cost to the Federal Government

It is estimated that NRC clerical staff will spend .5 hour reviewing and assessing each NRC Form 64, and its continuation page 64A, or 64B. The total annualized cost to the NRC for these forms is \$2,350 (50 staff hrs x \$47/hr (clerical staff hourly rate)).

15. Reasons for Changes in Burden or Cost

There is no change in burden but the cost has gone down from \$272 hr. to \$265 hr.

16. Publication for Statistical Use

None.

17. Reason for Not Displaying the Expiration Date

The expiration date is displayed.

18. Exceptions to the Certification Statement

None.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

Statistical methods are not used in this collection of information.