

DRAFT OMB SUPPORTING  
STATEMENT FOR  
NRC FORM 64, "TRAVEL VOUCHER (PART 1),"  
AND NRC FORM 64A, "TRAVEL VOUCHER  
(PART 2),"  
(3150-0192)

REVISION

Description of the Information Collection

Agreement States and those invited by the Nuclear Regulatory Commission (NRC) to travel (e.g., Tribal representatives, State Liaison Officers, etc.) 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, itemized expenses, 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) 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. The 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. NRC staff estimates that 100% 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 page 64A 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).

This information is maintained in a system of records designated as GSA/GOVT4 -Contracted Travel Services Program and described at 74 Federal Register 26700 (June 3, 2009).

11. Justification for Sensitive Questions

Not applicable.

12. Estimated Burden and Burden Hour Cost

The NRC staff plans to use the NRC Form 64 to exclusively process travel reimbursements for travelers from Agreement States and others traveling on behalf of the NRC. The staff reviewed data from the previous 4 years and determined that an average of 500 travelers will request reimbursement on the form annually. At 1 hour per form, the estimated burden is 500 hours at a cost of \$139,500 (500 hours x \$279/hr.)

The \$279 hourly rate used in the burden estimates is based on the Nuclear Regulatory Commission's fee for hourly rates as noted in 10 CFR 170.20 "Average cost per professional staff-hour." For more information on the basis of this rate, see the Revision of Fee Schedules; Fee Recovery for Fiscal Year 2019 (85 FR 37250, June 19, 2020).

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 0.5 hour reviewing and assessing each NRC Form 64, and its continuation page 64A. The total annualized cost to the NRC for these forms is \$69,750 (250 staff hrs x \$279/hr (clerical staff hourly rate)).

15. Reasons for Changes in Burden or Cost

There has been an increase in burden from 100 hours and 100 responses to 500 hours and 500 responses, an increase of 400 hours and 400 responses. This change is attributed to a thorough review of travel records during the current clearance cycle to calculate the average number of Agreement State travelers during a typical year. This records review indicated that an average of 500 travelers annually submit the form.

In addition, the NRC staff reviewed the form and determined that many of the fields on the form were no longer necessary for the processing of Agreement State travel reimbursements. The form was significantly shortened during the preparation of this clearance request. Specifically, the following fields were removed from the form:

- SSN
- Authorization number
- Identification number (non-SSN)
- Reclaim voucher (yes/no)
- Voucher status (partial/final)
- Type of travel
- Method of payment

- Airline accommodations
- Leave taken
- Comparative travel
- Transportation/ticket number/carrier/amount
- Check number
- Travel advance
- Departure times

Sections for examiners adjustments, cashier's use, and accounting classification were also removed.

Fields were added to indicate whether the traveler's address had changed since the last travel (yes/no) and whether the traveler had direct deposit (yes/no).

Finally, there has been an increase in burden from \$265/hr to \$279/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.