

Date: May 18, 2011

FINAL SUMMARY OF INFORMATION COLLECTION REQUEST

Title: 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)

Current Burden/Responses: 100 hours (100 Reporting + 0 Recordkeeping)
100 Responses (100 Responses + 0 Recordkeepers)

Proposed Burden/Responses: 100 hours (100 Reporting + 0 Recordkeeping)
100 Responses (100 Responses + 0 Recordkeepers)

Frequency of Response: On occasion

Number of Respondents: 100

Reasons for Changes in Burden/Responses: There is no change in burden. However, the cost for professional effort has increased from \$258/hr to \$259/hr.

Level of Concurrence: Chief
Financial Services Branch
Office of the Chief Financial Officer

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

The NRC has determined that the quantity of records to be maintained is roughly proportional to the recordkeeping burden and, therefore, can be used to calculate approximate records storage costs. Based on the number of pages maintained for a typical clearance, the records storage cost has been determined to be equal to 0.0004 times the recordkeeping burden cost. Because the recordkeeping burden is estimated to be 0 hours, the storage cost for this clearance is \$00.00 (0 hours x 0.0004 x \$259/hour).

Efforts to Identify Duplication and Use Similar Information

No sources of similar information are available. There is no duplication of requirements. NRC has in place an ongoing program to examine all information collections with the goal of eliminating all duplication and/or unnecessary information collections.

Abstract:

Consultants, contractors, and those invited by the NRC to travel (e.g., prospective employees) must file travel vouchers and trip reports in order to be reimbursed for their travel expenses. The information collected includes the name, address, social security number, and the amount to be reimbursed. Travel expenses that are reimbursed are confined to those expenses essential to the transaction of official business for an approved trip.