



OFFICE OF THE
CHIEF FINANCIAL
OFFICER

UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

June 15, 2016

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

FROM: Maureen E. Wylie **/RA/**
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 sixth 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 6 was completed during this period and Recommendation 1 has been 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

We are currently analyzing the monthly files we receive from Concur to see if there are ways to make them automated and more efficient. Once we complete this evaluation, the OCFO will explore the feasibility of paying the centrally billed travel card on a daily or weekly basis. We now expect to complete this evaluation by December 30, 2016.

CONTACT: Michele Ricker, OCFO/DOC/TOB
(301) 415-7838

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 13-0047](#), "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

The OCFO issued [Yellow Announcement 16-0061](#) dated June 14, 2016, which 1) informs travelers how to use the split disbursement feature when completing their travel vouchers, and 2) states that travel charge cardholders are expected to use the split disbursement feature to the maximum extent possible. The OCFO considers Recommendation 6 completed.

cc: R. Lewis, OEDO
H. Rasouli, OEDO
J. Jolicoeur, OEDO
R. Boyer, OEDO

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ADAMS: ☒ Yes ☐ No Initials: MR

☒ Publicly Available ☐ Non-Publicly Available ☐ Sensitive ☐ Non-Sensitive

*See previous concurrence

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