



# Memorandum

**U.S. Department of  
Transportation**

Office of the Secretary  
of Transportation  
Office of Inspector General

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Subject: **INFORMATION:** Audit Announcement –  
Audit of the DOT Travel Card Program,  
Department of Transportation  
Project Number: 12F3013F000

Date: October 25, 2012

From: Louis C. King   
Assistant Inspector General for Financial and  
Information Technology Audits

Reply to  
Attn. of: JA-20

To: Assistant Secretary for Budget and Programs/  
Chief Financial Officer

In fiscal year (FY) 2011, DOT employees spent \$172 million with travel cards. Our FY 2003 audit of the travel card program<sup>1</sup> found that employees abused their cards by charging personal purchases, withdrawing cash in excess of their needs and not paying their bills on time. As part of DOT's internal control testing in FY 2011, DOT identified travel card purchases and cash advances which did not occur during authorized travel.

The Office of Inspector General (OIG) will perform an audit of the Department of Transportation's (DOT) use of travel charge cards (travel cards). Our audit objective will be to determine whether DOT's internal controls are effective in preventing and detecting travel card misuse.

We will begin this audit immediately and conduct it at DOT's Headquarters in Washington, DC. We will contact your audit liaison to schedule an entrance conference. If you have any questions or need additional information, please contact Joann Adam, Program Director, at (202) 366-1488, or Mark Rielly, Project Manager, at (410) 962- 0699.

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cc: DOT Audit Liaison, M-1

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<sup>1</sup> Audit of Use of Government Travel Charge Cards, DOT, FI-2003-049, August 28, 2003.