

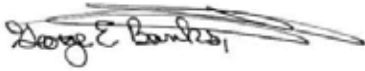


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## Memorandum

Date: December 18, 2019

Subject: INFORMATION: Audit Announcement | DOT's Travel Card Program |  
Project No. 20F3014F000  
Department of Transportation  
Federal Aviation Administration

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

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

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In fiscal year 2018, the Department of Transportation's (DOT) 37,272 travel account cardholders made 1.15 million purchases—totaling approximately \$186 million—with their Government travel cards.<sup>1</sup> The Travel and Transportation Reform Act of 1998<sup>2</sup> mandates that Federal Government account holders use the travel account for official Government travel expenses. The travel accounts allow individual cardholders to pay for travel expenses and receive cash advances. DOT uses the General Services Administration's SmartPay®<sup>3</sup> Program to enable authorized employees to make travel related purchases and payments on behalf of the Federal Government in support of their agency's mission.

Additionally, the Government Charge Card Abuse Prevention Act of 2012<sup>3</sup> requires all executive branch agencies to establish and maintain internal controls activities to ensure the proper, efficient, and effective use of the travel charge cards. Consistent with the act, the Office of Management and Budget (OMB) Circular A-123, Appendix B, *A Risk Management Framework for Government Charge Card Programs*, details policies and procedures to reduce waste, fraud, and error in Government charge card programs. The act also requires the Office of Inspector General to perform periodic audits or reviews of travel card

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<sup>1</sup> General Services Administration, *SmartPay Travel Card Statistics Report*, 2018.

<sup>2</sup> Public Law Number 105-264 (1998).

<sup>3</sup> Pub. L. No. 112-194 (2012).

programs of executive agencies spending more than \$10 million on travel cards annually.

To comply with the act, we are initiating an audit of the DOT's Travel Card Program for the period December 1, 2018 through November 30, 2019. Our audit objective is to determine whether the DOT's internal controls for its travel card program are effectively designed and operating efficiently to prevent and detect travel card misuse and abuse.

We plan to begin the audit immediately and will contact your audit liaison to schedule an entrance conference. We will conduct our work at DOT Headquarters in Washington, D.C. We may also conduct work at selected regional Operating Administration offices if necessary. If you have any questions, please contact me at 202-366-1407 or George Banks, Program Director, at 202-420-1116.

cc: DOT Audit Liaison, M-1  
FAA Audit Liaison, AAE-100