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# *Office of Inspector General*

# *Audit Report*

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*Oversight of Extended Travel*

*Federal Aviation Administration*

*Report Number: AS-FA-7-008*

*Date Issued: April 4, 1997*





# Memorandum

U.S. Department of  
Transportation

Office of the Secretary  
of Transportation

Office of Inspector General

Subject: ACTION : Report on Oversight of Extended  
Travel, Federal Aviation Administration  
Report No. AS-FA-7-008

Date: April 4, 1997

From: *LH* Lawrence H. Weintrob *ALM Stefani*  
Assistant Inspector General for Auditing

Reply to  
Attn of: Kerr: x61429

To: Barry L. Valentine  
Acting Federal Aviation Administrator

I am providing this report for your information and use. Your February 26, 1997, comments were considered in preparing this report. A synopsis of the report follows this memorandum.

You concurred with the recommendations. Actions taken and planned are responsive to the audit's recommendations, and the recommendations are considered resolved subject to the audit **followup** provisions of Department of Transportation Order 8000. 1C.

We appreciate the courtesies and cooperation extended to us during the review. If I can be of further assistance, please call Alexis M. Stefani on x60500 or Robert Kerr on x61429.

Attachment

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U.S. Department of  
Transportation

Office of Inspector General

## *Oversight of Extended Travel*

### *Federal Aviation Administration*

*Report No. AS-FA-7-008*

*April 4, 1997*

#### *Objectives*

This audit was conducted in response to a hotline which alleged Federal Aviation Administration (FAA) employees on extended travel improperly claimed expenses and obtained supervisory approval for unnecessary expenses. In addition, the audit determined whether FAA had adequate management controls over extended travel.

#### *Conclusions*

FAA employees on long-term travel assignments claimed, and supervisors approved, unallowable and unnecessary expenses. Employees' travel vouchers included unallowable per diem while at their official duty station or on leave and the cost of a leased vehicle. In addition, air traffic controllers received revitalization premium pay while on long-term travel assignments beyond the 90 days authorized. Our review of 25 employees on long-term travel found that 18 claimed unallowable and unnecessary travel costs totaling \$18,703 or received excess revitalization pay totaling \$22,083. These overpayments occurred because FAA did not have adequate internal controls over travel expenses and revitalization pay for employees on long-term travel assignments.

#### *Monetary Impact*

FAA should recover \$40,786 in unallowable travel expenses and excess revitalization pay. In addition, implementing the report's recommendation to improve controls over travel authorizations and approvals will preclude future overpayments.

SYNOPSIS



U.S. Department of  
Transportation

Office of Inspector General

## ***Recommendations***

We recommend FAA recover \$18,703 in unallowable expenses and \$22,083 in excess revitalization premium pay received by air traffic controllers. Also, FAA should implement controls over employees on long-term travel to eliminate the overpayment of per diem, unallowable and unnecessary travel expenses, and excess revitalization pay.

## ***Management Position***

FAA gathered data to support the collection of overpayments and will initiate recovery of unallowable per diem expenses, leased vehicle expenses, and excess revitalization premium pay during April 1997. FAA plans to implement the Travel Reform Initiative Policy (TRIP) by July 1997. The TRIP will address oversight controls on extended stays and establish a "flat" rate that is 60 percent of the maximum per diem rate established by the General Services Administration. In addition, FAA issued a memorandum informing supervisors and travelers of the rules governing approval of long-term travel expenses. Also, the Air Traffic Service is developing a policy concerning extended temporary duty assignments in excess of 30 days.

## ***Office of Inspector General Comments***

Actions taken and planned by FAA to recover unallowable expenses and strengthen controls over extended travel are reasonable and the recommendations are resolved.

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## I. INTRODUCTION

### Background

Federal Aviation Administration (FAA) uses long-term travel assignments to supplement existing staffs with expertise not necessarily available at all locations. In Headquarters, these individuals are normally obtained from field locations to fill both supervisory and technical positions for periods ranging from 90 to 400 days. A significant portion of long-term detailees are air traffic controllers directly responsible for the air traffic control (ATC) system.

Air traffic controllers directly involved in, or responsible for, the operation of the ATC system receive Revitalization pay, a 5-percent premium. FAA Order 3550.13, Air Traffic Control Revitalization Premium Pay, states premium pay should be terminated after 90 days when individuals are detailed from a covered to a noncovered position. A "covered position" is a position occupied by a certified air traffic controller assigned to an operational air traffic facility.

While on long-term travel, individuals are entitled to per diem expenses, including lodging and subsistence for the temporary duty location, and rental car and other transportation expenses approved by the authorizing officials. The per diem and travel expenses claimed on travel vouchers are approved by supervisors and certified for payment by the Accounting Operations Division (ABA-200). However, ABA-200 relies on the approving official to determine the accuracy of the travel vouchers, since they do not have access to additional information beyond what is submitted with the travel vouchers.

### Objectives, Scope, and Methodology

This audit was conducted in response to a hotline which alleged FAA employees on extended travel improperly claimed expenses and obtained supervisory approval for unnecessary expenses. In addition, the audit determined whether FAA had adequate management controls over extended travel.

The audit was conducted between February and May 1996 at FAA Headquarters. It included a review of individual temporary duty travel vouchers and related records of personnel on long-term travel assignments between August 1994 and April 1996. The audit was performed in accordance with Government Auditing Standards

prescribed by the Comptroller General of the United States and included such tests as we considered necessary.

We reviewed outstanding travel obligations in excess of \$10,000 listed on the January 31, 1996, Open Document File (ODF) and other records maintained by the ABA-200 in FAA Headquarters. Sixty obligations for individuals on extended travel were found. We judgmentally selected 25 of the 60 individuals for review of their claim for travel. Our review of 25 individuals on long-term travel included 20 air traffic controllers of which 18 were assigned to field locations before the detail began. We eliminated from our sample 27 individuals on FAA's Task Force on Personnel Reform because travel vouchers had not been filed when we selected our sample. We also eliminated eight other individuals because the information posted to the ODF was incorrect or the travel files did not contain long-term travel.

We reviewed applicable Federal travel regulations, FAA's order on Revitalization Premium Pay, and official travel orders for those individuals on long-term travel. We compared and analyzed the sampled individuals' temporary duty (TDY) travel vouchers, time and attendance (T&A) records, payroll records, and other records such as Liaison and Familiarization Program (FAM) flights and American Express summary records for the TDY period.

We found inconsistencies in the official records of one individual included in our sample. This individual was referred to the Assistant Inspector General for Investigations for further review.

### Management Controls

*We evaluated management controls for determining unallowable and unnecessary claims for expenses by individuals on long-term travel. Specifically, we reviewed applicable Federal travel regulations to determine whether the criteria for eligible travel costs were clearly defined. We also reviewed the documentation supporting costs claimed on the travel vouchers and discussed the adequacy of the documentation with responsible supervisors and accounting office officials. In addition, we reviewed travel orders, travel vouchers, and T&A records to determine if the Code of Federal Regulations (CFR) requirements were followed. See Part II of this report for a discussion of management control weaknesses found.*

*Prior Audit Coverage*

*Although there have been prior audits on travel, oversight of extended travel has not been reviewed.*

## II. FINDING AND RECOMMENDATIONS

### *Finding. Unallowable and Unnecessary Expenses on Long-term Travel*

FAA employees on long-term travel assignments claimed, and supervisors approved, unallowable and unnecessary expenses. In addition, air traffic controllers received revitalization premium pay while on long-term travel assignments beyond the 90 days authorized. Our review of 25 employees on long-term travel found that 18 claimed unallowable travel costs totaling \$18,703 or received excess revitalization pay totaling \$22,083. Additionally, four employees claimed \$904 in unnecessary rental car expenses. These overpayments occurred because FAA did not have adequate internal controls over travel expenses and revitalization pay for employees on long-term travel assignments. As a result, FAA continually pays employees excess costs and demonstrates ineffective controls over employees on long-term travel.

### Discussion

Title 41, CFR, Subtitle F, Chapter 301, Travel Allowances, provides the rules and procedures personnel must follow when claiming expenses for official Government travel. In addition, Chapter 301 states the travel authorizing official should be aware of travel plans, personal annual leave, and ensure the travel is necessary and accomplished in the most cost-effective manner.

Depending on the mission, individuals on long-term travel assignments often receive temporary travel orders to other locations to complete additional program requirements. Therefore, in addition to filing a monthly travel voucher for the long-term assignment, an additional travel voucher is submitted to record the per diem and travel expenses incurred while on temporary travel.

According to Title 41, CFR, Chapter 301, Section 7.12, when an agency knows in advance that long-term lodging can be obtained at a reduced rate, it may authorize a reduced or flat rate per diem less than the maximum allowable. A signed lease for the reduced rate lodging obligates the traveler and the Government to pay the lodging cost unless unusual circumstances exist. Unusual circumstances include curtailment, cancellation, or interruption of the duty for official purposes. Therefore, if a person takes leave, the lodging portion of the

per diem must be paid, and only the meals and incidental expenses portion of the per diem is not authorized.

Our analysis of the long-term travel vouchers claimed by 25 individuals found 38 instances where 18 employees claimed unallowable expenses or received unallowable revitalization pay as shown in Exhibit A. Seventeen of the eighteen individuals who claimed unallowable travel expenses or received excess revitalization premium pay were air traffic controllers. For the 25 individuals reviewed, we found 6 individuals claimed a total of \$4,803 in unallowable per diem expenses on trips to the official duty station, 10 individuals claimed \$3,400 in unallowable per diem expenses while in a nonwork status at their official duty stations, 7 individuals claimed \$1,939 in unallowable per diem while on annual leave, 1 individual received \$8,561 for an unallowable leased vehicle, and 14 air traffic controllers received \$22,083 in unallowable revitalization premium pay. In addition, four individuals claimed \$904 for rental car expenses which were excessive. The following paragraphs describe the unallowable and excessive costs.

#### Unallowable Per Diem While on Temporary Travel at Official Duty Station

Six of the twenty-five sampled individuals claimed a total of \$4,803 in unallowable per diem expenses while on temporary travel, performing additional program requirements, at their official duty station (see Exhibit B). According to Title 41, CFR, Chapter 301, Section 7.5, individuals are not entitled to per diem expense while at their official duty stations. In addition, the regulations require individuals to record pertinent times and locations because they affect per diem allowances and travel expenses.

Despite the clarity of the regulations, the air traffic controllers claimed unallowable per diem expenses at their official duty station while on temporary travel. For example, an air traffic controller, officially assigned to Denver, Colorado, on long-term travel assignment, returned to his official duty station on three different occasions and claimed per diem each time. During three trips on temporary travel, with approved travel orders, he claimed \$1,734 in lodging and rental car expenses but did not claim meals and incidental expenses (MI&E). Instead, he claimed the \$760 MI&E allowance on his monthly long-term travel vouchers, erroneously indicating he was in Washington, D.C., while on travel in Denver. In all three instances, travel orders and vouchers clearly indicated the official residence was Colorado; however, the approving official signed the vouchers without

questioning the claimed expenses. This same approving official authorized the long-term travel order from Denver to Washington, D.C. Also, in June 1995, the same approving official authorized long-term and temporary travel vouchers for the same period on the same day and failed to properly review or question the unallowable per diem expenses. Another controller returned to his official duty station, Oakland, California, on temporary travel with orders, five times during a long-term travel assignment. Besides claiming lodging, meals, and rental car expenses of \$1,344 on his temporary travel, he also claimed \$256 for MI&E expenses on his long-term monthly voucher during the same periods.

#### Unallowable Per Diem While at Official Duty Station in a Nonwork Status

Ten of the twenty-five sampled individuals claimed \$3,400 in meals and incidental expenses while at their official duty stations in a nonwork status (see Exhibit B). Nonwork status is defined as Federal Government holidays, weekends, or other scheduled nonwork days. Title 41, CFR, Chapter 301, Section 7.5, does not authorize per diem at official duty stations. Additionally, Section 7.2 requires travelers record pertinent times and locations on their travel vouchers which affect per diem allowances and travel expenses.

An example of this type of unallowable costs is an air traffic controller from Denver who claimed \$988 in per diem expenses while at his official duty station in a nonwork status. His long-term travel vouchers indicated he was in Washington, D.C., at the time the per diem expenses were claimed.

Furthermore, six air traffic controllers claimed over \$1,650 in per diem expenses while using FAM flights to return home in a nonwork status and did not record they left Washington, D.C. The FAM Program is a training tool for air traffic controllers. The purpose is to familiarize air traffic control specialists with the problems affecting in-flight use of air traffic control and communications. This familiarization is provided to the air traffic control specialist at the discretion of the air carrier operators. Air traffic control specialists present an approved FAA

Form 7000-5, Request for Access to Aircraft or Free Transportation, to gain entry on the commercial flight. Supervisors must approve the FAM flight request before the request is processed. Therefore, supervisors are aware of the individuals' intended departure and return to Washington; however, they failed to consider the information when the long-term vouchers were approved.

The only individual not an air traffic controller in this category claimed \$380 in unallowable per diem expenses. On two separate occasions, she failed to record on the travel voucher that she was at her official duty station in a nonwork status.

Unallowable Per Diem While on Leave

Seven of the twenty-five sampled individuals, including six air traffic controllers, claimed \$1,939 in unallowable per diem while on annual leave during the long-term travel (see Exhibit C). When individuals are on long-term travel, their per diem expenses are affected by leave and nonworkdays. The following table identifies the per diem entitlements while on leave.

**Per Diem Entitlements While on Long-term Travel**

Category	Per Diem Entitlement
Leave for more than half the prescribed daily working hours.	Not entitled to per diem for that day
Leave before and after nonworkdays. (Nonworkdays are legal Federal Government holidays, weekends, or other scheduled days off.)	Not entitled to per diem on nonworkdays
Leave between nonworkdays	Entitled to per diem for not more than two nonworkdays when leave taken for prescribed working hours between nonworkdays.
Special Category - Monthly Rental, Number of days accommodations are occupied	If average daily lodging rate exceeds maximum allowable rate, only entitled to maximum allowable lodging rate multiplied by the days lodging was actually occupied.

We found specific instances where employees' use of annual leave affected their eligibility to receive per diem. For example, an air traffic controller, with a long-term assignment to the Office of Air Traffic Plans and Requirements, claimed unallowable per diem every time while on leave during the long-term travel. This amounted to 10 days on four different occasions, totaling \$380. In addition, another air

traffic controller claimed lodging costs which exceeded the maximum allowable. The controller had reduced rate lodging for his long-term travel assignment. However, through a combination of leave and nonworkdays, the individual did not occupy his lodging for a sufficient number of days during the month to be entitled to claim the total cost of his monthly long-term lease. His average daily cost exceeded the maximum allowable by \$16 for the days he occupied the lodging. Therefore, he was not entitled to claim the full lodging cost.

### Unallowable Leased Car Expense

Title 41, CFR, Chapter 301, Section 1.3, indicates employees on official travel are expected to exercise the same care in incurring expenses as a prudent traveler would exercise if traveling on personal business. Therefore, the first source for a rental car is a less than premium class Government-contract automobile because it results in the greatest advantage to the Government. In addition, if privately-owned conveyance (POC) is authorized and approved as advantageous to the Government, payment will be based on mileage.

The CFR does not address the use of a leased vehicle. However, the operation and maintenance of a leased vehicle more closely resembles owning a POC rather than a rental car. Individuals normally maintain, insure, and retain residual value in a POC or know the vehicle purchase price at the end of the lease. A rental car does not meet any of the aforementioned characteristics. The rental car company maintains, offers insurance for a fee, and retains all ownership. Therefore, a leased vehicle should be disallowed as a rental car.

Of the 25 sampled individuals, 1 air traffic controller claimed \$8,561 in leased vehicle and fuel costs as rental car expenses. Despite the guidelines found in the travel regulations, officials approved the leased vehicle for 12 months. In addition, ABA-200 certified the expense until the travel voucher was submitted for the 10th month. At that time, they questioned the expense, determined the individual leased rather than rented the vehicle, and disallowed the expense. ABA-200 subsequently initiated a recovery action for the lease and related fuel costs.

### Unallowable Revitalization Premium Pay

FAA authorized \$22,083 in excess revitalization premium pay to 14 of 18 air traffic controllers detailed from a covered position in the field to a noncovered long-term travel position in Headquarters. Exhibit D provides details on each of the 14 controllers. FAA authorizes revitalization premium pay to Air Traffic Control (ATC) personnel who are directly involved or responsible for the ATC system. However, when individuals are detailed for over 90 days from a covered position to a noncovered position, the revitalization pay should be suspended. FAA Order 3550.13, ATC Revitalization Premium Pay, requires personnel action requests and notifications be accomplished when eligibility for the premium pay changes. FAA officials in both Headquarters and regional offices explained that even though individuals are on detail, the action required to initiate the pay change is accomplished by their official duty station and subsequently transmitted to the servicing personnel office. This process did not occur for these 14 controllers.

### Unnecessary Rental Car Expenses

Four of the eight individuals authorized rental cars on long-term travel claimed \$904 in unnecessary expenses and another created the appearance travelers were violating travel regulations. Title 41, CFR, Chapter 301, Section 2.2, states the first source for a rental car is a less than premium class Government-contract automobile because it results in the greatest advantage to the Government. In addition, the travel regulations expect employees on official travel to exercise the same care in incurring expenses as a prudent traveler would exercise if traveling on personal business.

Most individuals rent vehicles on a monthly basis while on long-term travel because it is more advantageous to the Government than daily or weekly rentals. However, four air traffic controllers used leave or were on extended temporary travel away from Washington but did not return the rental vehicle during the period. Rental car cost comparisons of actual days used versus the monthly rate revealed the Government could have eliminated more than \$900 in unnecessary rental car expenses if the individuals had returned the rented vehicles when they departed Washington.

The remaining controller was not authorized a rental car when he started his long-term travel in January 1995. However, in November 1995, he changed detail organizations, rented a luxury car, (Cadillac

DeVille), and subsequently received approval of the rental car expense. Allowing individuals to rent luxury automobiles creates the appearance approving officials condone a violation of the travel regulations.

We are not recommending FAA recover the unnecessary expenses; however, travelers should be more prudent and approving officials should be more cognizant of instances when it would be more advantageous to return the rental car when departing Washington, D.C. In addition, officials should not approve the use of luxury automobiles.

### Lack of Management Controls and Oversight

The approval and overpayment of unallowable per diem and travel expenses occurred because of FAA's lack of internal controls over employees on long-term travel. Approving officials were unaware of, or did not consider, all potential information when approving travel vouchers for individuals on long-term travel assignments. For example, there was no consideration given to existing long-term orders, employees' leave status, or time spent at the official duty station. Travelers were authorized temporary travel and FAM flights to their official duty station without making adjustments to their per diem entitlements. Approving officials allowed leased vehicles and luxury rental automobiles in violation of the CFR.

ABA-200 certifies the vouchers based on the approving official's review and signature. However, they do not have access to the same information as the approving officials. Therefore, they rely on the approving officials to ensure the vouchers are properly filed.

T&A information is needed by the approving officials to properly determine the eligibility of the travel expenses. T&A records revealed individuals were on annual leave; however, individuals still claimed and officials approved per diem expenses. Even though FAA's policy is to retain the T&A records at the official duty station, supervisors should be cognizant of their subordinates' leave. Officials responsible for reviewing the travel vouchers failed to exercise adequate oversight of leave taken to eliminate unallowable per diem expenses.

The receipt of revitalization premium pay is governed by FAA Order 3550.13 which clearly states pay will be terminated after 90 days if an air traffic controller is detailed from a covered to a noncovered position. FAA officials, knowledgeable of the requirements, did not take the appropriate actions to notify and subsequently terminate the

receipt of this pay after 90 days. FAA should recover revitalization premium pay received in excess of 90 days while on long-term travel.

### Conclusion

Eighteen of the twenty-five employees on long-term travel assignments were overpaid \$18,703 in unallowable travel expenses and \$22,083 in excess revitalization premium pay during the period August 1994 through April 1996. These costs are unallowable under Federal travel regulations and FAA orders and should be recovered by the FAA's Accounting Operations Division.

FAA needs to remind supervisors and travelers of (1) the rules governing long-term travelers who return to their official duty station or take leave during long-term travel and (2) the need to exercise care when incurring rental car expenses to avoid unnecessary expenses. Special emphasis should be given to Air Traffic supervisors and employees since the majority of the problem cases we identified involved this organization. FAA needs to strengthen controls over approval of travel vouchers involving employees on long-term travel. Additional documents and controls should be implemented for individuals on long-term travel. The internal controls should consider the individual's long-term travel order, statement of periods when the individuals returned to their official duty station, and a record of the leave taken during the period. FAA must also establish a control system to ensure that revitalization premium pay for individuals on long-term travel is discontinued after 90 days.

### Recommendations

We recommend that FAA:

1. *Recover \$10,142 of unallowable per diem expenses paid to individuals while at their official duty station and/or on leave.*
2. *Recover the leased vehicles expenses of \$8,561.*
3. *Recover \$22,083 in excess revitalization premium pay received by air traffic controllers during the period August 1994 and April 1996.*
4. *Review revitalization premium pay received by individuals on long-term travel since April 13, 1996, and recover excess payments.*

5. *Issue a notice to supervisors and travelers explaining the problems found and the rules to be followed when on extended travel.*
6. *Strengthen controls over individuals on long-term travel to eliminate the overpayment of unallowable per diem and expenses.*
7. *Implement a control system to ensure that revitalization pay is discontinued after 90 days for individuals on detail to a noncovered position.*

Management Position

FAA concurred with all seven recommendations. FAA gathered data to support the collection of overpayments and will initiate recovery of unallowable per diem expenses, leased vehicle expenses, and excess revitalization premium pay during April 1997. FAA plans to implement the Travel Reform Initiative Policy (TRIP) by July 1997. The TRIP will address oversight controls on extended stays and establish a "flat" rate that is 60 percent of the maximum per diem rate established by the General Services Administration. In addition, FAA issued a memorandum on February 26, 1997, that informed supervisors and travelers of the rules governing approval of long-term travel expenses. Also, the Air Traffic Service is developing a policy concerning extended temporary duty assignments in excess of 30 days that addresses reduced rate lodging, rental cars, termination of revitalization pay, and supervisory responsibilities. The policy will be effective by October 1997.

*Audit Comments*

*Actions taken and planned by FAA to recover unallowable expenses and strengthen controls on extended travel are responsive to our recommendations, and are considered resolved.*

Exhibit A

**AMOUNT TO BE RECOVERED  
FROM EACH INDIVIDUAL IN SAMPLE**

Indiv Sample No.	Official Duty Station	Office Auth Extended Travel	Per Diem at Home Station	Rtn Trips Home in Nonwork Status	Per Diem on Leave	Leased Vehicle as Rental Car	Revit Pay After 90 Days	Total To Be Recovered
1	Tampa, FL	AND-610	\$266	\$304	\$715		\$2,328	\$3,613
2	Fort Worth, TX	ATR-100			\$380		\$1,228	\$1,608
3	Oakland, CA	ATR-110	\$1,600	\$266**			\$750	\$2,616
4	Columbia , MO	ATR-130		\$570**	\$152			\$722
5	Ft Myers, FL	ATR-300		\$136**	\$442		\$2,419	\$2,997
6	Hampton, GA	ATR-300			\$60			\$60
7	Ronkonkoma, NY	ATR-300	\$136	\$340**			\$1,202	\$1,678
8	Hampton, GA	ATR-300		\$170**			\$855	\$1,025
9	Detroit, MI	ATR-300		\$170**			\$670	\$840
10	Seattle, WA	ATR-300	\$76	\$76			\$1,485	\$1,637
11	Seattle, WA	ATR-300						\$0
12	Houston, TX	ATR-320	\$231			\$8,561	\$1,729	\$10,521
13	Denver, CO	ATR-320	\$2,494	\$988			\$3,296	\$6,778
14	Tech Center	ATR-400			\$114			\$114
15	New England Region	ATZ						\$0
16	Aeronautical Center	ATZ-100						\$0
17	Boston, MA	ATR-300					\$2,440	\$2,440
18	Aeronautical Center	ATZ					\$2,473	\$2,473
19	Houston, TX	ATZ-200					\$1,077	\$1,077
20	Salt Lake City	AUA-250					\$130	\$130
21	Tech Center *	AUA-301		\$380	\$76			\$456
22	Headquarters *	ALM-700						\$0
23	Headquarters *	AND-630						\$0
24	Aeronautical Center *	ARP-1						\$0
25	Tech Center *	AUA-250						\$0
		Totals	\$4,803	\$3,400	\$1,939	\$8,561	\$22,083	\$40,786

Legend

\* - Non Air Traffic Controller

\*\* - Used FAM Flights

Scope: Individuals sampled were selected from those on extended travel during the period August 1994 - April 1996.

Exhibit B

**PER DIEM CLAIMED AT OFFICIAL DUTY STATION**

Indiv Sample No.	Official Duty Station	Office Auth Extended Travel	Per Diem Claimed at Official Duty Station	# of trips taken to Official Duty Station	Amount Per Diem Claimed	Return trips to Official Duty Station in Nonwork Status	# of Return trips to Official Duty Station in a Nonwork Status	Amount Per Diem Claimed
1	Tampa, FL	AND-610	Yes	2	\$266	Yes	4	\$304
3	Oakland, CA	ATR-110	Yes	5	\$1,600	Yes	4	\$266
4	Columbia , MO	ATR-130	No			Yes	5	\$570
5	Ft Myers, FL	ATR-300	No			Yes	1	\$136
7	Ronkonkoma, NY	ATR-300	Yes	1	\$136	Yes	3	\$340
8	Hampton, GA	ATR-300	No			Yes	1	\$170
9	Detroit, MI	ATR-300	No			Yes	2	\$170
10	Seattle, WA	ATR-300	Yes	1	\$76	Yes	1	\$76
12	Houston, TX	ATR-320	Yes	2	\$231	No		
13	Denver, CO	ATR-320	Yes	3	\$2,494	Yes	5	\$988
21	Tech Center *	AUA-301	No		_____	Yes	2	\$380
				Total	\$4,803		Total	\$3,400

Legend

\* - Non Air Traffic Controller

Scope: Individuals sampled were selected from those on extended travel during the period August 1994 - April 1996.

Exhibit C

**PER DIEM CLAIMED WHILE ON ANNUAL LEAVE**

Indiv Sample No.	Official Duty Station	Office Auth Extended Travel	Claimed Per Diem on Annual Leave	# of times Per Diem Claimed	Amount Per Diem Claimed
1	Tampa, FL	AND-610	Yes	3	\$715
2	Fort Worth, TX	ATR-100	Yes	4	\$380
4	Columbia , MO	ATR-130	Yes	2	\$152
5	Ft Myers, FL	ATR-300	Yes	4	\$442
6	Hampton, GA	ATR-300	Yes	2	\$60
14	Tech Center	ATR-400	Yes	1	\$114
21	Tech Center *	AUA-301	Yes	1	<u>\$76</u>
				Total	\$1,939

Legend

\* - Non Air Traffic Controller

Scope: Individuals sampled were selected from those on extended travel during the period August 1994 - April 1996.

**ATC PERSONNEL RECEIVING REVITALIZATION  
PREMIUM PAY BEYOND 90 DAYS**

**As of 4/13/96**

Indiv Sample No.	Official Duty Station	Office Authorized Extended Travel	Receives Rev Pay at Official Duty Station	TDY Start Date	TDY End Date	Rec'd Rev Pay after 90 days	Unallowabl e Rev Pay
1	Tampa, FL	AND-610	Yes	6/2/95	10/1/95	Yes	\$2,328
2	Fort Worth, TX	ATR-100	Yes	7/23/95	*	Yes	\$1,228
3	Oakland, CA	ATR-110	Yes	8/11/94	8/6/95	Yes	\$750
4	Columbia , MO	ATR-130	Yes	9/24/95	1/19/96	Stopped	\$0
5	Ft Myers, FL	ATR-300	Yes	1/7/95	*	Yes	\$2,419
6	Hampton, GA	ATR-300	Yes	7/1/95	*	Stopped	\$0
7	Ronkonkoma, NY	ATR-300	Yes	9/6/95	*	Yes	\$1,202
8	Hampton, GA	ATR-300	Yes	10/23/95	*	Yes	\$855
9	Detroit, MI	ATR-300	Yes	11/13/95	*	Yes	\$670
10	Seattle, WA	ATR-300	Yes	8/7/95	*	Yes	\$1,485
11	Seattle, WA	ATR-300	Yes	1/22/96	*	N/A**	\$0
12	Houston, TX	ATR-320	Yes	1/1/95	12/31/95	Yes	\$1,729
13	Denver, CO	ATR-320	Yes	1/29/95	*	Yes	\$3,296
16	Aeronautical Center	ATZ-100	Yes	9/2/95	*	Stopped	\$0
17	Boston, MA	ATR-300	Yes	10/3/94	7/20/95	Yes	\$2,440
18	Aeronautical Center	ATZ	Yes	11/27/94	11/13/95	Yes	\$2,473
19	Houston, TX	ATZ-200	Yes	9/3/95	*	Yes	\$1,077
20	Salt Lake City	AUA-250	Yes	9/7/95	12/21/95	Yes	\$130
						<b>Total</b>	<b>\$22,083</b>

Legend

\*- As of 4/13/96, Unable to determine if detail ended.

N/A\*\* -Within initial 90 days

Scope: Individuals sampled were selected from those individuals on extended travel during the period August 1994 - April 1996

**Audit Team Members**

The following is a list of auditors who contributed to this report.

Robert Kerr	Program Director
Gary Muller	Project Manager



U.S. Department  
of Transportation  
Federal Aviation  
Administration

# Memorandum

Subject: **INFORMATION:** Draft Report on the Audit of  
Oversight of Extended Travel, FAA

Date: FEB 26 1997

From: Associate Administrator for Administration

Reply to  
Attn. of: AWilliams:  
267-9000

To: Director, Office of Transportation Program Audits, JA-10

As requested in your December 19, 1996, memorandum, we have reviewed the subject Office of Inspector General's (OIG) draft report. We concur with the recommendations and the corrective actions taken or planned are stated below.

**Recommendation 1:** Recover \$10,142 of unallowable per diem expenses paid to individuals while at their official station and/or on leave.

**FAA Response: Concur.** We are gathering data to support our collection of overpayments cited in the report. The payroll offices are expected to complete their part soon and will provide dollar figures representing overpayments of revitalization allowances. The OIG will provide supporting documentation for all other overpayments cited. We estimate that collection actions will begin about April 1.

**Recommendation 2:** Recover the leased vehicles expenses of \$8,561.

**FAA Response: Concur. See** response to recommendation 1.

**Recommendation 3:** Recover \$22,083 in excess revitalization premium pay received by air traffic controllers during the period August 1994 and April 1996.

**FAA Response: Concur. See** response to recommendation 1.

**Recommendation 4:** Review revitalization premium pay received by individuals on long-term travel since April 13, 1996, and recover excess payments.

**FAA Response: Concur.** In separate actions, the offices of Air Traffic and Airway Facilities identified individuals on long-term travel since April 13, 1996. The list of air traffic control specialists was provided to the Manager, Accounting Operations Division, ABA-200, on January 8. ABA-200 will review this list and determine if recovery of excess payments is required. The Airway Facilities Service will finalize its list of those individuals identified and forward it to ABA-200 for appropriate action.

**Recommendation 5:** Issue a notice to supervisors and travelers explaining the problems found and the rules to be followed when on extended travel.

**FAA Response: Concur.** The Office of Financial Services is in the process of finalizing its Travel Reform Initiative Policies (TRIP). Proposed TRIP number 302 addresses extended stays, and establishes a “flat” rate that is 60 percent of the maximum per diem rate for the area as set by the General Services Administration. Employees meeting any one of the following criteria are bound by the limits set in the TRIP:

- . exceeding 30 calendar days, or
- 15 class days, or
- . 4 nights in a government-owned or lease facility with kitchen facilities.

The “flat” rate per diem includes all necessary expenses (lodging, meals, local transportation, tips, personal call, trips home, and other incidentals). This TRIP should eliminate the overpayment of unallowable per diem and expenses. The expected implementation date, if approved by the Management Board, is April 1. In the meantime, we are in the process of issuing a memorandum to managers informing them to remind supervisors and travelers of the rules governing approval of long-term travel expenses and that they establish internal controls on long-term travel. The internal controls shall ensure that approving officials consider all factors regarding the employee’s travel circumstances when approving long-term travel expenses.

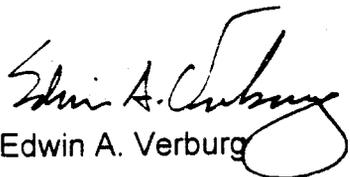
**Recommendation 6:** Strengthen controls over individuals on long-term travel to eliminate the overpayment of unallowable per diem and expenses.

**FAA Response: Concur.** The planned action provided to recommendation 5 will eliminate the overpayment of unallowable per diem and expenses.

**Recommendation 7:** Implement a control system to ensure that revitalization pay is discontinued after 90 days for individuals on detail to a noncovered position.

**FAA Response: Concur.** The Air Traffic Service has developed a policy concerning extended temporary duty assignments exceeding 30 days. Attached is a copy of the draft policy, which includes guidelines that employees and approving officials need to be aware of. The policy applies to Air Traffic and Airway Facilities personnel who are eligible for revitalization pay. The policy should be finalized and effective by March 31.

We appreciate the opportunity to comment on your draft report and request that you incorporate our comments in any final report that you may issue.



Edwin A. Verburg

Attachment

# DRAFT

## Air Traffic & Airway Facilities POLICY STATEMENT FOR EXTENDED TDY (GREATER THAN 30 DAYS)

The Federal Aviation Administration (FAA) recognizes that the utilization of the Extended Temporary Duty Program (TDY) is essential to our mission. The program allows field personnel to bring their operational expertise for special projects and programs to headquarters. This gives the individual excellent experience in the operations of Washington headquarters, and in turn allows permanently assigned specialists to be reacquainted with the actual practices of the field.

The Air Traffic & Airway Facilities policy regarding extended TDY is that per diem will be provided at a reduced rate for all TDY assignments anticipated to be longer than 30 days and any Revitalization Premium Pay which the employee receives at their facility of record will stop on the 91st day of detail.

The following guidelines and information provide directions to that end:

- A TDY briefing package shall be provided to each employee prior to their accepting an extended travel detail, followed with a discussion. (ATX-10 is the OPI for this package)
- This package should contain:
  1. A copy of the Travel Manual titled, "Interruption of Per Diem Entitlements ."
  2. A statement to emphasize that a signed lease for the reduced rate lodging obligates the traveler and the Government to pay the lodging cost , unless unusual circumstances exist. Also , employees who return to their official station or place of abode and/or who use annual leave in excess of one-half of a work day shall forfeit payment of M&IE for those periods.
  3. A statement that a rate of up to \$104 a day per diem will be applied (\$42 for M&IE and up to \$62 for lodging). The lodging amount is to be determined by actual lodging expenses, which should be documented during the TDY period through a copy of each new lease/rental agreement and, if appropriate, a copy of other legitimate lodging related receipts which help justify the daily lodging amount paid. Some examples of legitimate lodging related expenses include utilities, furniture rental, or basic phone service. (Local travel and any other expenses incurred by employee are the responsibility of the employee) .
  4. A statement that rental cars are authorized only if required to conduct government business and only by specific advance approval.

5. A statement that the detailee may participate in the FAA Fare Subsidy Program.

6. A statement to be placed in the travel order that the 5 percent Revitalization Premium Pay will stop on the 91st day of the detail.

*(A series of short term TDY's to circumvent the cancellation of the 5% pay on the 91st day is not allowed.)*

7. A copy of the attached check list to be discussed with the employee.

- A trip home for each 120-day increment may be authorized by Program Directors for employees on a 1 year TDY. Total trips not to exceed three. Home trips shall be by common carrier at government rate. POV may be authorized via cost comparison.
- A Personnel Action (SF-50) shall be generated for all extended TDY's and for the cancellation of the 5 percent Revitalization Premium Pay effective on the 91st day of detail.
- Prior to signing a travel voucher, the signing official shall cross check the voucher against any leave taken for accuracy (e.g., IPSS). Each region and headquarters' office shall ensure that the attached checklist at a minimum be used in the processing of all extended TDY's. This checklist shall be attached to the file copy of the travel order/voucher and shall be used when reviewing vouchers, prior to signature.

We believe these procedures will help remove widespread inconsistencies in applying the Travel Manual to Washington Headquarters TDY's.

2/6/97  
Attachment

# TEMPORARY DUTY CHECKLIST

Traveler's Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

## Travel Order

YES

NO

- |  |       |       |
|--|-------|-------|
| 1. Travel Authorization Number   | _____ | _____ |
| 2. Statement that the 5 Percent Revitalization Premium Pay will cancel on the 91st day included in order | _____ | _____ |
| 3. Statement that a flat rate of \$104 a day per diem applies  | _____ | _____ |
| 4. Personnel Action generated for TDY and cancellation of the 5 Percent Revitalization Premium Pay       | _____ | _____ |

## Voucher

- |  |       |       |
|--|-------|-------|
| 1. Lodging expenses listed.  | _____ | _____ |
| 2. Cross check leave documentation with voucher. Any discrepancies resolved? (e.g. IPPS which employee supplies) | _____ | _____ |
| 3. If familiarization trip taken, attach FAA FORM 1500 for verification of per diem                              | _____ | _____ |
| 4. Copy of TDY travel order attached   | _____ | _____ |
| 5. Signatures on voucher certify accuracy of voucher   | _____ | _____ |