



U.S. Department of Transportation  
**Office of Inspector General**

January 17, 2024

The Honorable Shalanda Young, Director  
Office of Management and Budget  
725 17th Street, NW  
Washington, DC 20503

Dear Director Young,

The Government Charge Card Abuse Prevention Act of 2012<sup>1</sup> requires offices of inspectors general to review their agencies' charge card and convenience check programs as needed and report on the status of related recommendations. As the Act requires, I am writing to provide the status of charge card open recommendations for the Department of Transportation (DOT).

We have not issued any new audit reports on charge card programs since our last annual status report was issued on January 31, 2023.<sup>2</sup> Previously, we issued a report on DOT's purchase card program in fiscal year 2020<sup>3</sup> and a report on DOT's travel card program in fiscal year 2021.<sup>4</sup> All charge card recommendations have been closed, except for two travel card recommendations that remain open with target action dates of January 31, 2024. See the enclosure for additional details.

We also conducted a risk assessment review<sup>5</sup> of DOT's charge card programs in September 2022 and determined its risk of illegal, improper, or erroneous purchases to be medium for calendar years 2020 and 2021.

If you have any questions, please contact me or Ingrid Harris, Program Director.

Sincerely,

A handwritten signature in black ink, reading "D. Dillard-Christian".

Dormayne "Dory" Dillard-Christian  
Assistant Inspector General for Financial Audits

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<sup>1</sup> Public Law Number 112-194 (2012), see note in 41 U.S. Code § 1909.

<sup>2</sup> *Letter to OMB on DOT Status of Charge Card Open Recommendations* (OIG Controlled Correspondence No. CC2023002), January 31, 2023. OIG reports and correspondence are available on our website at <https://www.oig.dot.gov/>.

<sup>3</sup> *DOT Needs To Enhance Oversight of Its Purchase Card Program To Mitigate Internal Control Weaknesses* (OIG Report No. FI2020022), March 11, 2020.

<sup>4</sup> *DOT Needs To Strengthen Travel Card Program Internal Controls To Minimize Misuse* (OIG Report No. FS2021011), December 16, 2020.

<sup>5</sup> *Memorandum: Risk Assessment Review of DOT's Charge Card Program* (OIG Controlled Correspondence No. CC2022007), September 29, 2022.

## DOT's Charge Card Programs: Status of Recommendations

### Travel Card Report Number FS2021011

1. Recommendation No. 1: Notify all travel card program participants that advance written approval must be obtained prior to incurring any travel expenses.

*Status: Closed on 3/14/2023*

*Responsible Agency: OST*

2. Recommendation No. 2: Develop and implement a plan for Agency/Organization Program Coordinator to identify travel authorizations that were not submitted or approved prior to the incurrence of official travel-related expenses. The plan should include follow-up with cardholders and approvers on instances where noncompliance is identified.

*Status: Closed on 9/21/2023*

*Responsible Agency: OST*

3. Recommendation No. 3: Update DOT's travel card management policy, DOT Order 15006.b, and DOT travel card training to include guidance on how cardholders should recover travel card account overpayments.

*Status: Closed on 3/14/2023*

*Responsible Agency: OST*

4. Recommendation No. 4: Develop and implement a control that will allow the Department to identify questionable travel card transactions outside of the delinquency report review that is performed by the Operating Administrations.

*Status: Open, with target action date of 1/31/2024*

*Responsible Agency: OST*

5. Recommendation No. 5: Expand existing training for managers and Approving Officials to incorporate a proper voucher review.

*Status: Closed on 3/20/2023*

*Responsible Agency: OST*

6. Recommendation No. 6: Notify all travel cardholders that cash withdrawals must not occur more than 3 days prior to an authorized trip.

*Status: Closed on 3/20/2023*

*Responsible Agency: OST*

7. Recommendation No. 7: Strengthen current cash-advance controls to test cardholder compliance with cash advances and require follow-up with cardholders when instances are detected.

*Status: Closed on 3/14/2023*

*Responsible Agency: OST*

8. Recommendation No. 8: Design and implement a control to test that cardholders are using the travel card to pay only for official travel expenses as required. The control should include follow-up with cardholders when charges unrelated to official travel are detected.

*Status: Open, with target action date of 1/31/2024*

*Responsible Agency: OST*

9. Recommendation No. 9: Modify training materials to emphasize the required use of the travel card for all expenses related to official travel.

*Status: Closed on 3/20/2023*

*Responsible Agency: OST*

10. Recommendation No. 10: Develop and implement controls to require that refresher training is administered timely in electronic learning management system, and require that cardholders complete refresher training in a timely manner.

*Status: Closed on 11/2/2023*

*Responsible Agency: OST*

11. Recommendation No. 11: Modify the current travel card application process to include a manager certification as required by the DOT travel card management policy.

*Status: Closed on 3/20/2023*

*Responsible Agency: OST*