

BRIEFLY...

Highlights of Report Number 17-13-001-13-001, issued to the Chief Financial Officer.

WHY READ THE REPORT

The Travel and Transportation Reform Act of 1998 requires government employees to use the Government travel card (travel card) on official business. Government employees must use the travel card to pay for official expenses, such as hotel rooms and airline tickets. In 2008, the Department of Labor (DOL) selected Citibank to provide purchase and travel card services under GSA's SmartPay 2 program.

A former employee informed the Office of Inspector General (OIG) that he received a new travel card after he had separated from DOL. The Office of the Chief Financial Officer (OCFO) is responsible for the DOL travel card program's administration; however, responsibilities such as travel card applications, travel approval, monitoring, and card/account closure are executed at the component agency and regional level. The Agency/Organization Program Coordinator (A/OPC) serves as the liaison between the DOL agency, Citibank, and the cardholder. The A/OPCs handle travel card applications and closure as well as monitor card use, and are required to receive training before and during their serving in this position.

WHY OIG CONDUCTED THE AUDIT

The audit objective was to answer the following question:

Did the OCFO adequately administer the DOL travel card program?

READ THE FULL REPORT

To view the report, including the scope, methodology, and full agency response, go to: <http://www.oig.dol.gov/public/reports/oa/2013/17-13-001-13-001.pdf>

September 2013

CONTROLS OVER TRAVEL CARD ACCOUNTS NEED STRENGTHENING

WHAT OIG FOUND

Our audit found that improvements are needed in the administration of the DOL travel card program to ensure that travel cards are used for authorized purposes and are cancelled in a timely manner. We found employees using their travel cards while not on official travel or using the cards for unauthorized purposes while on official travel. We also identified employees who had travel card accounts that had no usage for at least two years.

We also identified 68 separated employees who still had open travel card accounts. Furthermore, we identified 1,123 travel card accounts that were not cancelled in a timely manner, several of which were cancelled more than one year after the employee separated. Finally, we found that employees did not always include required supporting documentation in DOL's electronic travel system for travel expenses exceeding \$75 dollars.

WHAT OIG RECOMMENDED

To improve the administration of the travel card program, we made six recommendations to the Chief Financial Officer covering policies, procedures, and oversight. These recommendations included: (1) close the travel card accounts of separated employees that are still open and develop policies and procedures to close travel card accounts on or before date of separation, (2) enforce established policies and procedures to conduct periodic reviews of travel card accounts, and (3) increase monitoring of the charge card reports to ensure travel card accounts are being used in accordance with regulations and guidance.

The CFO agreed with the recommendations and has planned to take actions to address them.