




UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
INSPECTOR GENERAL

April 20, 2015

MEMORANDUM

SUBJECT: Project Notification:
Management of Travel Cards
Project No. OA-FY15-0156

FROM: Janet Kasper, Director 
Contracts and Assistance Agreements Audits

TO: David Bloom, Acting Chief Financial Officer
Office of the Chief Financial Officer

The U.S. Environmental Protection Agency (EPA), Office of Inspector General (OIG), plans to begin preliminary research for an audit of the management of travel cards. This project is included in our fiscal year 2015 annual plan and is required by the Government Charge Card Abuse Prevention Act of 2012. The objective of the audit is to determine whether the EPA has established and implemented safeguards and internal controls to ensure proper, efficient and effective management of the travel card program. Because of other ongoing OIG work, this audit will not include the review and approval of travel authorizations and travel vouchers.

The OIG plans to conduct audit work in the Office of the Chief Financial Officer (OCFO). We plan to interview officials within OCFO, and review related policies, procedures and guidance documents. In addition, we may contact EPA personnel in Cincinnati. The project will be conducted using applicable generally accepted government auditing standards. The anticipated benefit of this project is improved operational efficiency.

We will contact your audit coordinator to arrange a mutually agreeable time to discuss our objectives and the purpose of the preliminary research phase of our project. We would also be interested in any areas of concern that you may have. We will answer any questions that you may have about the project process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the course of the project. We will provide updates monthly on the progress of the assignment.

To ensure the success and timely completion of this project, we ask that OCFO provide the following information at the kickoff meeting, or let us know where to find the requested information:

- Agencywide internal control policies and procedures that pertain to travel cards not kept on the EPA Intranet.
- The results of recent agency assessments related to travel cards.

- A current list of agency personnel who manage the travel card program for program and regional offices.
- Quarterly reports used to manage travel cards.
- Master list of cardholders and status.

We respectfully note that the OIG is authorized by the Inspector General Act of 1978 to have timely access to personnel and all materials necessary to complete its objectives. We will request your resolution if an agency employee or contractor refuses to provide requested records to the OIG, or otherwise fails to cooperate with the OIG. We may report unresolved access matters to the Administrator and include the incident in the Semiannual Report to Congress.

The project will be supervised by me, and I can be contacted at kasper.janet@epa.gov or (312) 886-3059. The project manager will be Madeline Mullen, who can be contacted at mullen.madeline@epa.gov or (206) 553-4032.

cc: Jeanne Conklin, Acting Director, Office of Financial Management, OCFO
Meshell Jones-Peeler, Acting Deputy Director, Office of Financial Management, OCFO
Lorna Washington, Audit Follow-Up Coordinator, OCFO
Gregory Luebbering, Director, Cincinnati Finance Center, OCFO
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