



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

OFFICE OF
INSPECTOR GENERAL

May 16, 2013

MEMORANDUM

SUBJECT: Audit of Controls for Travel of EPA Employees
Project No. OA-FY13-0249

FROM: Richard Eyermann, Acting Assistant Inspector General
Office of Audit

A handwritten signature in blue ink, appearing to read "Richard Eyermann", is positioned to the right of the "FROM:" line.

TO: Maryann Froehlich, Acting Chief Financial Officer

The Office of Inspector General plans to begin preliminary research on EPA oversight and controls for employees in travel status. This assignment is included in the OIG's fiscal year 2013 annual plan. The Government Purchase Card Abuse Prevention Act of 2012 requires the inspector general to conduct periodic audits or reviews of the agency's travel card programs to analyze risks of illegal, improper or erroneous purchases and payments.

Our preliminary research objective is to determine the effectiveness of EPA oversight and controls for employees in travel status. We plan to interview EPA personnel about internal controls, and review travel policies, procedures and guidance documents.

We plan to begin our research in the Office of the Chief Financial Officer. In order for us to complete our work as expeditiously as possible and with minimal disruption of your staff, we ask that you send us the information or provide system access to the items listed in attachment 1 (electronic media preferred) before May 31, 2013. Please provide information to Yeon Kim, auditor in charge, via any of the following:

Phone Number: (617) 918-1482
Email address: kim.yeon@epa.gov
Mailing address: Yeon Kim
U.S. EPA
5 Post Office Square –Suite 100
Mail Code OIG 15-1
Boston, MA 02109-3912

We would like to hold a kickoff meeting during the week of June 3, 2013, and will contact your office to arrange a mutually agreeable time. We will answer any questions you may have about the project process, reporting procedures, methods we will use to gather and analyze data, and what we should expect of each other during the course of this project.

If you have any questions, please contact Mike Davis, director, efficiency audits, at (513) 487-2363 or davis.michaeld@epa.gov; or Heather Layne, project manager, at (617) 918-1486 or layne.heather@epa.gov.

cc: Steve Silzer, Director, Office of Financial Management
Raffael Stein, Director, Office of Financial Services
Jim Wood, Director, Cincinnati Finance Center
Barbara Freggens, Audit Follow-Up Coordinator, Office of the Chief Financial Officer
Lorna Washington, Audit Follow-Up Coordinator, Office of Financial Management
Janice Kern, Audit Follow-Up Coordinator, Office of Financial Services
Arthur A. Elkins Jr., Inspector General
Charles Sheehan, Deputy Inspector General
Alan Larsen, Counsel to the Inspector General
Aracely Nunez-Mattocks, Chief of Staff, OIG
Carolyn Copper, Assistant Inspector General for Program Evaluation
Patricia Hill, Assistant Inspector General for Mission Systems
Patrick Sullivan, Assistant Inspector General for Investigations
Kevin Christensen, Acting Deputy Assistant Inspector General for Audit

Attachment 1

Please provide the following as soon as it is available, prior to our meeting:

1. Read only access to and point of contact for EPA travel information system.
2. Agency policies and procedures for the management of EPA travel and the travel card program, including, but not limited to, first class and foreign travel.
3. Agency training procedures for EPA travel and the travel card program.
4. Agency assessments of its travel program and travel card program.
5. JP Morgan Chase contract for travel cards.
6. A current list of agency personnel who manage the EPA travel program and travel card program.