



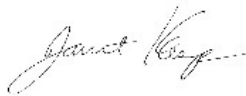
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OFFICE OF  
INSPECTOR GENERAL

September 14, 2015

**MEMORANDUM**

**SUBJECT:** Project Notification:  
Field Work on Management of Travel Cards  
Project No. OA-FY15-0156

**FROM:** Janet Kasper, Director   
Contracts and Assistance Agreements Audits

**TO:** David Bloom, Deputy Chief Financial Officer  
Office of the Chief Financial Officer

The U.S. Environmental Protection Agency (EPA), Office of Inspector General (OIG), plans to begin field work on the agency's management of travel cards with a modified objective from our May 5, 2015, kickoff meeting. This project is included in our fiscal year (FY) 2015 annual plan and is required by the Government Charge Card Abuse Prevention Act of 2012.

The modified objective of the audit is to determine whether the EPA's internal controls over travel card rebates and delinquencies have ensured maximum return of dollars to the EPA and the U.S. Treasury. The OIG plans to conduct work at the EPA Cincinnati Finance Center. We would like to schedule an entrance conference the week of September 21, 2015. At the meeting, we will discuss the results of our preliminary research and the additional work we will perform. The audit team will contact the audit follow-up coordinator to schedule the meeting.

The OIG plans to analyze EPA refunds for FYs 2014 and 2015. We will select a sample of cardholders who have been delinquent 31 days or more during FY 2014. We plan to request information and interview sampled cardholders. We will contact the relevant audit follow-up coordinators in the regions if cardholders have been selected from the regions. We will regularly update the OCFO on the status of the audit during field work.

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

- FY 2014 GovTrip travel details (expense summary by expense type).
- FY 2015 Concur travel details (please run report for entire FY 2015 fiscal year during second week of FY 2016).

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](mailto:kasper.janet@epa.gov) or (312) 886-3059. The Project Manager will be Madeline Mullen, who can be contacted at [mullen.madeline@epa.gov](mailto:mullen.madeline@epa.gov) or (206) 553-4032.

cc: Steve Silzer, Director, Office of Financial Management, OCFO  
Meshell Jones-Peeler, Acting Deputy Director, Office of Financial Management, OCFO  
Jeanne Conklin, Director, Office of Financial Services, OCFO  
Richard Gray, Acting Deputy Director, Operations, Office of Financial Services, OCFO  
Gregory Luebbering, Director, Cincinnati Finance Center, OCFO  
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