



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

OFFICE OF
INSPECTOR GENERAL

March 18, 2019

MEMORANDUM

SUBJECT: Project Notification:
Fiscal Year 2019 EPA Travel Card Risk Assessment
Project No. OA&E-FY19-0131

FROM: Michael Petscavage, Director *Michael Petscavage*
Contracts and Assistance Agreements Directorate
Office of Audit and Evaluation

TO: Holly Greaves, Chief Financial Officer

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research on a risk assessment of the EPA's travel card program. This project is included in our *Fiscal Year 2019 Annual Plan*.

The OIG's objective is to analyze risks of illegal, improper or erroneous purchases and payments within the EPA's travel card program. The OIG plans to conduct work within the Office of the Chief Financial Officer. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefits of this project are to determine the effectiveness of oversight and management of the travel card program.

We will contact your Audit Liaison to arrange a mutually agreeable time to discuss our objective and the purpose of our project. We would also be particularly interested in any areas of concern that you may have. We will answer any of your questions 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. Throughout the project, we will provide updates on a regular basis through meetings and emails.

Before or at the kickoff meeting, please provide the following information in an electronic format to Project Manager Catherine Allen:

- Website link to the EPA's intranet where agencywide internal control policies and procedures that pertain to travel cards are maintained.
- Results of recent agency assessments related to travel cards.
- Current list of agency personnel managing the travel card program for program and regional offices.
- Quarterly reports used to manage travel cards.
- Master list of current EPA employee cardholders, limitations on amounts authorized, and status.

- Summary of training provided to travel cardholders and officials responsible for overseeing travel card use.
- List of systems, techniques and technologies that prevent or identify improper purchases.
- An Excel file that contains all travel card transactions for the first 5 months of fiscal year (FY) 2019.
- A master list of all EPA employees whose employment with the EPA ended in FYs 2017 and 2018.
- Information about the contract between the EPA and the contractor that issues the travel cards.

We respectfully note that the OIG is authorized by the Inspector General Act of 1978, as amended, to have timely access to personnel and all materials necessary to complete its objectives. We will request that you resolve the situation 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 the Project Manager will be Catherine Allen. Any information related to the project should be addressed to me at (202) 566-0897 or petscavage.michael@epa.gov, or Catherine Allen at (919) 541-9779 or allen.catherineb@epa.gov.

cc: Henry Darwin, Chief of Operations
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