



THE ASSISTANT SECRETARY OF THE NAVY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

MAY 4 2004

MEMORANDUM FOR DISTRIBUTION

Subj: NAVAL AUDIT SERVICE FINAL REPORT ON THE DEPARTMENT OF THE
NAVY TRAVEL CARD DELINQUENCIES AND OUTSTANDING TRAVEL
ADVANCES

Encl: (1) NAVAL AUDIT SERVICE FINAL REPORT ON TRAVEL CARD
DELINQUENCIES AND OUTSTANDING TRAVEL ADVANCES,
N2004-0037, 12 Apr 04

The Naval Audit Service (NAS) has released the final report on the Department of the Navy (DON) government travel card program. NAS determined that the end-to-end travel process was not the cause for travel card delinquencies. NAS did find that control deficiencies in the travel voucher submission/approval process, specifically delays in voucher submission and incomplete reviews of vouchers by approving officials, created the potential for delayed reimbursements. NAS also found that deficiencies in the management and execution of the travel card program reduced its effectiveness. In the report, NAS makes recommendations on the travel process and the management of the DON's travel card program. A copy of this report is provided as enclosure (1).

One finding concerned the level of training that Agency Program Coordinators (APCs) have received on travel card program responsibilities/duties and use of the card contractors' on-line management system. DON's eBusiness operations office has created comprehensive travel card training and reference materials for APCs, cardholders, supervisors and commanders. This training is available in a number of formats and is readily accessible. Investing time in proper training will assist APCs in carrying out their duties and reducing improper use of the card.

The report also discusses issues and findings associated with travel advances. One benefit of maintaining an effective travel card program is a reduction in the need for travel advances. Limiting the use of travel advances helps avoid financial reporting and processing problems identified by the report and saves DON resources and manpower needed to issue and monitor travel advances.

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During the March 2004 billing cycle DON travel card delinquencies were at historic lows. All involved with the travel card program, especially APCs, are to be commended for their efforts. Using the recommendations made in this report, particularly those related to the timely submission and review of travel claims, should improve the effectiveness of the program. My point of contact is Mr. David McDermott who may be reached by electronic mail at david.e.mcdermott@navy.mil or by telephone at (202) 685-6719/DSN 325.



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