



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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Instruction Memorandum No. OC-2011-006
Expires: 09/30/2012

To: Bureau of Land Management Employees in Alaska and Oregon

From: Lynda B. Stelzer
Director, National Operations Center

Subject: Pilot for GovTrip Pre-Payment Audit

Program Area: Travel

Purpose: This Instruction Memorandum (IM) explains the need and the process for pre-payment audit of temporary duty (TDY) travel vouchers in GovTrip.

Prior to GovTrip, the National Operations Center (NOC) travel team audited roughly 20 percent of the travel vouchers submitted pre-payment. When the auditor discovered that a traveler over or under claimed expenses, the voucher was corrected by the auditor and paid. When the voucher was missing required documentation such as receipts or justifications, the voucher was adjusted accordingly. The traveler was notified of changes made to the amount claimed after the voucher was paid. With this process, roughly 4,000 vouchers were audited each year with less than 10 bills for collection for travel vouchers.

Currently, the NOC travel team is auditing roughly 4,000 vouchers each year, which has resulted in 457 bills for collection totaling \$95,091.74 (Attachment 1). The estimated labor cost for creating the post payment audit bills for collection is \$45,000 (Attachment 2).

The current process has also increased the workload of the NOC travel team. Most of the vouchers that are audited require email chains between the traveler, travel arranger, Federal Agency Travel Administrators (FATA), and auditor. Each travel team auditor currently spends

three hours each day on emails to obtain information required to complete audits, which equates to roughly \$117,360 annually (Attachment 3).

The NOC travel team understands the frustration of the current process when bills of collection are being sent out. With the pre-payment audit process, roughly 99.9 percent of the TDY audit-related bills for collection will be eliminated.

Taking into consideration traveler frustration and additional audit time required for post payment audit, the NOC has worked with the lead FATA from Alaska and Oregon to develop a pre-payment audit process. This process will be piloted by the states of Alaska and Oregon.

Approving officials will stamp documents Conditional Approval and the voucher will be routed to the NOC travel team. The travel team will statistically sample the documents. Documents not selected for audit will be approved and interfaced with the Financial and Business Management System (FBMS) for payment. When documents are selected for pre-payment audit, the status of the document will be updated to pre-payment audit in GovTrip (Figure 1). The system also generates an email to the traveler and any additional contacts in the traveler’s profile informing the traveler of the audit (Figure 2).

Figure 1: GovTrip status indicating pre-payment audit

Sort by Document Name	Sorted by Departure Date	Sort by Status	Document Approved?	Sort by TA Number	View/Edit	Print	Remove	Amend	Authorization
MFWHYAZ020110_V01	02/01/10	PREPAYMENT AUDIT	No	0000YJ	view/edit	print	remove		view

Figure 2: Email to traveler regarding pre-payment audit

New Memo Reply Reply To All Forward Delete Follow Up Folder Copy Into New Chat Tools



GovTrip.eTravel.System@etscdext01.govtrip.com
07/29/2010 01:25 PM

To: Melissa_Fata@blm.gov

cc:

bcc:

Subject: GovTrip e-Travel Pre Payment Audit Notification

PPAYAUD.LTR

07/29/10

Subject: Stat Sampling Audit

Content: The voucher listed below has been selected for random audit. Please ensure that all receipts and supporting documentation are attached to the travel document in GovTrip. If you need assistance, please contact your local GovTrip Travel Administrator.

Traveler: MELISSA A. FATA
Document Name: MFWHYAZ020110_V01
TANUM: 0000YJ

To log into GovTrip, select the following link: <http://www.GovTrip.com>

Travel vouchers selected for audit will be audited by the travel team. If additional documentation is required, the travel team will electronically return the voucher to the traveler. In the digital signature page, the auditor will include the reasons for the voucher return. The traveler and any alternate contacts in the traveler's GovTrip profile will receive an email indicating the voucher has been returned which will include the information entered by the auditor in the digital signature page. The traveler will re-sign the voucher and the approving official will need to conditionally approve the voucher in order for the voucher to route back to the NOC travel team.

Currently, GovTrip vouchers are interfaced with the FBMS and processed for payment. Travelers who receive direct deposits typically receive reimbursement within three to five business days of the approving official approving the voucher.

With the pre-payment audit process, the travel team will return to the servicing levels maintained when processing pre-payment audits for paper travel vouchers.

November – April	Processed within five business days
May – October	Processed within seven business days

Budget Impact: Cost savings of an estimated \$238,000 annually.

Background: When the Bureau of Land Management (BLM) deployed GovTrip in 2008, the travel team audited 100 percent of all travel vouchers processed through the system. This caused a backlog of travel audits and delayed payments to travelers. As a stop gap measure to ease the BLM into GovTrip, a post payment audit process was adopted.

Manual/Handbook Sections Affected: None.

Coordination: This IM was coordinated with the OR, AK, and BLM Bureau Lead FATA personnel.

Timeframe: Effective October 18, 2010, when the FBMS is available for FY 2011 processing.

Contact: Please direct any questions or comments to Melissa Graf, National Operations Center, 303-236-4044; Susan Erickson, Alaska State Office, 907-271-3173; or Cyndi McClelland, Oregon State Office, 503-808-6199.

Signed by:
Lynda B. Stelzer
Director, National Operations Center

Authenticated by:
William Mills
Records Administrator

Distribution:

OC-521, BLM Library
OC-110, William Mills

3 Attachments

- 1 – Cost of Current Process: Current Collections (1 p)
- 2 – Cost of Current Process: Cost of Collections (1 p)
- 3 – Cost of Current Process: Additional Audit time for Traveler Correspondence (1 p)