5.4 Utilize Standard Traveler Audit Requirements

Utilize a standard policy for travel reimbursement audits. For recommended efficiency, the Finance Office audits travel vouchers based on a random sample. However, if the error rates are substantial, requiring sample sizes to become overly large, the Finance Office will audit 100% of vouchers prior to payment.

At a minimum, the bureau Finance Offices will audit per the following: (a) A pre-audit process at each bureau involves validating certain data such as receipts, signature, etc., (b) for relocation vouchers, a 100% audit is required prior to payment, (c) for local travel vouchers, an audit is not required, and (d) a minimum of 10% of all other travel vouchers are to be audited after payment.

Examples

Example: (Not applicable)

Sources

1. Source: AP BPR Recommendation 4.4.3 Travel Card Holder Reimbursement
   Publication Date: August 28, 2007

2. Source: AP BPR Phase II Recommendation 2.19.1.2 Traveler Reimbursement
   Document ID: Department of Commerce AP BPR Phase II Results Documentation (AP_BPR_Results_Final_v1.5.doc)
   Publication Date: April 30, 2008

3. Source: AP BPR 4.19.2.2 Standardize Traveler Audit Requirements
   Document ID: AP BPR Implementation Status as of 09-13-10.xls
   Publication Date: September 13, 2010