



UNITED STATES GOVERNMENT PRINTING OFFICE
OFFICE OF INSPECTOR GENERAL

memorandum

DATE: February 28, 2001

REPLY TO

ATTN OF: Inspector General

SUBJECT: Report on the Unbilled Travel Costs of a Press Sheet Inspection Performed in November 1999

TO: Chief, Contract Management Branch
Through: Manager, Printing Procurement Department
Superintendent, Contract Management Division

The Office of Inspector General (OIG) audited the travel controls, procedures, and accountability of the Government Printing Office's (GPO) Travel Program. A random sample of 27 travel vouchers with travel costs incurred by GPO employees performing press sheet inspections during the first six months of Fiscal Year 2000 found that only one travel voucher had not been billed to the customer agency, Census Bureau.

A Printing Procurement Department (PPD) employee had traveled from November 5 – 27, 1999, and been reimbursed by GPO for \$3,819 that were charged to Jacket Numbers 445-098 and 446-968. A Customer Services Printing Specialist from the Departmental Account Representative Division stated that the travel costs from the November 1999 press sheet inspection had not been reported by the Printing Specialist in PPD's Quality Assurance Section. As a result, the customer agency had yet to be billed and GPO has not been reimbursed for the \$3,819.

The OIG recommends that the Superintendent, Contract Management Division, ensures that the Chief, Contract Management Branch, submits the proper documentation to the Customer Services Department Account Representative Division on the unbilled travel costs of the press sheet inspection that was performed in November 1999 for \$3,819 that were charged to Jacket Numbers 445-098 and 446-968 (0103-01).

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Page 2

In a meeting held on February 21, 2001, the Chief, Contract Management Branch, agreed with the OIG recommendation to submit the proper documentation to Customer Services for reimbursement.

Mr. Joseph Verch, Supervisory Auditor, and Ms. Michele Anderson, Auditor-in-Charge, conducted this audit. If we can be of further assistance, please contact Mr. Verch on x31160.

We appreciate the cooperation and courtesies extended by PPD and Customer Services officials and staff. Also, please notify this office when GPO is reimbursed for the unbilled travel costs.


ROBERT G. ANDARY

cc: Comptroller
Director, Customer Services

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