

Internal Control Assessment Common Carrier Procurement

Purpose

To ensure that FSA purchases common carrier transportation with use of an authorized travel card.

Background

In accordance with the Federal Travel Regulation, FSA employees must generally use a government travel card, centrally billed account, or Government Transportation Request (GTR) to procure transportation services. In limited situations, the government travel card may not be accepted or its use may be impracticable. In these cases, cash payments (personal funds or travel advances in the form of travelers checks or authorized ATM cash withdrawals) may be used when the cost of transportation is less than \$100.

Travel by common carrier (air, rail, bus) is considered the most advantageous method to perform official travel. Other methods of transportation may be authorized as advantageous when the use of common carrier transportation would interfere with the performance of official business, impose an undue hardship upon the traveler, or when the total cost by common carrier exceeds the cost by another method of transportation.

Internal Control Standard

FSA must use a government authorized travel card to procure common carrier transportation.

Assessment of FSA's Compliance*

We interviewed FSA's travel management team and determined that FSA has been in general compliance with the proper use of the government authorized travel card.

* The actual testing phase including interviews and examination of sampled records has not yet occurred. This write-up is only a sample of what may be discovered during the testing phase of the FMFIA process.