



## PSC AIG 11939 Message 30 Oct 06

R 301416Z OCT 06 ZUI ASN-A13303000012 ZYB  
FM COGARD PSC TOPEKA KS  
TO AIG 11939  
BT  
UNCLAS //N04600//  
SUBJ: TRAVEL CLAIM AUDIT REQUESTS

1. DURING THE PAST 3 MONTHS OVER 13,000 TRAVEL AUDIT REQUESTS HAVE BEEN SENT OUT BY PSC TRAVEL BRANCH. THE RESPONSE HAS BEEN GOOD WITH ABOUT A 90 PER CENT RESPONSE RATE. THE POSTING ON THE PSC TRAVEL WEB PAGE OF THE UNIT REPORTS ([HTTP://CGWEB.PSC.USCG.MIL/TRAVEL/AUDITS/](http://CGWEB.PSC.USCG.MIL/TRAVEL/AUDITS/)) AND THE TRAVELERS ABILITY TO CHECK THE STATUS OF THEIR AUDIT REQUESTS ([HTTP://CGWEB.FINCEN.USCG.MIL/TVS\\_AUX2/](http://CGWEB.FINCEN.USCG.MIL/TVS_AUX2/)) APPEAR TO BE WORKING AS INTENDED. HOWEVER THERE IS ROOM FOR IMPROVEMENT. CURRENTLY THERE ARE ABOUT 1,300 CLAIMS THAT HAVE BEEN REQUESTED FOR AUDIT THAT HAVE STILL NOT BEEN RECEIVED AFTER THE THIRD REQUEST. NORMAL PROCEDURE IS TO START COLLECTION ACTIONS TO RECOUP ALL MONEY ASSOCIATED WITH THESE CLAIMS. HOWEVER, WITH THE RECENT CHANGES TO MANY EMAIL ADDRESSES IT APPEARS SOME TRAVELERS MAY NOT HAVE RECEIVED THE AUDIT REQUESTS.

2. PSC HAS SUSPENDED COLLECTION ACTIVITIES FOR THESE CLAIMS UNTIL 1 DEC 2006 ENABLING EACH UNIT TO REVIEW THEIR UNIT REPORTS AND CONTACT TRAVELERS TO ENABLE COMPLIANCE. IF TRAVELERS ERRONEOUSLY APPEAR ON THE UNIT REPORT, PLEASE REPORT THE DISCREPANCY TO PSC CUSTOMER CARE AT PSC-CUSTOMERCARE@USCG.MIL. IF A TRAVELER HAS SEPARATED OR RETIRED FROM THE COAST GUARD, PLEASE FORWARD THE REQUEST TO THEM ENABLING THEM TO COMPLY. EACH TRAVELER HAS AN OBLIGATION TO RETAIN ALL TRAVEL RELATED DOCUMENTATION FOR A PERIOD OF 6 YRS,3 MOS FOR AUDIT PURPOSES. IF A TRAVELER, OR A UNIT ON A TRAVELERS BEHALF, NEEDS TO EXTEND/SUSPEND THE DATE OF THE AUDIT PLEASE CONTACT PSC CUSTOMER CARE WITH THE REASON AND EXPECTED COMPLIANCE DATE.

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