



**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

Office of Inspector General

Memorandum

Subject: INFORMATION: Notification of Audit of
Government Travel Charge Cards, DOT
Project Number: 02F3021F000

Date: July 2, 2002

From: John L. Meche 
Deputy Assistant Inspector General for Financial
and Information Technology Audits

Reply to
Attn. of:

To: See Distribution

The Office of Inspector General has scheduled an audit of Government travel charge cards in the Department of Transportation (DOT). The objectives of this audit will be to determine whether: (1) employees used DOT travel charge cards only for official Government business; (2) internal controls were adequate to provide safeguards against unauthorized use; and (3) delinquent travel charge card accounts were identified, monitored, and resolved.

The audit will be conducted Departmentwide. We will begin our work within 30 days. We will arrange an entrance conference through your audit liaisons. Mr. Glenn Griser is the Program Director for this assignment and Mr. Leroy Davis is the Project Manager.

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