



# UNITED STATES CAPITOL POLICE


WASHINGTON, DC 20003

April 13, 2009

INSPECTOR GENERAL

## MEMORANDUM

**TO:** Gloria L. Jarmon  
Chief Administrative Officer

**FROM:** Carl W. Hoecker   
Inspector General

**SUBJECT:** Local Travel Reimbursement (OIG-2009-04)

During our routine activity of seeking reimbursement for local travel, we noted that the Department could enhance its Draft interim guidance, [REDACTED] by clarifying what receipts are needed for cab, parking, and [REDACTED] Office of Financial Management requests receipts for all expenditures for local travel regardless of the amount. However, for travel reimbursement, the Directive [REDACTED] states "In general, receipts are not required for single items [REDACTED] "d" below. When actual subsistence is authorized, all receipts are required, including meals."

[REDACTED] "For all USCP local travel [REDACTED] will be reimbursed only for documented costs such as additional fees for parking at a training facility...." The Directive also states that "claims for reimbursement must be submitted on the [REDACTED] form. This form requires the approval and signature of the Bureau Commander/Office Director or designee." This directive does not specifically require receipts or provide a dollar value for single items of local travel. Thus, a reasonable individual would interpret "documented costs" as those claimed on the reimbursement form.

While not required to follow the *Joint Federal Travel Regulation*, best practices generally require receipts for expenditures of \$75 or more. To improve customer service and other efficiencies, OIG suggest that the Department consider whether receipts for each single item for local travel under \$75 dollars is economical and practicable. Generally, requiring receipts for such a small amount is timing consuming, cumbersome, and not a cost effective approach to processing local travel expenditures. If there are instances when there is a need for local travel receipts under \$75 dollars, the Department should clearly document this requirement in its final travel policy.

Attachment: As Stated.