

DOCUMENT RESUME

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[Review of Travel Vouchers of the USS San Diego]. February 15, 1977. 3 pp. + enclosure (2 pp.).

Report to Commanding Officer, U.S.S. San Diego, Department of the Navy; by Walter C. Herrmann, Jr., Regional Manager, Field Operations Div.: Regional Office (Detroit).

Issue Area: Personnel Management and Compensation: Compensation (305).

Contact: Field Operations Div.: Regional Office (Detroit).

Budget Function: General Government: Central Personnel Management (805).

Selected travel vouchers in the accounts of the USS San Diego were examined to test the quality of disbursing and the reliability of the leave accounting system. A statistical sample of 59 vouchers paid in the 6 months ended June 30, 1976, was reviewed. Findings/Conclusions: Twenty two travel error overpayments and underpayments totaling \$505 were found on 15 vouchers. Predominant errors included: incorrect deductions for meals and quarters, failure to pay per diem for periods of travel or delay en route, and payments of mileage for incorrect distances to improper points. On 19 of these vouchers, 17 members were identified who received 43 days of leave not charged to their leave accounts. Two members were found who were overcharged 2 days. The findings indicate that administrative and disbursing personnel either were not familiar with current travel and leave regulations or did not exercise due care in preparing and processing travel claims and related leave transactions. The disbursing officer was not performing the required supervisory reviews and verifying the accuracy of the leave, proceed, and traveltime reported by the administrative office. (RRS)

00680



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15 FEB 1977

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Commanding Officer
U.S.S. San Diego (AFS-6)
FPO New York 09501

Dear Sir:

As part of our continuing review of the Navy's financial management system, we have reviewed selected travel vouchers in the accounts of the U.S.S. San Diego to test the quality of disbursing and the reliability of the leave accounting system. We examined a statistical sample of 59 vouchers paid in the 6 months ended June 30, 1976, and found 41 errors on 29 vouchers.

Administrative examiners at the Navy Finance Center and an on-site examination team from the Norfolk Navy Regional Finance Center also reviewed selected travel vouchers in these accounts. However, they reported only one travel error, a per diem overpayment of \$87.20.

Our findings are summarized below.

Travel Errors

On 15 vouchers, we identified 22 over and underpayments totaling \$505. The predominant errors included:

- incorrect deductions for meals and quarters,
- failure to pay per diem for periods of travel or delay en route while awaiting transportation, and
- payments of mileage for incorrect distance or to improper points.

Leave Errors

Periods of leave were shown on 46 vouchers. On 19 of these vouchers, we identified 17 members who received 43 days of leave that were not charged to their leave accounts and 2 members who were overcharged 2 days.

Errors resulted in most cases because members who transferred to the ship were allowed more or less traveltime than required to complete trips from prior duty stations. Differences in the time authorized and the time properly allowable should have been added to or deducted from their leave accounts.

We do not believe the Navy administrative examiners verified any of the delay en route computations involving leave.

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Our findings indicate that administrative and disbursing personnel aboard the ship either were not familiar with the current travel and leave regulations or did not exercise due care in preparing and processing travel claims and related leave transactions.

Moreover, our tests indicate that the disbursing officer was not performing required supervisory reviews and verifying the accuracy of the leave, proceed and traveltime reported by the administrative office. Such verifications are required by Navy Travel Instructions, paragraph, 4009-1, and Navy Pay and Personnel Procedures Manual, paragraph 10382.

We have forwarded to your disbursing officer 24 informal inquiries describing the deficiencies, and have requested that adjustments be made to correct the erroneous transactions. Since we found errors on about 50 percent of the vouchers included in our sample, the unexamined vouchers probably contain a similar number of errors. Therefore, we believe your disbursing and administrative officers should review the remaining vouchers and make appropriate adjustments. A listing of the unexamined vouchers is enclosed.

We are bringing this information to your attention so you can take action to prevent future travel and leave errors. Your comments on the causes and advice as to any actions taken will be appreciated.

Sincerely yours,

W. C. HERRMANN, JR.

Walter C. Herrmann, Jr.
Regional Manager

Enclosure:

List of unexamined vouchers

cc: Comptroller of the Navy (NCD-3)
Comptroller of the Navy (NCF-4)
Commander, Naval Surface Force,
Atlantic Fleet
Commanding Officer, Navy Finance
Center, Cleveland
Commanding Officer, Navy Regional
Finance Center, Norfolk
Director, Naval Audit Service,
Southeast Region

List of unexamined travel vouchers in the USS San Diego
accounts for the period January through June 1976

	<u>Voucher Number</u>	<u>Date Paid</u>	<u>Name</u>	<u>SSN</u>
1.	5261	01/13/76	Sokolich, Frank J.	143-50-4263
2.	5266	01/19/76	Shields, Lawrence A.	410-04-6576
3.	5268	"	Thibeault, Richard C.	007-60-1073
4.	5270	"	Johnson, James W.	152-52-9444
5.	5272	"	White, Terry M.	332-50-9218
6.	5274	"	Porter, Mark H.	245-76-7885
7.	5276	"	Ramon, Jesus "L"	456-13-5905
8.	5278	"	Morrison, John F.	004-60-5884
9.	5280	"	Odekerken, Alexander F.	557-98-5443
10.	5282	"	Smith, James B.	427-02-7227
	5284	"	Krieger, Gregory L.	376-58-8705
	5286	"	France, Jeffrey E.	080-46-3485
13.	5288	"	Reichard, Brian J.	182-42-9222
14.	5290	"	Stenson, David A. Jr.	065-32-6438
15.	5292	"	Clinkenbeard, Harold L.	402-74-6690
16.	5294	"	Burghart, Richard (N)	511-62-2360
17.	5296	"	Hutchinson, Charles F. Jr.	510-64-7334
18.	5313	01/25/76	Gruenhagen, Gregory G.	504-62-7223
19.	5338	02/10/76	Langley, Karl R.	246-13-6782
20.	5340	"	Pennekamp, Thomas A.	290-58-7472
21.	5342	"	Gosser, Philip W.	403-86-0754
22.	5345	02/11/76	Abordo, Clarence C.	570-84-4703
23.	5358	02/21/76	Gilbertson, Bruce L.	537-64-0432
24.	5360	"	Medina, Virgilio D.	551-37-4335
25.	5362	"	Schwertfeger, Charles L.	515-44-6205
26.	5373	02/27/76	Weldon, Donald M.	254-92-7296
27.	5375	"	Burton, James S.	238-82-1600
28.	5377	02/27/76	Carrington, Alan L.	244-94-4559
29.	5396	03/11/76	Peata, Steven T.	262-27-5698
30.	5398	"	Thibeault, James E.	304-66-2438
31.	5400	"	Williams, Timothy J.	385-70-5025
32.	5438	04/12/76	Orm, Ronald J.	567-11-8976
33.	5440	"	English, James M.	249-88-9103
34.	5442	"	Maney, Douglas A.	406-78-6592
35.	5444	"	Croteau, Paul W.	002-36-8373
36.	5446	"	Shea, Thomas C. Jr.	572-04-1992
37.	5448	"	Misciwojeski, Robert A.	217-38-5414
38.	5450	"	Smith, Eric M.	265-29-9221
39.	5452	"	Lockhart, Samuel P.	571-25-3768
40.	5454	"	Staten, Gerald A.	457-70-2134
41.	5456	"	Merritt, Charles A.	290-66-8953
42.	5458	"	Griep, Edwin R.	571-02-2197
43.	5460	"	Hildebrand, Eric R.	572-98-2771

	<u>Voucher Number</u>	<u>Date Paid</u>	<u>Name</u>	<u>SSN</u>
44.	5465	04/17/76	Lumley, John F.	264-25-7680
45.	5494	05/15/76	Fountain, David D.	514-56-2964
46.	5496	"	Stumbaugh, John A.	276-52-0896
47.	5498	"	Hundley, Obie L.	423-78-3921
48.	5500	"	Takach, Lane A.	142-56-5278
49.	5507	"	Fields, David L.	311-40-2620
50.	5521	06/01/76	Enriquez, Sotero Jr.	450-13-6664
51.	5546	"	Fields, Herman D.	180-34-4416
52.	5556	06/08/76	Dashiell, Matthew E.	212-66-1409
53.	CV68	06/14/76	R. Anson, Warren E.	055-34-1208
54.	5561	"	Murray, Raymond J. Jr.	072-46-4364
55.	5563	06/15/76	Kalafus, John J.	206-34-3354
56.	5583	06/25/76	Hymes, Sidney E.	087-42-0659
57.	5585	"	Woerner, Richard H.	267-17-7659
58.	5588	06/28/76	Shannon, William R.	095-50-3981
59.	5590	"	Little, Eric M.	048-42-4192