



UNITED STATES GENERAL ACCOUNTING OFFICE REGIONAL OFFICE SUITE 385-0, AMI W. BITH AVENUE DENVER, COLORADO 188211

March 26, 1975

Commender
Department of the Air Force
APO San Francisco 96239

Dear Sire

Our audit of travel and temporary lodging allowance (TLA) vouchers paid by the accounting and finance officer (AFO) at Kadens Air Base for the pariod August 1 through 31, 1974, disclosed the following:

	Travel youchers	TLA youchers
Total documents Statistical sample	2,427	246
audited Rumber of errors	188	248.
Amount of errors	-0- -0-	\$2, 6 16.19
Brror rate Air Porce-wide	-ō-	12.1
error rate	1.5	12.2

Our review included all travel vouchers of \$500 or more (106) and a statistical sample of the remaining travel vouchers in the account (82), plus all of the TLA vouchers. Attachment I lists the vouchers on which the monetary errors were found, with explanations.

Our prior letter dated May 25, 1972, covering the audit of documents for the period July 1, 1970, through March 31, 1971, reported one error for travel vouchers (error rate 0.4) and 25 errors for TLA vouchers (error rate 14.9).

The findings of our audit indicate that your controls for travel voucher payments are satisfactory. We are concerned, however, with the TLA voucher error rate.

In addition to our sudit of travel vouchers for monetary errors, we examined the wouchers of military members for accuracy of computation of

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delay en route chargeable as leave and for timeliness of input of leave information to the members' centralized leave accounts.

Of the 188 travel vouchers in our sample, 31 showed delay en route. We are pleased to report that our examination of the 31 vouchers (which involved 38 periods of leave) showed that the periods of leave were transmitted for posting with the correct number of days, and that the leave periods were entered on the Daily Transaction Listings on a timely basis after payment was made for the travel.

In our Informal Inquiry, GAO Form 3010, dated December 9, 1974 (Attachment II), we requested additional information in connection with rates of travel per diem paid to four members. We cannot determine the effect the requested information will have on the error statistics, since a reply has not been received. We would appreciate receiving a response to this informal inquiry.

Since our review disclosed that all of the TLA errors were due to the member's daily allowances plus TLA payments exceeding his expenses, and since similar overpayments probably exist in prior and subsequent accounts, we recommend that you take the necessary action to effect corrections on all of the incorrect payments listed on Attachment I and those noted in prior and subsequent accounts and advise this office of the number of incorrect payments identified and the amounts involved. Your comments would also be appreciated as to the cause for the errors in TLA payments.

Sincerely yours,

Irwin M. D'Addario Regional Manager

Attachments - 2

cc: Comptroller of the Air Force Commander in Chief, PACAF Commander, AFAFC Air Force Andit Agency Office, AFAFC

/oucher			BEST DOCUMENT AVAILABLE
umber	Pnyce	Amount	Explanation of error
TEMPORARY LODG	TING ALLOHANCE VOUCHERS	(continued)	
-560		\$119.00 Q/P	Hember was paid allowance of \$119 for 2 days (\$59.50 per day), covering the period August 7 through 8, 1974. Examination of TIA worksheets, attached to voucher numbers P-506 these accounts, and P-560, shows that member's total payments of \$705.50 (\$586.50 and \$119.00), covering the period July 28 through August 8, 1974, plus his daily allowances totaling \$91.94 exceeds his expenses of \$630.75 by \$166.69. Since allowance of \$586.50 for the first 10-day period exceeds m.mber's net expenses, payment of \$119 for the period August 7 through 8 is not authorized. JTR, Pars. H4303-2b(2) and M4303-2c(2).
-594		51.00 o/g	Member was paid allowance of \$51 for 1 day, covering the period August 5 through 13, 1974. Examination of TLA worksheets, attached to voucher numbers P-476, these accounts, and P-594, shows that member's total payments of \$552.50 (\$501.50 and \$51) covering the period July 26 through August 13, 1974, plus his daily allowances totaling \$166.07 exceeds his expenses of \$648.39 by \$50.18. Since allowance of \$501.50 for the first 10-day period exceeds member's net expenses, payment of \$51 for the period August 5 through 13 is not authorized. JTR, Pars. M4303-26(2) and M4303-26(2).
-615		68.00 O/P	Member was paid allowance of \$68 for 2 days (\$34 per day), covering the period August 10 through 11, 1974. Examination of TLA worksheats attached to voucher numbers P-568, these accounts, and P-615, shows that member's total payments of \$331 (\$323 and \$68), covering the period July 31 through August 11, 1974, plus his daily allowances totaling \$75.51 exceeds his expenses of \$354.70 by \$121.81. Since allowance of \$323 for the first 10-day period exceeds member's net expenses, payment of \$68 for the period August 10 and M4303-2c(1)

ocher <u>mber</u>	Payce	Account		Explanation of error	•
OTPORARY LOD	GING ALLOWANCE VOUCHER	S (continued)		1994 (4 - 10.00.0) - 100 - 10.00.00 (10.00.00.00.00.00.00.00.00.00.00.00.00.0	1000
507		\$ 51,00	0/1	Member was paid allowance of \$51 for 1 day, July Examination of TLA worksheets, attached to vouch P-422, these accounts and F-507 shows that member payments of \$552.50 (\$501.50 and \$51) covering the July 18 through 28, 1974, plus his daily allowance \$85.66 exceeds his expenses of \$477.45 by \$163.73 allowance of \$501.50 for the first 10-day period member's net expenses, allowance of \$51 for July authorized. JTR, Pars. X4303-2b(2) and X4303-2c(er numbers r's total de period ces totalin L. Since exceeds 28 is not
541		119.00	0/2	Hember was paid allowance of \$297.50 for 5 days (day), covering the period August 3 through 7, 197 nation of TLA worksheets, attached to voucher num your July 1974 accounts, 2-484, these accounts, a shows that member's total payments of \$892.50 (\$5.959.50 and \$297.50) covering the period July 14 through 7, 1974, plus his daily allowances totaline exceeds his expenses of \$972.71 by \$96.42. Entitiallowance for the period August 3 through 7 should to 3 days at \$59.50 per day, a total of \$178.50 per 3297.50. JTR, Pars, M4303-2b(2) and M4303-2c(2).	4. Ex.mi- hiers P-317 and P-341, 35.50, through ag \$176.63 lement to d be limit ather then
-556	BEST DOCUMEN	42,50 T AVAILABLE	O/P	Member was paid allowance of \$42.50 for 1 day, Au 1974. Examination of TLA worksheets attached to numbers P-518, these accounce, and P-558, shows ther attached payments of \$459 (\$416.50 and \$42.50) the period July 29 through August 8, 1074, plus be allowances totaling \$94.23 exceeds his expenses of \$83.98. Since allowance of \$416.50 for the fiday period exceeds mambers net expenses, payment for August 8 is not authorized. JTR, Pars. H4303 and M4303-2c(2).	voucher hat mem- covering is daily £ \$469.25 ret 10- of \$42.50

Pars. M4303-Zb(2) and M4303-Zc(2).

ment of \$68 for July 28 through 29 is not authorized.

JTR. Pars. M4303-2b(2) and M4303-2c(2).

SUPMARY OF ERRORS DISCLOSED IN THE AUDIT OF AUGUST 1974 ACCOUNTS OF KADENA AIR BASE, APO SAN FRANCISCO 96239, DSSN 6709

ucher mber	PAYEE	Amount	-	Explanation of error
MPORARY LA	DOGING ALLONANCE VOUCHERS			
-440		\$ 42.50	0/2	Member was paid allowance of \$42.50 for 1 day, covering the period July 26 through 28, 1974. Examination of TLA worksheets, attached to voucher numbers P-393, your July 1974 accounts, and P-440, shows that member's total payments of \$467.50 (\$425 and \$42.50) covering the period July 16 through 28, 1974, plus his daily allowances totaling \$86.19 exceeds his expenses of \$407.70 by \$143.99. Since allowance of \$425 for the first 10-day period exceeds member's expenses, payment of \$42.50 for the period July 26 through 28 is not authorized. JTR, Pars. H4303-2b(2) and M4303-2c(2).
-444		42,50	0/ P	Hember was paid allowance of \$212.50 for 5 days (\$42.50 per day) covering the period July 10 through 17, 1974. Examination of TLA worksheats, attached to woucher numbers P-168, your July 1974 accounts, and P-444, shows that member's total payments of \$629 (\$416.50 and \$212.50), covering the period June 30 through July 17, 1974, plus his daily allowances totaling \$137.34 exceeds his expenses of \$723.80 by \$42.54. Entitlement to allowance for the period July 10 through 17 should be limited to 4 days at \$42.50 per day, a total of \$170 rather than \$212.50. JTR Pare. M4303-2b(2) and M4303-2c(2).

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unber unber	Payee	Inount	Explanation of error
DEPORARY LODG	TING ALLOWANCE VOUCHER	S (continued)	if the second
-619		\$ 68.00 O/P	Member was paid allowance of \$68 for 2 days (\$34 per day), covering the period August 7 through 8, 1975. Examination of TLA worksheets, attached to voucher numbers 2-564, these accounts, and 2-619, shows that member's total payments of \$391 (\$323 and \$68), covering the period July 28 through August 8, 1974, plus his daily allowances totaling \$73.67 exceeds his expenses of \$380.75 by \$83.92. Since allowance of \$323 for the first 10-day period exceeds member's net expenses, payment of \$68 for the period August 7 through 8 is not authorized. JTR, Pars. M4303-2b(2) and M4303-2c(2).
-622 1		102.00 O/P	Member was paid allowance of \$102 for 3 days (\$34 per day), covering the period August 7 through 11, 1974. Examination of TLA worksheets attached to voucher numbers P-513, these accounts, and P-622, shows that member's total payments of \$425 (\$323 and \$102) covering the period July 28 through August 11, 1974, plus his daily allowances totaling \$114.77 exceeds his expenses of \$445 by \$94.77. Thus, no entitlement exists for the period August 7 through 11. JTR, Pars. M4303-2b(2) and M4303-2c(?).
-631		51,00 O/P	Member was paid allowance of \$408 for 8 days (\$51 per day), covaring the period August 7 through 14, 1974. Examination of TLA worksheets, attached to voucher numbers P-245 and P-397, your July 1974 accounts, P-520, these accounts, and P-631, shows that member's total payments of \$1,725.50 (\$501.50, \$357, \$459 and \$408), covering the period July 8 through August 14, 1974, plue his daily allowances totaling \$286.94 exceeds expenses of \$1,989.67 by \$27.67. Entitlement to allowance for the period August 7 through 14 should be limited to 7 days at \$51 per day, a total of \$357 rather than \$408. JTR, Pars. M4303-2b(2) and M4303-2c(2).

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amber	Payce	terount		Explanation of error	
MPORARY LOD	GING ALLOWANCE VOUCHER	RS (continued)			•
-619		\$ 68.00	0/ †	Member was paid allowance of \$68 for 2 days (\$34 covering the period August 7 through 8, 1974. Ex of TLA worksheets, attached to voucher numbers Pthese accounts, and P-619, shows that member's to ments of \$391 (\$323 and \$68), covering the period through August 8, 1974, plus his daily allowances \$73.67 exceeds his expenses of \$380.75 by \$83.92. allowance of \$323 for the first 10-day period exceeds net expenses, payment of \$68 for the period through 8 is not authorized. JTR, Pars. M4303-2b M4303-2c(2).	smination 564, tal pay- July 78 totaling Since seds mem-
-622		102.00	0/ F	Member was paid allowance of \$102 for 3 days (\$34 covering the period August 7 through 11, 1974. E of TIA worksheets attached to voucher numbers P-5 accounts, and P-622, shows that member's total pa \$425 (\$323 and \$102) covering the period July 28 August 11, 1974, plus his daily allowances totali exceeds his expenses of \$445 by \$94.77. Thus, no ment exists for the period August 7 through 11. M4303-2b(2) and M4303-2c(2).	xamination 13, these yments of through ng \$114.77 entitle-
-631		51.00	0/P	Member was paid allowance of \$408 for 8 days (\$51 covering the period August 7 through 14, 1974. E of TLA worksheets, attached to voucher numbers P-P-397, your July 1974 accounts, P-320, these acco P-631, shows that member's total payments of \$1,7 (\$501.50, \$357, \$459 and \$408), covering the peri through August 14, 1974, plus his daily allowance \$286.84 exceeds expenses of \$1,989.67 by \$22.67, ment to allowance for the period August 7 through he limited to 7 days at \$51 per day, a total of \$ rather than \$408. JTR. Pars. M4303-26(2) and M43	xaminacion 243 and unes, and 25,50 od July 8 a totaling Entitla- 14 should 357

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-634

Member was paid all wance of \$14 for 1 day covering the period August 8 through 17, 1974. Framingtion of TLA worksheets, artisched to voucher numbers P-450 and P-596, these accounts, and P-34, shows that member's total payments of \$527 (\$123, \$170 and \$34), covering the period July 19 through August 12, 1974, plus his daily allowances totaling \$204.78 exceeds his expenses of \$683.35 by \$48.43. Thus, no entitlement exists for the period August 8 through 12. Also, entitlement for the period July 29 through August 2 (voucher number P-596) should be limited to 4 days at \$34 per day, a total of \$136 rather than \$170 (no TLA paid for the period August 3 through 7, 1974). FTR, Pars. M4303-26(2) and M4303-2e(2).

642

119.00 O/P

Member was paid allowance of \$119 for 2 days (\$59.50 per day), covering the period August 7 through 8, 1974. Examination of TLA worksheets, attached to voucher numbers P-505, these accounts, and P-642, shows that member's total payments of \$705.50 (\$586.50 and \$119) covering the period July 28 through August 8, 1974, plus his daily allowances totaling \$82.38 exceeds his expenses of \$572.65 by \$215.23. Since allowance of \$586.50 for the first 10-day period exceeds member's ust expenses, payment of \$119 for the period August 7 through 8 is not authorized. JTR, Pars. M4303-2b(2) and M4303-2c(2).

'-65B

236.64 O/P

Nember was paid allowance of \$394.40 for 10-days (\$39.44 per day), covering the period August 7 through 16, 1974. Examination of TLA worksheets, attached to voucher numbers P-476 and P-524, these accounts, and P-658, shows that member's total payments of \$1,405.90 (\$671.50, \$340 and \$394.40) covering the period July 18 through August 16, 1974, plus his daily allowances totaling \$261.46 exceeds his expenses of \$1,440.62 by \$226.74. Entitlement to allowance for the

period August 7 through 16 should be limited to 4 days at \$39.44 per day, a total of \$157.76 rather than \$394.40.

JTR, Fars. M4303-2b(2) and M4303-2c(2).

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Voucher Number

Pavee

Amount

Explanation of error

SEMPORARY LODGING ALLOWANCE VOUCHERS (continued)

~-661

\$119.00 0/9

Member was paid allowance of \$119 for 2 days (\$59.50 per day), covering the period August 14 through 15, 1974. Examination of TLA worksheets, attached to voucher numbers P-582, these accounts, and P-661, shows that member's total payments of \$705.50 (\$586.50 and \$119), covering the period August 4 through 15, 1974, plus his daily allowances totaling \$80.16 exceeds his expenses of \$539 by \$246.66. Since allowance of \$586.50 for the first 10-day period exceeds member's nat expenses, payment of \$119 for the period August 14 through 15 is not authorized. JTR, Pars. M4303-2b(2) and M4303-2c(2).

-667

252.55 0/2

Number was paid allowance of \$252.55 for 10-days covering the period August 7 through 16, 1974 (5 days at \$29.75 par day and 5 days at \$4.76 per day, plus reimbursement of \$80 BOQ charges). Examination of TLA worksheets, ettached to voucher numbers P-523, these accounts and P-667, together with adjustment vouchers P-666, these accounts, and P-816, your September 1974 accounts, shows that member's total payments of \$686.80 (\$259.32, \$252.55, \$89.25 and \$85.68) covering the period July 28 through August 16, 1974, plus his daily allowances totaling \$172.76 exceeds his expenses of \$398.15 by \$260.91. Sints allowance of \$434.25 (\$259.32 plus adjustments of \$89.25 and \$85.68) for the first 10-day period exceeds member's net expenses, payment of \$252.55 for August 7 through 16 is not authorized. JTR, Pars. M4303-2b(2) and M4303-2c(2).

nuchor	Payee	Amount	Explanation of error
THYORARY	LODGING ALLOWANCE VOUCHERS	(continued)	
·668		\$102.00 0/	Ecomber was paid allowance of \$204 for 4 days (\$51 per dry), covering the period August 12 through 15, 1974. Examination of TLA worksheets, artached to voucher numbers P-280, your July 1974 accounts, P-463 and P-561, these accounts, and P-668, shows that member's total payments of \$1,062.50 (\$306, \$51, \$501.50 and \$204) covering the period July 13 through August 15, 1974, plus his daily allowances totaling \$270.36 exceeds his expenses of \$1,281.60 by \$51.26. Entitlement to allowance for the period August 12 through 15 should be limited to 2 days at \$51 per day, a total of \$102 rather than \$204. JTR, Pars. M4303-2b(2) and M4303-2c (2).
+695		85.00 b/	P Member was paid allowance of \$85 for 2 days (\$42.50 per day) covering the period August 20 through 21, 1974. Examination of TLA worksheets, attached to voucher numbers P-682, these accounts, and P-695, shows that member's total payments of \$501.50 (\$416.50 and \$85) covering the period August 10 through 21, 1974, plus his daily allowances totaling \$87.00 exceeds his expanses of \$441.50 by \$147. Since allowance of \$416.50 for the first 10-day period exceeds member's net expanses, payment of \$85 for the period August 20 through 21 is not suthorized. JTR, Pars. M4303-26(2) and M4303-2c(2).

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-rpor	Pavee	Amount	Explanation of error
MPORARY LOD	GING ALLEWANCE VOUCHERS	S (continued)	
700		\$204.00 O/P	Member was paid allowance of \$255 for 5 days (\$51 per day) covering the period August 17 through 21, 1974. Examination of TLA worksheets, attached to woucher numbers P-514 and P-664, these accounts, and P-700, shows that member's total payments of \$807.50 (\$501.50, \$51 and \$255) covering the period July 28 through August 21, 1974, plus his daily allowances totaling \$206.01 exceeds his expenses of \$835.47 by \$178.04. Entitlement to allowance for the period August 17 through 21 should be limited to 1 day, a total of \$51 rather than \$255. JTR, Pars. M4303-26(2) and M4303-2c(2).
707		34.00 C/P	Member was paid allowance of \$34 for 1 day, August 18, 1974. Examination of TLA worksheets, attached to voucher numbers P-654, these accounts, and F-707, shows that member's total payments of \$357 (\$323 and \$34) covering the period August 8 through 18, 1974, plus his daily allowances totaling \$83.93 exceeds his expenses of \$305.83 by \$135.10. Since allowance of \$323 for the first 10-day period exceeds member's net expenses, payment of \$34 for August 18 is not authorized. JTR, Pars. N4303-2b(2) and N4303-2c(2).

1.44

723 5 NS. JO C/?

Pember was prid allowance of \$170 for 5 days (\$34 per day), covering the period August 18 through 22, 1074. Examination of workshoots, attached to voucher numbers P-657, these accounts and P-723, shows that merber's total payments of \$493 (\$123 and \$170) covering the period August 8 through 72, 1974, plus his daily allowances totaling \$108 exceeds his expenses of \$537.80 by \$63.20. Entitlement to allowance for the period August 18 through 22 should be limited to 3 days at \$34 per day, a total of \$102 rather than \$170. JTR, Pars. M4303-2b(2) and M4303-2c(2).

730

42.50 O/P

Member was paid allowance of \$42.50 for 1 day, August 25, 1974. Exemination of TLA worksheets, attached to voucher numbers P-719, these accounts, and P-730, shows that member's total payments of \$459 (\$416.50 and \$42.50) covering the period August 15 through 25, 1974, plus his daily allowances totaling \$74.23 exceeds his expenses of \$448.80 by \$104.43. Since allowance of \$416.50 for the first 10-day period exceeds member's net expenses, payment of \$42.50 for August 25 is not authorized. JTR, Pers. M4303-2b(2) and M4303-2c(2).

754

59.50 O/P

Member was paid allowance of \$357 for 6 days (\$59.50 per day covering the period August 21 through 26, 1974. Examination of TLA worksheets attached to voucher numbers P-679, these accounts, P-754, and member's leave and Earnings Statement for September 1974, shows that member's total payments of \$943.50 (\$586.50 and \$357) covering the period August 11 through 26, 1974, plus his daily allowances totaling \$132.51 exceeds his expenses of \$1,030.55 by \$45.46. Entitlement to allowance for the period August 21 through 26 should be limited to 5 days at \$59.50 per day, a total of \$297.50 rather than \$357. JTR. Fers. N4303-2b(2) and M4303-2c(2).

1446

42.50 O/P

723 \$ NS...RD G/?

Pember was prid allowance of \$170 for 5 days (\$34 per day), covering the period August 18 through 22, 1074. Examination of workshoots, attached to voucher numbers P-657, these accounts and P-723, shows that merber's total payments of \$493 (\$123 and \$170) covering the period August 8 through 72, 1974, plus his daily allowances totaling \$108 exceeds his expenses of \$537.80 by \$63.20. Entitlement to allowance for the period August 18 through 22 should be limited to 3 days at \$34 per day, a total of \$102 rather than \$170. JTR, Pars. M4303-2b(2) and M4303-2c(2).

730

Member was paid allowance of \$42.50 for 1 day, August 25, 1974. Exemination of TLA worksheets, attached to voucher numbers P-719, these accounts, and P-730, shows that member's total payments of \$459 (\$416.50 and \$42.50) covering the period August 15 through 25, 1974, plus his daily allowances totaling \$74.23 exceeds his expenses of \$448.80 by \$104.43. Since allowance of \$416.50 for the first 10-day period exceeds member's net expenses, payment of \$42.50 for August 25 is not authorized. JTR, Pera, M4303-2b(2) and M4303-2c(2).

754 59.50 O/P

Member was paid allowance of \$357 for 6 days (\$59.50 per day covering the period August 21 through 26, 1974. Examination of TLA worksheets attached to voucher numbers P-679, these accounts, P-754, and member's Leave and Earnings Statement for September 1974, shows that member's total payments of \$943.50 (\$586.50 and \$357) covering the period August 11 through 26, 1974, plus his daily allowances totaling \$132.51 exceeds his expenses of \$1,030.55 by \$45.46. Entitlement to allowance for the period August 21 through 26 should be limited to 5 days at \$59.50 per day, a total of \$297.50 rather than \$357. JIR, Fers. N4303-2b(2) and M4303-2c(2).

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