



Office of the Inspector General

Date March 26, 2012

To G. Wayne Clough, Secretary
Al Horvath, Under Secretary for Finance and Administration/Chief Financial Officer
Richard Kurin, Under Secretary for History, Art and Culture
Eva Pell, Under Secretary for Science

cc John McCarter, Chair of Audit and Review Committee, Board of Regents
John K. Lapiana, Chief of Staff of the Board of Regents
Judith E. Leonard, General Counsel
Patricia Bartlett, Chief of Staff to the Secretary
Andy J. Zino, Comptroller

From Scott S. Dahl, Inspector General *SSD*

Subject Review of Senior Executive Travel, Number A-12-05

We are initiating a review of senior executive travel at the Smithsonian, including travel by the Secretary. We will assess whether (1) executive travelers complied with laws, regulations, and Smithsonian policies and procedures, including for accompanying spousal travel; (2) travel management controls operated properly, including oversight by the Board of Regents and other authorities; and (3) travel was for authorized purposes and for reasonable amounts.

In addition to reviewing the travel records, we will also examine the review process established by the Office of the Comptroller for quarterly assessments of all senior executive travel. Our review will cover executive travel for fiscal years 2009-2011.

We are gathering background information and will be contacting you to schedule an entrance conference. Joan Mockeridge, Acting Assistant Inspector General for Audits will be overseeing this assignment.

Please contact me or Joan at 202.633.7050 if you have any questions.