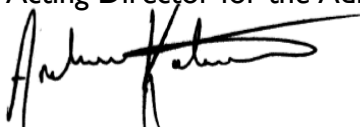




May 13, 2014

**MEMORANDUM FOR:** Marilyn Stoll  
Acting Director for the Administrative Programs Directorate



**FROM:** Andrew Katsaros  
Assistant Inspector General for Audit

**SUBJECT:** Audit of Departmental Premium-class Travel Spending

We are initiating an audit of premium-class travel spending at the Department. Our overall objective will be to evaluate controls over premium-class travel spending and how they have been implemented. As part of this audit, we will assess whether the Department has established effective controls over related approvals, justifications, and documentation in order to comply with applicable laws, regulations, and policies.

We look forward to meeting with you on May 14, 2014, to discuss the audit's scope and methodology. In the meantime, if you have any questions about this audit, please contact me at (202) 482-7859 or Patty McBarnette, Director of Financial and Operational Audits, at (202) 482-3391. Thank you in advance for your cooperation.