

Audit of Miscellaneous Expenses
April to June 2020
OIG Report No. 21-AUD-03

Karen Gorman, Inspector General

January 21, 2021



Objectives

The objectives of the audit were to determine whether:

- Expenses charged were proper, reasonable, and in accordance with Metro policies and procedures.
- Expenses had proper approval, receipts, and other supporting documentation.
- Policies and procedures are adequate to ensure that expenses are documented and properly accounted for.

Results

Based on our sample reviews for the covered period, the expenses incurred generally complied with policies, were reasonable, and adequately supported by required documents.

However, we found that for three of the expenses reviewed, requirements were not followed regarding the compliance with policies on business meals and travel expenses.

We made three recommendations to improve the monitoring and payment of Metro miscellaneous expenses.