

Audit of Miscellaneous Expenses April to June 2022

OIG Report No. 23-AUD-02
Karen Gorman, Inspector General

October 19, 2022



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; and
- Policies and procedures are adequate to ensure that expenses are documented and accounted for properly.

Results

- ❖ Staff generally complied with Metro policies but we found the following issues:
 - Goods delivered to an employee's home address
 - Incorrect meal per diem on Travel and Business Expense Report
 - Late submission of TBE Report

Non-compliance was due to oversight and staff turnover.



- ❖ OIG provided four recommendations.