

Audit of Miscellaneous Expenses January 1 to March 31, 2025

Finance, Budget and Audit Committee
OIG Report No. 26-AUD-03
Karen Gorman, Inspector General

March 19, 2026



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 of Audit

- Staff generally complied with Metro policies and procedures, but OIG found the following issues:
 - Statement of Work Missing Business Travel Guidelines
 - Late submission of Travel and Business Expense Report
 - Timeliness of Justification Memo Requesting Additional Travel Days

- ❖ OIG provided **5** recommendations.