

Audit of Misc. Expenses July-Sept 2019 & Oct-Dec 2019

OIG Report No. 20-AUD-08 & 20-AUD-11

Karen Gorman, Inspector General

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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 requirements were not always followed for some expenses such as P-card use, business meal, professional membership, and business travel.

We made 9 recommendations to improve the monitoring and payment of Metro miscellaneous expenses.