

# **Audit of Miscellaneous Expenses January 1 to March 31, 2023**

OIG Report No. 24-AUD-04  
Karen Gorman, Inspector General

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January 17, 2024



# 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 we found nine exceptions mostly related to business travels such as :
  - Costly airfare due to travel arrangements made close to the event
  - Failure to submit justification memo for lodging in excess of the allowable rate and use of personal vehicle
  - Late submission of Travel and Business Expense Reports
- Metro paid an overbilled invoice; and
- No written pre-approval of P-Card purchase
- ❖ OIG provided **25** recommendations.

