

Audit of Miscellaneous Expenses July 1 to September 30, 2023

OIG Report No. 24-AUD-07
Karen Gorman, Inspector General

July 18, 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; however, OIG found the following findings:
 - Payment of five overbilled invoices (four on advertising; one for business meals)
 - Higher cost of airfare due to travel request made less than a week before travel
 - Late submission of Travel and Business Expense Report
 - Reimbursement of delinquency fee on employee's professional license
 - Cost of meals at a workshop higher than per diem for Los Angeles
 - 2021 Corporate membership paid in 2024
 - No written pre-approval of a P-Card purchase

- ❖ OIG provided **21** recommendations.

