

Audit of Miscellaneous Expenses April 1 to June 30, 2023

OIG Report No. 24-AUD-05
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; but OIG found the following issues:
 - Missing Required Support Documentation (i.e. Justification Memo)
 - Mileage and Ground Transportation claimed twice
 - Late submission of Travel and Business Expense Report

- ❖ OIG provided **8** recommendations.