



METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

Employee Travel



Employee Travel

OBJECTIVE

Determine whether travel expenses are authorized and documented in accordance with the policies and procedures and whether internal controls over travel expenses are effective.

BACKGROUND

Travel transactions from the period July 1, 2011 to June 30, 2012 were included in this review. This period is before the updated travel policy was published in December 2012.



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CONCLUSION

The Office of Finance has significantly improved controls over processing travel expenses since the last review.

Employees are generally adhering to travel policies.

RECOMMENDATION

The Office of Finance should remind employees to ensure that travel authorizations are signed before airline tickets are purchased and expense reports for overnight trips must be submitted within 30 days of travel.

This recommendation has been implemented.