



METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

Travel Expenses



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OBJECTIVE

Conduct a review of travel expenses for the Airports Authority's travel transactions from January 1, 2013 to June 30, 2013.

BACKGROUND

The Airports Authority issued a revised *Travel Policy* in December 2012. The revised policy clarified and enhanced existing guidelines. It includes new limits on spending for hotels, meals, and incidentals.

CONCLUSION

The Office of Finance has effective controls over processing travel expenses. Most employees adhered to the travel policies. A few employees received travel advances and either did not file their travel expense reports within 30 days or did not return the unused balance of their travel advances within 45 days after returning from their trip. Also, more effort is needed to ensure that revenue available from a federal grant program is obtained and used to reimburse related travel expenses.



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RECOMMENDATIONS

- Management should consider reducing the travel advance from 100 percent of the estimated cost of the trip to 80 percent. This common best practice encourages employees to file their travel claims sooner, and to follow-up with their managers to approve the claim.
- Management should further examine the travel claim with the longest delay prior to reimbursement and should also obtain an understanding of why the report included inaccuracies.
- Ensure that appropriate processes are in place to request and record reimbursements due from the Federal Asset Forfeiture office for travel and other expenses.

Management has agreed to implement all recommendations this year.