



# **REPORT TO THE EXECUTIVE AND GOVERNANCE COMMITTEE**

**Audit of  
Travel and Business Expenses  
For the Period July 1, 2013 – June 30, 2014**

**June 2015**



## Background

- Following the Department of Transportation Office of Inspector General's audit in 2012, the Airports Authority revised its travel and business expense policies.
- The revised Travel Policy Directive requires an annual audit of travel expenses with presentation of results to senior management and the Board.
- This audit covered travel and business expense transactions for the period July 1, 2013 through June 30, 2014 and included testing of expenses incurred by employees as well as Directors.
- Travel expenses, inclusive of registration fees, totaled \$858,900 for the period reviewed. Employee expenses totaled \$855,600, and Board spend totaled \$3,300.
- Business expense reimbursements totaled \$14,600 for the period reviewed. Employee expenses totaled \$14,400, and Board spend totaled \$200.

## Objective & Approach

- The objectives of this review were to determine whether:
  - Expenses were authorized, documented, reasonable and allowable in accordance with the Authority's policies; and
  - Internal controls over travel and business expenses were properly designed and operating effectively.
- In order to assess compliance, Office of Audit staff:
  - Reviewed the Authority's Travel Policy Directive and Business Expense Policy Directive;
  - Examined, on a test basis, evidence supporting a sample of travel and business expenses, including supervisory approvals for these expenses; and
  - Interviewed Office of Finance management and staff.

## Results in Brief

- The policies, procedures, and controls by the Office of Finance for processing travel and business expense claims were adequate for the period tested.
- Airports Authority Directors and employees were generally adhering to Travel and Business Expense Policy Directives.
- The report contains six observations. Three recommendations were made to continue to improve results going forward.
- Management has developed action plans to address all recommendations.



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Dulles Corridor Metrorail Project



Dulles Toll Road



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