

MEMORANDUM

March 20, 2023

TO: Karla Aspinall
Executive Director, Finance - Accounts Payable & Travel**FROM:** Sherri Magnus *Sherri Magnus*
Vice President & Chief Audit Officer**SUBJECT:** 23-118 Executive and Faculty Travel and Business Entertainment Audit

Internal Audit has completed the review of the Executive and Faculty Travel and Business Entertainment for the period of January 1, 2022 through December 31, 2022. Our objective was to determine if travel and entertainment activities and expenditures of executive management and faculty are conducted in accordance with UT System and MDACC policy

We reviewed travel and business entertainment expenditures totaling approximately \$340K for 20 individuals. Our methodology included an assessment of:

- Adequacy of business purpose
- Accuracy of expense reimbursements,
- Appropriateness of expenses, and
- Sufficiency of supporting documentation.

Overall, exceptions noted for these areas were statistically small and were not financially significant.

Our review also included follow-up procedures related to foreign travel. In compliance with UT System Policy (UTS) 190, a new process has been implemented within the Concur system as of October 1, 2022, which includes a workflow that would easily identify high risk areas at the time of travel. Given that the prior year report was issued in August 2022, with planned implementation of corrective actions as of March 2023, we acknowledge that our audit period may not reflect the full effect of management's actions to address the prior recommendation. As a result, we will follow-up in the near future to determine whether planned corrective actions have been fully implemented.

We encourage management to continue its efforts to ensure compliance with travel and business entertainment requirements. We sincerely appreciate the courtesy and cooperation extended by each individual and the Accounts Payable and Travel Department.

Our internal audit was conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*. The internal audit function at MD Anderson Cancer Center is independent per the *Generally Accepted Government Auditing Standards (GAGAS)* requirements for internal auditors.

Please note that this document contains information that may be confidential and/or exempt from public disclosure under the Texas Public Information Act. Before responding to requests for information or providing copies of these documents to external requestors pursuant to a Public Information Act or similar request, please contact the University of Texas MD Anderson Cancer Center Internal Audit Department.

cc: Omer Sultan
Michael Keneker
Christy Harrison
Karen Kennedy

Please note that this document contains information that may be confidential and/or exempt from public disclosure under the Texas Public Information Act. Before responding to requests for information or providing copies of these documents to external requestors pursuant to a Public Information Act or similar request, please contact the University of Texas MD Anderson Cancer Center Internal Audit Department.