April 20, 2015

Vistasp M. Karbhami, Ph.D., President
Office of the President, The University of Texas at Arlington
Box 19125
Arlington, Texas 76019

Dear President Karbhami:

As required by The University of Texas (UT) System Board of Regents’ Rules and Regulations, Rule 20205, titled “Expenditures for Travel and Entertainment by Chief Administrators and for the Maintenance of University Residences” (Rule 20205), the UT System Audit Office has completed the audit of presidential travel, entertainment, and university residence maintenance expenses. These audits have historically been performed by the respective institutional audit departments. At their August 2013 meeting, the UT System Board of Regents (Board) amended Rule 20205 so that these audits are now conducted by the UT System Audit Office.

The overall objective of this audit was to determine whether travel, entertainment, and university residence maintenance expenses paid on behalf of, and reimbursed to, the presidents and their spouses were appropriate, accurate, and in compliance with applicable institutional policies and Board Rules and Regulations. Each of the presidents is subject to the annual audit; however, the determination to perform substantive testing of their expenses was based both on an analysis of risk and an element of rotation to ensure complete coverage over a period of time.

The scope of the audit included travel, entertainment, and university residence maintenance expense activity of the presidents and their spouses for the period from September 1, 2012 to November 30, 2013. The audit methodology consisted of reviewing applicable institutional policies and procedures, assessing internal controls, and analyzing the institutions’ quarterly expense reports submitted to UT System. Based on the determined risk as a result of these audit procedures at UT Arlington, additional substantive testing was performed on a sample of travel and entertainment expenses incurred by the president and his spouse. The audit was conducted in accordance with the guidelines set forth in The Institute of Internal Auditors’ International Standards for the Professional Practice of Internal Auditing.

Based upon our audit work at UT Arlington, we found that the travel and entertainment expenses paid on behalf of, and reimbursed to, the president and his spouse appeared appropriate and accurate and that adequate internal controls are in place and functioning to ensure that the expenses are processed in accordance with applicable policies and procedures.

We appreciate the assistance provided by the offices of the president and internal audit in conducting this audit.

Sincerely,

J. Michael Peppers, Chief Audit Executive

cc: Kelly Davis, Vice President for Business Affairs and Controller, UT Arlington
J. Richard Dawson, Chief Audit Executive ad interim, UT Arlington
Pedro Reyes, Ph.D., Executive Vice Chancellor for Academic Affairs, UT System