

December 3, 2012

Dr. Daniel,

We have completed an audit of the President’s travel and entertainment expenses. The purpose of this audit was to comply with The University of Texas System’s Board of Regents’ Policy No. 20205 that requires an audit of the President’s travel and entertainment within 90 days after the fiscal year end. In accordance with the policy, Internal Audit performed this audit to provide assurance that fiscal year 2012 travel and entertainment expenses for the President comply with UT Dallas and UT System policies and procedures.

Presidential travel and entertainment expenses reported to UT System for fiscal year 2012 were as follows:

Travel	\$29,084.21
Entertainment (for ten people or less)	\$1,555.86

Based on the results of our audit work, presidential travel and entertainment expenses appear to comply with UT Dallas and UT System policies and procedures. We noted no significant recommendations or instances of noncompliance. We discussed the following with the President’s staff and Procurement Management, and they agreed to implement procedures to address these issues:

- The purchasing card reconciler was not reviewing the cardholder activity reports to ensure the default account codes that describe the type of expense are accurate. The default codes are not always accurate. Without correct account coding, management may not receive an accurate reporting of the type of expenses being incurred.

We appreciate the courtesy and cooperation extended to us during the audit by the Offices of the President and Procurement Management. Please let me know if you have any questions or comments resulting from this audit.



Toni Messer Stephens
Executive Director of Audit and Compliance

**Presidents Travel and Entertainment Expense
December 3, 2012**

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Staff Assigned:

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