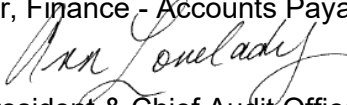


## MEMORANDUM

August 8, 2025

**TO:** Karla Aspinall  
Executive Director, Finance - Accounts Payable & Travel

**FROM:** Ann Lovelady   
Associate Vice President & Chief Audit Officer ad interim

**SUBJECT:** MDA25AS0803 - Executive and Faculty Travel and Business Expenses Audit

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Internal Audit has completed the review of Executive and Faculty Travel and Business Entertainment Expenses for the period of January 1, 2024, through January 31, 2025. Our objective was to determine whether executive and faculty travel and business entertainment expenses comply with institutional and UT System policies and procedures, using a risk-based approach.

We reviewed travel and business entertainment expenditures totaling approximately \$453K for 35 individuals. We also reviewed \$23K in CLIBA card transactions for 4 cardholders. Our methodology included an assessment of:

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

The recommendations from the prior 2024 travel and business entertainment expense audit were determined to be implemented in a separate process earlier this year.

Overall, the travel and business entertainment expenditures of executive management and faculty generally complied with UT System and MDACC policies. Minor exceptions considered insignificant were communicated verbally to Accounts Payable and Travel management for consideration.

We sincerely appreciate the courtesy and cooperation extended by each individual and the Accounts Payable and Travel Department.

Refer to Appendix A for *Objective, Scope and Methodology*.

cc: Omer Sultan  
Michael Keneker  
Christy Harrison  
Karen Kennedy  
Tomas Guajardo

CARING

INTEGRITY

DISCOVERY

SAFETY

STEWARDSHIP

## **Appendix A**

### *Objective, Scope, and Methodology*

The objective of the review was to determine whether executive and faculty travel and business entertainment expenditures comply with institutional and UT System policies and procedures, using a risk-based approach. Our review covered the period of January 1, 2024, through January 31, 2025. Our procedures included, but were not limited to, the following:

- Obtaining Concur and CLIBA card expense populations and performing data validation procedures.
- Selecting a representative judgmental sample of executives and faculty for testing.
- Identifying and testing a sample of international travel for compliance with state and institutional requirements.
- Examining Concur and CLIBA expense reports and supporting documentation for, but not limited to, adequacy of business purpose, accuracy of expense reimbursements, appropriateness of expenses, and sufficiency of supporting documentation.
- Reviewing the status of the prior year audit recommendations and confirmation of implementation.

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

### **Number of Priority Findings to be monitored by UT System: None**

A Priority Finding is defined as “*an issue identified by an internal audit that, if not addressed timely, could directly impact achievement of a strategic or important operational objective of a UT institution or the UT System as a whole.*”