

February 8, 2016

**To:** Giuseppe N. Colasurdo  
President

**From:** Daniel G. Sherman, MBA, CPA, CIA  
Assistant Vice President



**Re:** Executive Travel and Entertainment - #16-108B

We have completed our review of Executive Travel and Entertainment (T&E) for the first quarter of fiscal year 2016. Our review was performed at the request of the UTHealth Audit Committee.

The objective of this work was to review executive travel and entertainment for appropriateness, reasonableness, mathematical accuracy and compliance with applicable policies, statutes, rules, and regulations. The population selected for review was all employees who have a direct reporting relationship to the president or chief operating and financial officer, deans, Medical School department chairs and key personnel from each of the schools.

A judgmental sample of 14 expenditures dated between 09/01/2015 and 11/30/2015 representing a total of \$53,957, were selected for testing. This is 50% of the total executive travel and entertainment expenditures for the period.

Executive travel and entertainment expenditures are appropriate and reasonable, and in compliance with applicable policies, statutes, rules, and regulations.

DGS:db

cc: Audit Committee

Issue Date: February 9, 2016