

# **UT Southwestern** Medical Center

**The University of Texas Southwestern Medical Center  
Direct Reports' Travel and Entertainment Expenditures**

**Internal Audit Report 15:08**

**May 12, 2015**

## **Executive Summary**

---

### **Background**

The University of Texas Southwestern Medical Center (Medical Center) makes reimbursements to, and payments on behalf of, the President's direct reports for travel and entertainment (T&E) expenses that are incurred as part of their official duties. Guidance on allowable T&E expenses is provided by various Medical Center policies and procedures, including:

- Handbook of Institutional Policies and Operating Procedures policy FIM-106 Travel
- Accounting Administration Office's Prior Approval of Expenditures Policy Matrix.

### **Scope and Objectives**

The scope of the audit included a review of fiscal year 2014 T&E expenses for the President's direct reports and three additional individuals identified as having increased reimbursement expenses during fiscal year 2014.

The primary objective of this audit was to provide the Board of Regents with reasonable assurance that there were adequate and effective controls to ensure the following:

- Expense reports were valid, properly approved, and correctly coded to the correct expense account
- Assigned subledger accounts were used appropriately
- Direct bill activity relevant to expense reports was valid and accurate
- Support and documented purpose of internal direct bill activity was valid

We conducted our examination according to guidelines set forth by the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing.

### **Conclusion**

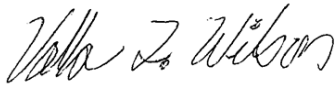
Overall, the review of the President's direct reports' T&E expenses for fiscal year 2014 found them to be supported, processed in a timely manner, and properly recorded in compliance with Medical Center policies.

## Executive Summary

---

We appreciate the assistance and support received throughout the audit from the direct reports, administrative staff, the President's Office, General Accounting, and Business Affairs.

Sincerely,



Valla F. Wilson, Assistant Vice President for Internal Audit

**Audit Team:**

Nicole Flores, Audit Intern

Aubyn Fisher, Auditor II

Tim LaChiusa, Assistant Director for Internal Audit

Valla Wilson, Assistant Vice President for Internal Audit

Cc: Daniel K. Podolsky, M.D., President  
Arnim Dontes, Executive Vice President for Business Affairs  
Kay Hardgrave, Assistant Director, Office of the President  
Diane Jeffries, Director, Office of the President  
Amanda Billings, Vice President for Development  
Ruben E. Esquivel, Vice President for Community and Corporate Relations  
J. Gregory Fitz, M.D., Executive Vice President for Academic Affairs and Provost, Dean of UT Southwestern Medical School  
Frank Grassler, Vice President for Technology Development  
Angelica Marin Hill, Vice President for Government Affairs and Policy  
Leah A. Hurley, Vice President for Legal Affairs  
Robin M. Jacoby, Ph.D., Vice President and Chief of Staff  
Kirk A. Kirksey, Vice President for Information Resources  
Willis C. Maddrey, M.D., Assistant to the President  
Bruce A. Meyer, M.D., Executive Vice President for Health System Affairs  
Joshua Spencer, Assistant Vice President and Chief Information Security Officer  
Michael A. Choti, M.D., Chair, Department of Surgery  
Neil M. Rofsky, M.D., Chair, Department of Radiology  
Suzette Smith, Director, Bryan Williams Student Center