



January 7, 2019

Taylor Eighmy, Ph.D.  
The University of Texas at San Antonio  
Office of President  
One UTSA Circle  
San Antonio, Texas 78249

Dear President Eighmy:

As required by The University of Texas (UT) System Board of Regents' *Rules and Regulations* (Regents' *Rules and Regulations*), Series 20205, titled "Expenditures for Travel and Entertainment by Chief Administrators and for the Maintenance of University Residences," the UT System Audit Office has completed the audit of presidential travel, entertainment, and university residence maintenance expenses. The report is attached for your review.

The overall objective of this audit was to determine whether travel and entertainment expenses incurred by the presidents and their spouses and expenses for the maintenance of university residences were appropriate, accurate, and in compliance with applicable institutional policies and Regents' *Rules and Regulations*. The scope of the audit included expenses incurred from September 1, 2017 through May 31, 2018. 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*.

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

Sincerely,

J. Michael Peppers, CPA, CIA, QIAL, CRMA  
Chief Audit Executive

cc: Steven W. Leslie, Ph.D., Executive Vice Chancellor for Academic Affairs, UT System  
Kathryn Funk-Baxter, Vice President for Business Affairs, UT San Antonio  
Paul A. Tyler, Chief Audit Executive, UT San Antonio

**The University of Texas at San Antonio  
Presidential Travel, Entertainment, & University Residence  
Maintenance Expenses Audit Report  
FY 2018**



**January 2019**

THE UNIVERSITY OF TEXAS SYSTEM AUDIT OFFICE  
210 WEST SEVENTH STREET  
AUSTIN, TX 78701  
(512) 499-4390



**The University of Texas System Audit Office  
Presidential Travel, Entertainment, & University Residence Maintenance  
Expenses Audit – UT San Antonio  
Fiscal Year 2018**

---

**AUDIT REPORT**

January 2019

***BACKGROUND***

As required by The University of Texas (UT) System Board of Regents' (Regents) *Rules and Regulations*, Series 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. Guidance for these expenses is provided by various state laws, rules and regulations promulgated under those laws, and UT System and institutional travel and entertainment policies and procedures including, but not limited to, Rule 20205. While each of the institutional presidents is subject to the annual audit, substantive testing of their expenses is determined on a year-to-year basis. This assessment is made based both on analysis of risk and an element of rotation to ensure audit coverage of all presidents every two years. In addition, expenses will be audited at least by the first full fiscal year after a new president assumes office.

***AUDIT OBJECTIVE***

The specific objective of this audit at UT San Antonio (UTSA) was to determine whether travel and entertainment expenses incurred by the president and his spouse were appropriate, accurate, and in compliance with applicable institutional policies and Regents' *Rules and Regulations*.

***SCOPE AND METHODOLOGY***

The scope of this audit included expenses incurred from September 1, 2017 through May 31, 2018. UTSA does not have university residence maintenance expenses.

The audit methodology consisted of reviewing applicable institutional policies and procedures and assessing internal controls. In addition, substantive testing was performed on a sample of travel and entertainment expenses. 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*.

***AUDIT RESULTS & CONCLUSION***

Overall, the travel and entertainment expenses incurred by the president and his spouse appeared appropriate, accurate, and in compliance with applicable institutional policies and Regents' *Rules and Regulations*. Adequate internal controls are in place and functioning as intended. Minor issues were separately communicated to management.

---

J. Michael Peppers, CPA, CIA, QIAL, CRMA  
Chief Audit Executive

---

Moshmee Kalamkar, CPA, CIA  
Assistant Director