

**MEMORANDUM**

October 17, 2024

**TO:** Dr. Peter WT Pisters  
President**FROM:** Ann Lovelady   
Associate Vice President & Chief Audit Officer *ad Interim***SUBJECT:** 24-112 Presidential Travel and Business Entertainment Expense Audit

Internal Audit has completed the review of the President's Travel and Business Entertainment for the period of January 1, 2023, through December 31, 2023. Our objective was to determine whether travel and entertainment expenses reimbursed to, or paid on behalf of, you or your spouse are appropriate, accurate, and in compliance with applicable institutional and UT System policies and *Rule 20205*.

We evaluated 100% of travel, business entertainment and direct billed catering expenditures totaling \$29,557 for calendar year 2023. Additionally, we reviewed the presidential travel and expenditure questionnaire and requisitions with reference to the President. Our testing methodology included assessing the accuracy and appropriateness of expense purposes and approvals, comparing supporting documentation to reimbursed expenses and evaluating expense allowability in accordance with institutional policies and guidelines.

Specifically, we reviewed a total of 38 trips with travel and/or entertainment expenditures. Each of the 38 trips were assessed for approval by appropriate personnel, business purpose for the travel, hotel expenditures charged and subsequently reimbursed, and allowability of reimbursement for incurred expenses.

The travel and entertainment expenses incurred by the president appeared appropriate, accurate, and generally complied with applicable policies. The direct billed expenses related to catering were reviewed by the Chief Business Officer (CBO).

We sincerely appreciate the courtesy and cooperation extended by the President's Office.

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

cc: Omer Sultan  
Michael Keneker  
Christy Harrison  
Karen Kennedy

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