



Report to the Audit and Compliance Committee of the
UHS Board of Regents on:

UHS BOARD OF REGENTS'
TRAVEL AND ENTERTAINMENT, FY 2021
AR2022-02

UNIVERSITY of **HOUSTON** SYSTEM

INTERNAL AUDITING DEPARTMENT

**UNIVERSITY OF HOUSTON SYSTEM
BOARD OF REGENTS'
TRAVEL AND ENTERTAINMENT, FY 2021**

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EXECUTIVE SUMMARY

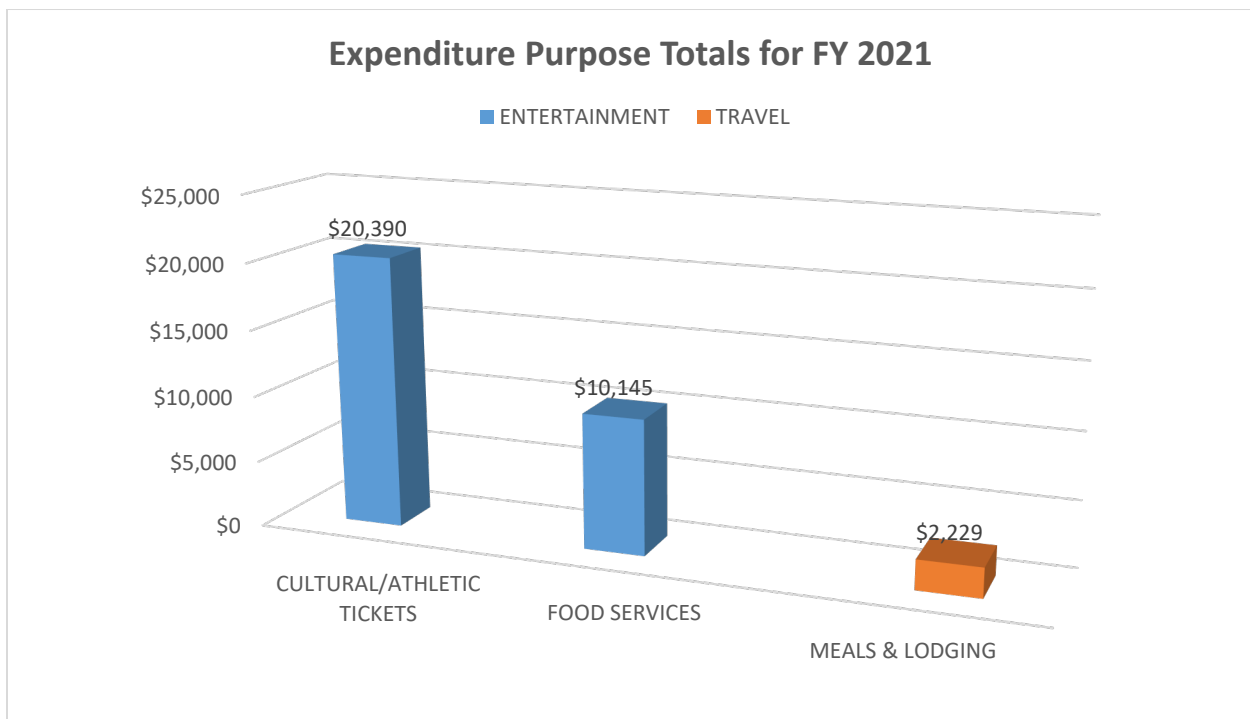
OVERVIEW AND SCOPE

As part of our annual audit plan, we reviewed travel and entertainment expenditures of the members of the University of Houston System (UHS) Board of Regents (BOR) for fiscal year 2021 funded by accounts of the BOR Office. It should be noted that in some cases, travel and entertainment expenditures for regents may be funded by accounts other than the BOR Office accounts and by outside organizations. The objective of our review was to determine whether expenditures for travel and entertainment were appropriately documented and allowable under system and board policies.

OBSERVATIONS AND OPINION

In our opinion, the travel and entertainment expenditures of the regents for the year ended August 31, 2021, were appropriately documented and allowable under system and board policies.

The chart below provides the breakdown of FY 2021 travel and entertainment expenditures by expenditure purpose.



UHS BOARD OF REGENTS'

TRAVEL AND ENTERTAINMENT, FY 2021

INTRODUCTION

It is important that the public have confidence that Board of Regents' member expenditures for travel and entertainment are allowable and appropriately documented. In an effort to safeguard assets, the University of Houston System's management has instituted policies related to board members' travel and entertainment expenditures. In addition, the Board of Regents has instituted policies related to travel and entertainment expenditures.

The Department of Internal Auditing developed an annual audit plan based upon a system-wide risk assessment to identify significant areas of risk facing the System. The audit plan also includes requested and legislatively mandated audits. All the audits on the plan are conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS) and International Standards for the Professional Practice of Internal Audit, published by the Institute of Internal Auditors (IIA).

BACKGROUND

At the request of the UHS Board of Regents, the Internal Auditing Department conducts annual reviews of the travel and entertainment expenditures of the board members. This review is scheduled in the annual audit plan.

OBJECTIVE AND SCOPE

The objective of this review was to determine whether expenditures for travel and entertainment were appropriately documented and allowable under system and board policies.

The scope of this review was limited to travel and entertainment for the UHS Regents that were funded by accounts of the Board of Regents Office. It should be noted that in some cases, travel and entertainment expenditures for the regents may be funded by accounts other than the Board of Regents Office accounts and by outside organizations.

Information relevant to this audit was obtained through:

- Reviewing UHS and BOR policies.
- Obtaining travel and entertainment expenditure data from PeopleSoft Finance.
- Reviewing entertainment documentation from PeopleSoft Finance.
- Reviewing travel documentation from Concur Travel.

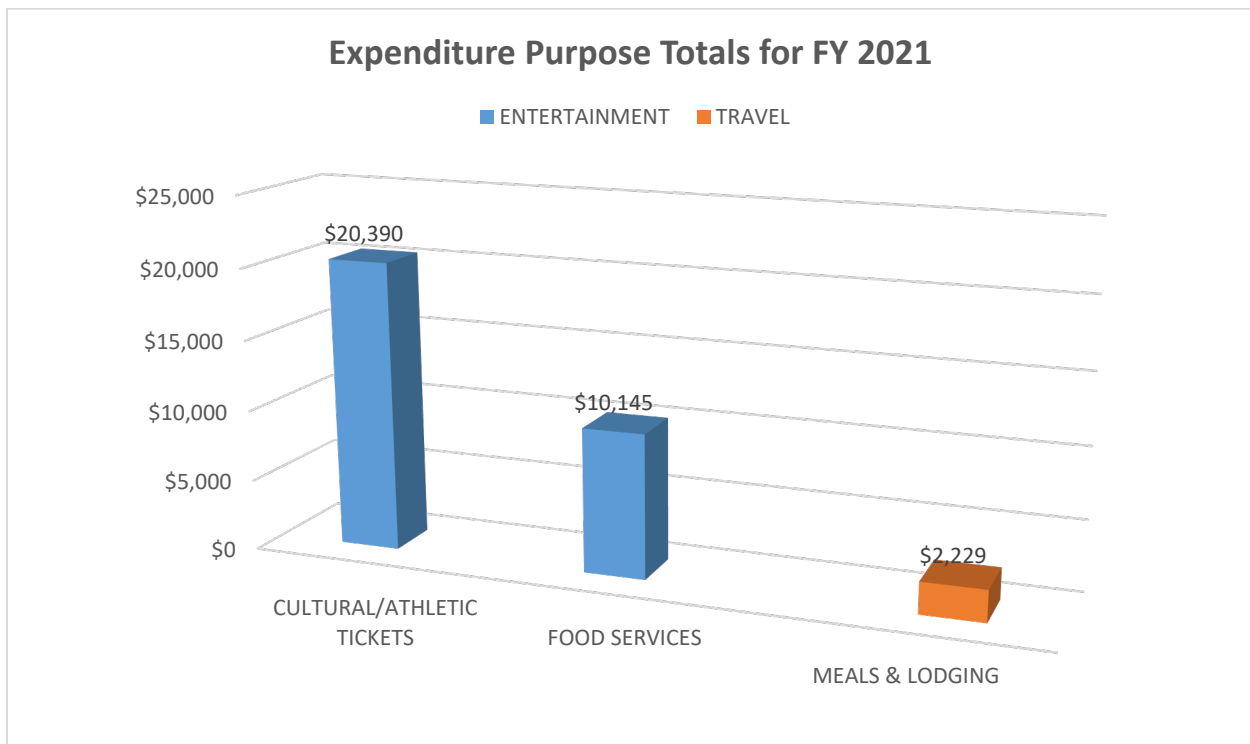
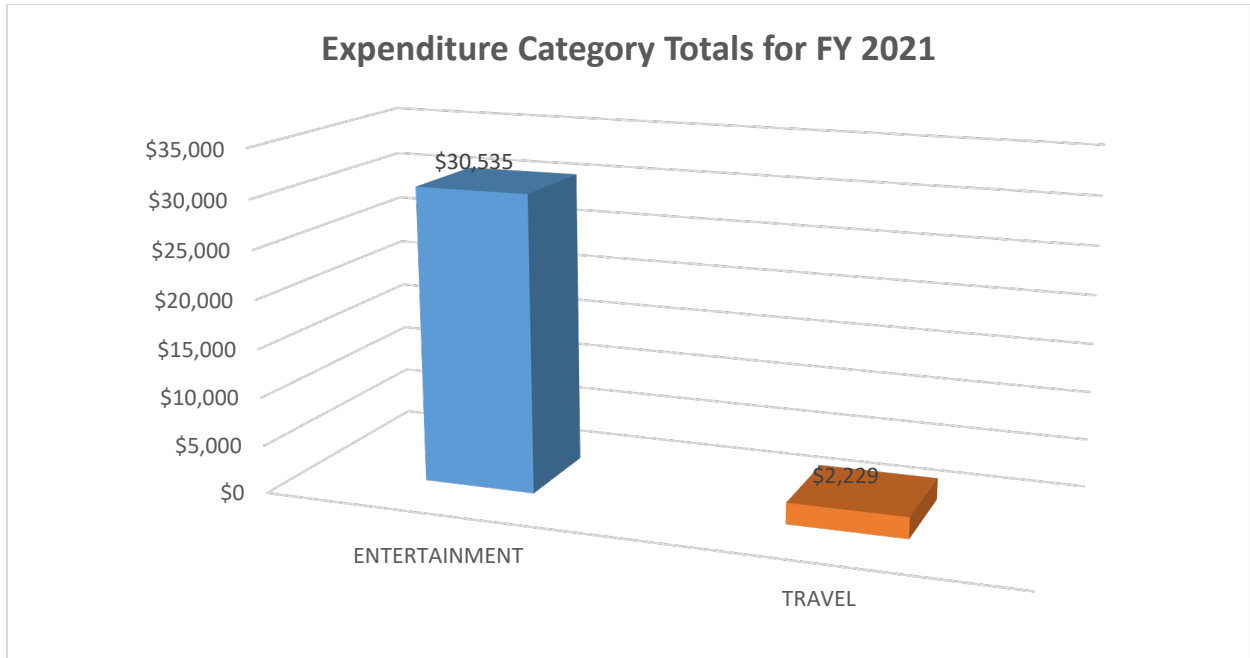
CONCLUSION

We reviewed travel and entertainment expenditures of the members of the Board of Regents for fiscal year 2021 funded by accounts of the Board of Regents Office. We determined that there were \$2,229 of travel related charges and \$30,535 of entertainment related charges. A breakdown of these expenditures is represented in the exhibit below.

In our opinion, the travel and entertainment expenditures for the fiscal year ended August 31, 2021, were appropriately documented and allowable under system and board policies.

EXPENDITURES EXHIBIT

The breakdown by category and purpose of expenditure is provided in the below charts.



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The UHS Department of Internal Auditing would like to thank the Board of Regents Office for their cooperation and assistance during this audit process.

Sincerely,

Phillip W. Hurd
Chief Audit Executive
University of Houston System

Participating Auditors: Brandee O'Neal, Eric Porter, and Elias McClellan