



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

UNIVERSITY OF HOUSTON – DOWNTOWN
PRESIDENT’S TRAVEL AND ENTERTAINMENT, FY 2022
AR2023-05

UNIVERSITY of **HOUSTON** SYSTEM

INTERNAL AUDITING DEPARTMENT

**UNIVERSITY OF HOUSTON – DOWNTOWN
PRESIDENT’S TRAVEL AND ENTERTAINMENT,
FY 2022**

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EXECUTIVE SUMMARY

OVERVIEW AND SCOPE

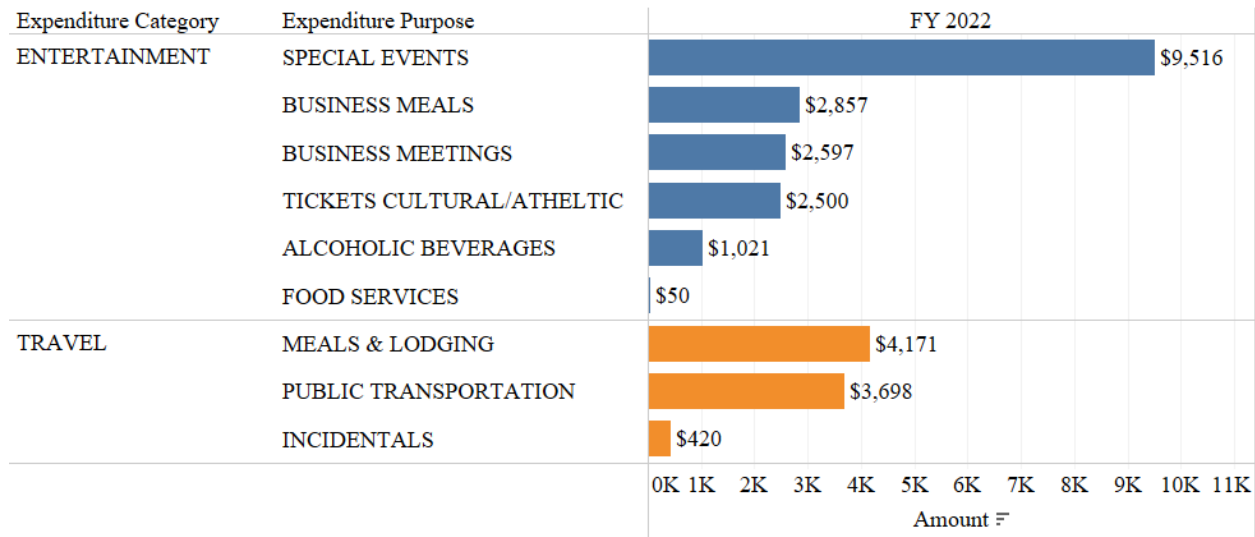
We reviewed travel and entertainment expenditures of the University of Houston – Downtown (UHD) President and spouse for fiscal year 2022 funded by accounts of the President’s Office as part of our annual audit plan. It should be noted that in some cases, travel and entertainment expenditures for the President and spouse may be funded by accounts other than the President’s 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 university policies.

OVERALL AUDIT OPINION AND OBSERVATIONS

The travel and entertainment expenditures of the President and spouse for the year ended August 31, 2022, were appropriately documented and allowable under system and university policies.

The chart below provides the breakdown of FY 2022 travel and entertainment expenditures by expenditure purpose.

FY 2022 Expenditures by Purpose



UHD PRESIDENT'S TRAVEL AND ENTERTAINMENT, FY 2022

INTRODUCTION

It is important that the public have confidence that executive expenditures for travel and entertainment are allowable and appropriately documented. To safeguard assets, the University of Houston System's management has instituted policies related to employee (to include executive) travel and entertainment expenditures. In addition, UHD's management has instituted policies related to travel and entertainment expenditures.

The UHS Department of Internal Auditing developed an annual audit plan based upon a system-wide risk assessment to identify significant areas of risk facing the University of Houston System. All the audits on the audit plan are conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS), and the 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 UHD President and spouse. 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 university policies.

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

Information relevant to this audit was obtained through:

- Reviewing UHS and UHD policies.
- Obtaining travel and entertainment expenditure data from PeopleSoft Finance.
- Reviewing travel and entertainment documentation from PeopleSoft Finance.

CONCLUSION

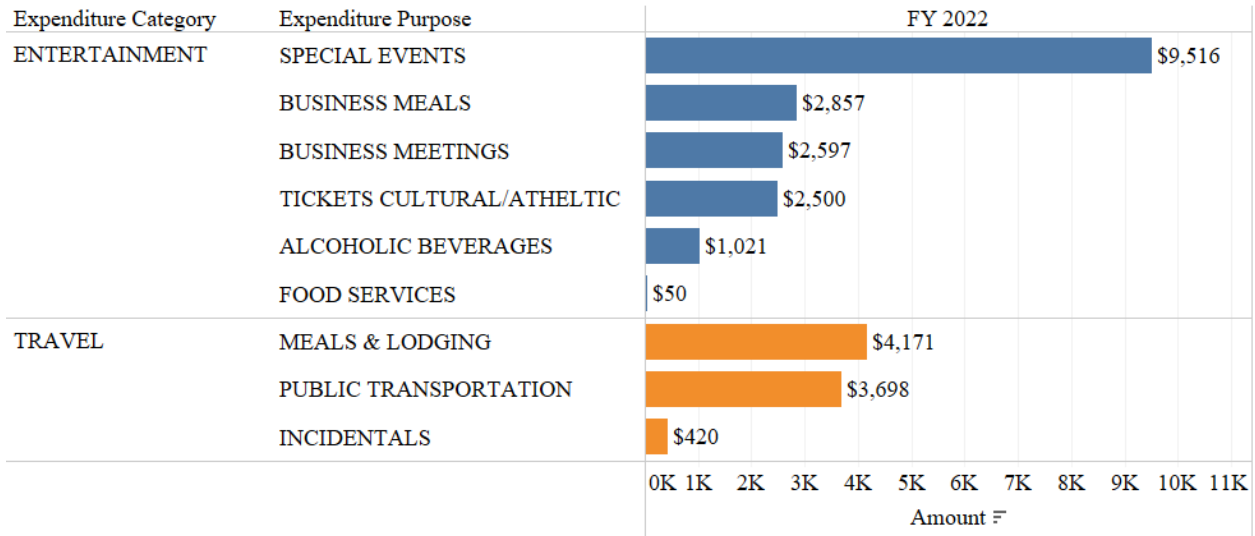
We reviewed travel and entertainment expenditures of the President and spouse for fiscal year 2022 funded by accounts of the President's Office. We determined that there were \$8,289 of travel related charges and \$18,542 of entertainment related charges. A breakdown of these expenditures is represented in the exhibit below.

In our opinion, the travel and entertainment expenditures for the fiscal year ended August 31, 2022, were appropriately documented and allowable under system and university policies.

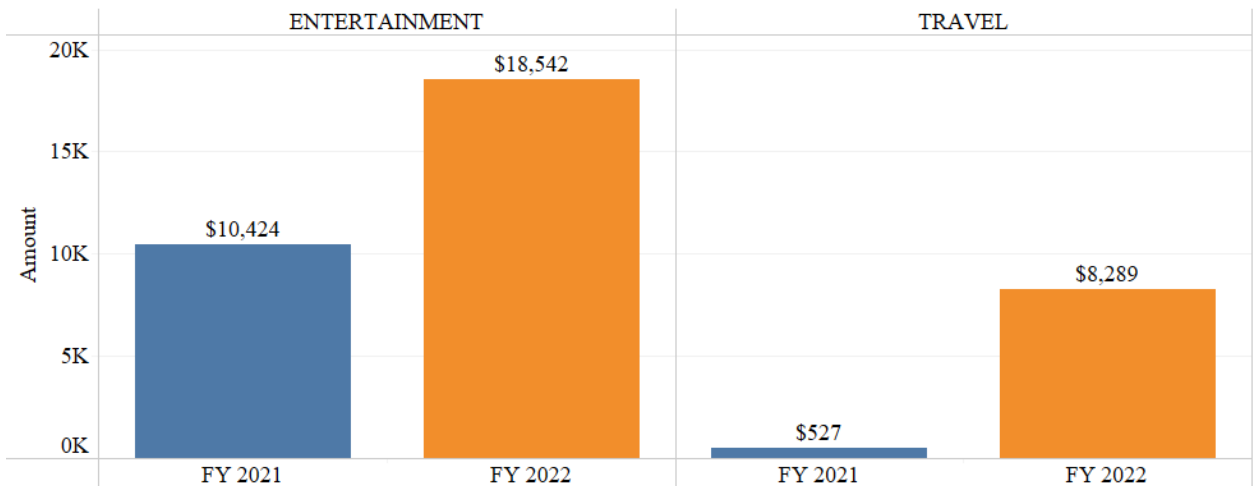
EXPENDITURES EXHIBIT

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

FY 2022 Expenditures by Purpose



Expenditure Changes FY 2021 vs FY 2022



FY 2022 and FY 2021 Travel & Entertainment Expenditures

| Expenditure Category | Expenditure Purpose | FY 2021 | FY 2022 = |
|----------------------|---------------------------|----------|-----------|
| ENTERTAINMENT | SPECIAL EVENTS | \$5,678 | \$9,516 |
| | BUSINESS MEALS | \$737 | \$2,857 |
| | BUSINESS MEETINGS | \$721 | \$2,597 |
| | TICKETS CULTURAL/ATHELTIC | | \$2,500 |
| | ALCOHOLIC BEVERAGES | \$730 | \$1,021 |
| | FOOD SERVICES | \$1,107 | \$50 |
| | CLUB MEMBERSHIP | \$1,451 | |
| | Total | \$10,424 | \$18,542 |
| TRAVEL | MEALS & LODGING | \$168 | \$4,171 |
| | PUBLIC TRANSPORTATION | \$112 | \$3,698 |
| | INCIDENTALS | \$106 | \$420 |
| | MILEAGE | \$141 | |
| | Total | \$527 | \$8,289 |
| Grand Total | | \$10,951 | \$26,830 |

* * * * *

The UHS Department of Internal Auditing would like to thank the UHD President's Office for their cooperation and assistance during this audit process.

Sincerely,

A handwritten signature in black ink that reads "Phillip W. Hurd". The signature is written in a cursive style with a large, sweeping flourish over the "H" and "U".

Phillip W. Hurd
Chief Audit Executive
University of Houston System

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