

EXECUTIVE SUMMARY

The Office of Inspector General evaluated and reviewed Policy Memoranda No. 9(R) and 116(R) and issued a report titled “Travel and Business Expense Reimbursement and Credit Card Issuance and Use (Policies 9(R) & 116(R)) on August 24, 2010 (the “August 2010 Report”).

The review of Policy Memoranda No. 9(R) and No. 116(R) resulted in ninety-three (93) recommendations intended to improve and clarify the City’s travel and business expense policies.

The City revised Policies 9(R) and 116(R) in response to the August 2010 Report.¹ The auditors obtained documentation of the distribution of Policy 9(R) on October 13, 2010, and noted the policy was distributed City-wide. The City also provided the auditors with documentation of City-wide distribution of Policy 116(R) on January 10, 2012.

Of the 93 recommendations suggested in the August 2010 report, the City adopted 86 recommendations, and 5 were partially adopted. The City did not adopt 1 recommendation; one recommendation did not require a response. Refer to Table 1 below for a summary of the City’s responses.

Table 1: Status of Recommendations

Recommendation #	Total Recommendations	Status of Recommendation
1-12, 14-21, 23, 26-61, 63-76, 78-83, 85-93	86	Adopted
13, 22, 24-25, 77	5	Partially Adopted
62	1	Not Adopted
84	1	No Response Required ²
Total Recommendations	93	

¹ Policy Memoranda 9(R) and 116(R) were revised on July 27, 2010 and were adopted on October 13, 2010 and January 10, 2012, respectively.

² The OIG agreed with the City’s response, and the City was neither required to follow-up nor to provide the OIG with an update.