

INTEROFFICE MEMORANDUM FINANCE DEPARTMENT



TO: Anthony Nicks, County Auditor
THROUGH: Sharon Whitmore, Chief Financial Officer
FROM: Ray Turner, Interim Finance Director
Ray Turner
DATE: January 22, 2026
SUBJECT: Travel and Training Audit Responses from Finance department

Below are responses from the Finance Department specific to the November 13, 2025 draft Travel and Training Audit from the Office of the County Auditor, which I have attached for convenience. Finance will continue to increase efforts on training the departmental travel coordinators on policy provisions. I would look forward to continued conversations with you and the CFO regarding accountability to the policy, as Finance does request documentation that in some instances, is not provided or available from the traveler themselves.

Finding 1

The Finance department will reiterate DTC overall responsibilities, inclusive of the airfare required documentation, that are embodied in existing Policy. Of particular note, this instance relates to a traveler not utilizing the Concur travel management system. The Airfare comparison was not provided, even one done outside the Concur system. Instances of travel authorization and reimbursement should not be done outside the current travel management system.

Finding 2

Finance will reiterate and continue to obtain all required documentation. While the hotel folio was not provided by the traveler as required, a receipt for the hotel stay was provided in lieu. The existing policy does require the folio for review but Finance accepted this documentation for this particular travel. Finance will reiterate with DTC via training classes that the hotel folio, which details charges and allows Finance to review for any unallowable charges, is required for all hotel stays.

Finding 3

Finance disagrees with the noted Finding where a traveler on last day of travel received a lower amount. This amount is calculated from inputs into the Concur travel management system. The traveler selected all meal in accordance with the provided conference agenda, and Finance believes this aligns with the travel policy and GSA rates, resulting in a correct total for the per diem. Accounts Payable can review details with Internal Audit on this particular finding at your convenience.

Finding 4

Internal Audit identified one instance of an incorrect per diem reimbursement that was not reduced for a conference provided meal. What is not noted in the Finding, is that this same travel also included an error for the per diem submitted for the first day of travel. The item identified by Internal Audit was the manner in which the DTC was able, through Concur, to ultimately correct the Day 1 per diem error, which on a net basis, provided the correct overall per diem reimbursement to the traveler. Of course, the Finance does not applaud this manner to correct an error by the DTC in order to facilitate a correct financial outcome. In the future, an alternative such as forcing the DTC and travel er to re-enter the travel, or other method by which to make corrections or other edits once entered into Concur.

Concern 1

Finance will internally review and process for signature of approval travel to establish how 1 sample was missing a signature, and ensure all are reviewed with an approved signature on a go forward basis.

Finance appreciates the review from Internal Audit as a method to continue our efforts at ensuring compliance with County policy, and look forward to more conversations At how the County can further compliance with such policy.

cc: Sabrina McTier, Interim Deputy Director, Finance
Kela Pryor, Controller
Renee Kendall, Accounts Payable Manager