



**Internal Audit Department
Division of Military Affairs
– Travel and Accounts
Payable Audit A2024-02**

Objectives (Travel)

1. Determine if Travel Requests were properly approved/reconciled before and after travel.
2. Determine if Travel related transactions served a municipal purpose.
3. Verify that documentation supports travel expenditures.
4. Document areas where inefficiencies exist and internal controls are effective.

Objectives (Accounts Payable)

1. Determine if transactions were processed in accordance with the *Policy*.
2. Verify that documentation supports transactions.
3. Determine if transactions were reviewed and approved.
4. Determine if transactions served a municipal purpose.
5. Document areas where inefficiencies exist and internal controls are effective.

Scope

The time frame audited was Fiscal Years 2023 and 2024.

Finding 1

1. Ten (10) out of 10 vouchers had invoices with no evidence of mathematical review.
2. Four (4) out of 10 vouchers were not paid within 30 calendar days.

Recommendation

The Division of Veteran and Military Affairs Staff should:

1. Make notations to show the invoices were reviewed.
2. Pay invoices within 30 calendar days of receipt.

Finding 2

1. Three (3) out of 8 Travel Request Forms were not reconciled within five (5) days.
2. One (1) out of 8 Travel Request Forms were missing the After-Travel Approval.
3. One (1) out of 8 Travel Request Forms included a \$36.00 overpayment of Per-Diem expenses.

Recommendation

The Division of Veteran and Military Affairs Staff should:

1. Reconcile travel expenses within five business days.
2. Obtain the After-Travel Approval.
3. Ensure the Military Program Administrator reimburses the City for the \$36.00 overpayment.

Conclusion

The Division of Military Affairs met the audit objectives in the following areas:

1. Properly obtaining approval for expenditures before travel.
2. Expenditures served a Municipal Purpose.
3. Not incurring unallowable purchases.

Conclusion (Cont.)

The Division of Veteran and Military Affairs did not meet the audit objectives in the following areas:

1. Paying invoices within 30 calendar days.
2. Vendor invoices contained no evidence of review.
3. Reconciling expenses within five business days after travel.
4. Obtaining the required After-Travel Approval.
5. Ensuring meals provided by event are deducted from the Per-Diem payment.

Management Response

Finding 1 – Accounts Payable Vouchers

1. The week of August 2, 2024, the entire division, whether previously trained or not, was enrolled into City of El Paso's Accounting and Financial Basics Training Plan.
2. All future invoices will have the vendors math verified effective immediately.
3. The Division Manager, as well as the Research and Management Assistant, will ensure the date of invoices reflect the date services were rendered and not the date an invoice was created. The division will continuously monitor the applicable departments responsible to pay invoices within the 30-day requirement.

Management Response (Cont.)

Finding 2 – Travel Expenditures

1. The division recently hired a Research and Management Assistant as of 01/24 who has been specifically trained to process all travel performing the duties as a travel hub. Having a travel hub employed by the division allows the Division Manager to personally hold the employee accountable for errors in travel processing if warranted.
2. Prior to travel, the traveler, and travel hub will discuss all aspects of the travel packet to ensure accuracy prior to obtaining a before travel signature.
3. The Division Manager will follow up with supervisors outside of the division who are responsible for approving travel to obtain the required signature for after travel.
4. The Military Program Administrator has reimbursed the City of El Paso for the \$36.00 overpayment on 8/13/24.

Q & A