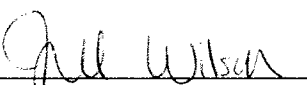


**UNIVERSITY OF CALIFORNIA, IRVINE  
ADMINISTRATIVE AND BUSINESS SERVICES  
INTERNAL AUDIT SERVICES**

**EXECUTIVE TRAVEL AND ENTERTAINMENT  
Report No. 2011-110C**

**March 31, 2011**

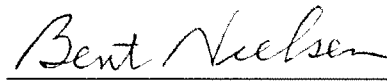
Prepared by:

  
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Mike Bathke  
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Reviewed by:

  
\_\_\_\_\_  
Bent Nielsen  
Director

IRVINE: INTERNAL AUDIT SERVICES

March 31, 2011

**SHERYL VACCA  
SENIOR VICE PRESIDENT - COMPLIANCE AND AUDIT  
OFFICE OF THE PRESIDENT**

**RE: Executive Travel and Entertainment  
Report No. 2011-110C**

Internal Audit Services has completed the review of Executive Travel and Entertainment and the final report is attached.

Please let me know if you have any questions regarding this document.



Bent Nielsen  
Director  
UC Irvine Internal Audit Services

Attachment

C: Michael Drake  
Michael Gottfredson  
Audit Committee

**EXECUTIVE TRAVEL & ENTERTAINMENT**  
**Report No. 2011-110C**

**I. BACKGROUND**

At the request of the University of California, Office of the President (UCOP), Internal Audit Services (IAS) conducted a review of travel and entertainment expenditures for senior executives.

**II. PURPOSE, SCOPE, AND PROCEDURES**

The purpose of this project was to review, on a limited basis, travel and entertainment expenses for senior executives to ensure the expenditures were appropriate and in compliance with University policies.

Specifically, the review focused on non-payroll payments to individuals in the Senior Leadership Information System (SLIS), which includes Senior Management Group (SMGs), deans, and other employees who earn over a specified amount.

We performed the following procedures:

1. Compiled all non-payroll payments to SLIS individuals from January 2008 to current;
2. Selected a sample of 30 non-payroll payments from SLIS individuals that had the top ten cumulative dollar totals of travel and entertainment expenditures from January 2008 to current, which represented 16 percent of the total dollar amount of the entire population;
3. Reviewed transaction detail and supporting documentation for the transactions selected and verified that the reimbursement was:
  - Timely submitted;
  - Properly supported and approved; and
  - In compliance with Business and Finance Bulletins G-28 and BUS-79, as well as applicable campus policies and procedures.

**III. CONCLUSION**

Based on the procedures performed, the University generally complied with policy requirements. The review did not find any non-payroll payments to SLIS employees that should have been reported as compensation. Issues of non-compliance such as, improper approval, inadequate supporting documentation, expenses not submitted in a timely manner, and exceptional entertainment expenses charged on state funds were

**EXECUTIVE TRAVEL & ENTERTAINMENT**  
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discussed with the Vice Chancellor of Planning and Budget, who is designated to approve all dean and vice chancellor travel and entertainment expenses. The Vice Chancellor of Planning and Budget will discuss the issues noted at the next Chancellor's Cabinet and Academic Counsel meetings, and has established procedures to improve the approval process. No other issues were noted.