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STATE OF NEW YORK  
OFFICE OF THE STATE COMPTROLLER

February 28, 2013

Mr. Bjong Wolf Yeigh  
President  
State University of New York  
Institute of Technology at Utica/Rome  
Office of the President  
100 Seymour Road  
Utica, NY 13502

Re: Selected Employee Travel Expenses  
Report 2012-S-146

Dear Mr. Yeigh:

According to the State Comptroller's authority as set forth in Article V, Section 1 of the State Constitution, and Article II, Section 8 of the State Finance Law, we recently audited the travel expenses of one employee of the Institute of Technology at Utica/Rome (SUNY IT).

**Background**

New York State's executive agencies spend between \$100 million and \$150 million each year on travel expenses. These expenses, which are discretionary and under the control of agency management, include car rentals, meals, lodging, transportation, fuel, and incidental costs such as airline baggage and travel agency fees.

SUNY IT provides an intellectually stimulating learning environment and prepares students to fully engage in the challenges, complexities, and opportunities of living in a modern technological society. SUNY IT spent \$1,268,462 on travel expenses from April 1, 2008 through March 31, 2011. Of that amount, \$654,400 or about 52 percent, was for reimbursements to employees for travel expenses, direct payments to vendors, and cash advances; and \$614,062, or about 48 percent, related to charges on State-issued travel cards.

The Office of the State Comptroller sets rules and regulations for payment of expenses employees incur while traveling on official State business. The Comptroller's Travel Manual helps agencies and employees understand and apply the State's travel rules and regulations, and provides instructions for reimbursing expenses. In general, when traveling on official State

business, only actual, necessary and reasonable business expenses will be reimbursed.

The audit at SUNY IT is part of a statewide initiative to determine whether the use of travel monies by selected government employees complies with rules and regulations and is free from fraud, waste, and abuse. Auditors focused their audit efforts on the highest-cost travelers in the State, each of whom incurred over \$100,000 in travel expenses during the three year period ended March 31, 2011, as well as on other outliers. As a result of this analysis, we examined the travel expenses for one SUNY IT employee whose travel costs totaled \$101,605.

### **Results of Audit**

We found the travel expenses for the SUNY IT employee selected for audit were documented and adhered to State travel rules and regulations. The employee was an athletic coach who was responsible for team travel expenses associated with in-state and out-of-state sporting events, including transportation, meals and lodging. The coach also incurred expenses for recruiting trips.

### **Audit Scope, Objectives and Methodology**

We audited selected travel expenses for one SUNY IT employee for the period April 1, 2008 to March 31, 2011. The objectives of our audit were to determine whether the use of travel monies by selected government employees complied with rules and regulations and is free from fraud, waste and abuse.

To accomplish our objectives, we analyzed travel expenses incurred by and on behalf of State employees for the three years ended March 31, 2011. Our analysis identified one SUNY IT employee whose expenses ranked among the highest in the State. We examined this employee's travel expenses, including reimbursements and credit card charges, for the three State Fiscal Years ending March 31, 2011.

As part of our examination, we obtained vouchers, receipts, and credit card statements for all transactions. We then verified that documentation supported the charges and showed the expenses incurred were for legitimate business purposes. We reviewed SUNY IT's internal policies and procedures and determined the travel expenses selected for examination were approved and complied with this guidance, as well as with OSC procedures. We also became familiar with the internal controls related to travel, and assessed their adequacy related to the limited transactions we tested. Finally, we matched timesheet and travel records to ensure the traveler was working on days for which travel reimbursement was requested, and reviewed E-ZPass records, where applicable, to match against travel vouchers.

We conducted our performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

In addition to being the State Auditor, the Comptroller performs certain other constitutionally and statutorily mandated duties as the chief fiscal officer of New York State. These include operating the State's accounting system; preparing the State's financial statements; and approving State contracts, refunds, and other payments. In addition, the Comptroller appoints members to certain boards, commissions and public authorities, some of whom have minority voting rights. These duties may be considered management functions for purposes of evaluating organizational independence under generally accepted government auditing standards. In our opinion, these functions do not affect our ability to conduct independent audits of program performance.

### **Reporting Requirements**

We discussed the results of our audit with SUNY IT officials who agreed with our conclusions and waived the opportunity to provide formal written comments to be included in this final report.

Major contributors to this report were Melissa Little, Nadine Morrell, Sharon Salembier, Rick Podagrosi, and Christian Butler.

Please convey our thanks to the management and staff of SUNY IT for the courtesies and cooperation that they extended to our auditors during this review.

Sincerely,

John F. Buyce, CPA  
Audit Director

cc: Bruce Reichel, Vice President Administration  
Michael Abbott, University Auditor  
Thomas Lukacs, Division of the Budget