



Topic/Issue: FY 2024 Quarter 1 Continuous Monitoring Procedures for Online Travel
Meeting and Date: Audit Committee, June 18, 2024
Staff Lead: Mounia Chehab

1. Why Office of Auditor General (OAG) did this audit

This summary outlines the results of the Office of Auditor General’s (OAG) performance of continuous monitoring procedures during Fiscal Year (FY) 2024, performed in accordance with the FY 2024 audit plan approved by the Fairfax County School Board and in accordance with generally accepted government auditing standards.

OAG expanded the continuous monitoring to include Online Travel. The FCPS Online Travel Application is an automated, web-based application used to submit, approve, and track official travel requests and reimbursements. FCPS official travel must be entered into Online Travel. FCPS official travel is classified as either nonlocal or local as follows:

- a. Non-local Travel – attending conferences, workshops, training, seminars, and recruitment events that are beyond the 95-mile local travel radius from Gatehouse Administration Center. Non-Local travel is a two-step process consisting of a request to travel (prior to departure) and a request for reimbursement of eligible expenses paid by traveler.
- b. Local Travel – travel to a location within a 95-mile radius of Gatehouse Administration Center. Local travel reimbursements are generally for mileage and related costs (e.g. parking) associated with events sponsored by FCPS, meetings, trainings, or other official travel activities in the local area.

As a pilot, OAG utilized an analytical software, ACL, to determine if technology-based audit techniques could help to analyze patterns and trends and select and test transactions in the Online Travel System. This was an attempt to further understand risks and identify exceptions in a timely and efficient manner.

The scope of this audit focused on non-local travel expenses for quarter 1 (Q1) of FY 2024. The objectives for the Online Travel continuous monitoring included the following:

- 1. Assess compliance with applicable regulations, policies, and procedures.
- 2. Determine if internal controls are adequate and functioning as intended.
- 3. Determine if transactions are allowable, do not appear to be fraudulent, and proper supporting documentation is maintained.

2. What is the purpose of this report?

The purpose of this report is to provide the Audit Committee a summary of OAG’s continuous monitoring activities during FY 2024 Q1. Any significant exceptions are reported to Financial Services and leadership so appropriate support can be provided.

3. Summary of Results

OAG obtained the non-local travel expenses for Q1/FY2024 (total cost of \$410,938), and selected a sample of five travel reimbursements totaling \$40,036 to review the documentation in the Online Travel System using ACL to determine:



- a. Travel was appropriately pre-authorized and complied with FCPS Regulation 5310, *Travel Local and Nonlocal*
- b. Travel reimbursements were submitted in a timely manner (must be submitted within 30 days of the last day of official travel)
- c. Per diem rates were accurate and appropriately reimbursed
- d. Itemized receipts and other documentation were submitted along with the Travel Request Form

Additionally, OAG also utilized ACL to determine if there were any transactions that were submitted by the same employee and were incurred on the same date and same amount.

OAG did not identify any exceptions or areas of concern.

Based on the format of the documentation maintained in the Online Travel System (PDF format), OAG tried to import the PDF documentation into ACL to further analyze the receipts, however ACL is not capable of importing PDF format files and preserving the integrity of the files.

4. Next steps/action needed

This is a status update, and no additional action is required at this time. Going forward, OAG will continue with conducting similar data analytics.