STATUS OF IMPLEMENTATION – AUDIT SERVICES DIVISION REPORT RECOMMENDATIONS

Audit Report Title: Travel Cards: Our Review Found Issues with Record Retention: the New Financial System will Help but not Solve the Issue

File Number:	23-323	**Audit Issued:**	February 2023
Status Report Date:	May 2024	**Department:**	Comptroller-Payroll and DAS-Procurement

Open Recommendations

Recommendation #5	
Recommendation – February 2023	
The Payroll Division work to design a review process to periodically verify the completion of the purchasing log and signature on the U.S. Bank statement and add additional training to the current training program to ensure proper record retention of the purchasing log and U.S. Bank statement.	
Deadlines Established Y/N?	N
Date	**Management Comments:**
Current - April 2024	Comptroller – Payroll Division Update: This will be implemented by June 1st 2024. We are waiting for approval from Corp Counsel to approve the form. Audit Services Division Comment: This recommendation will be closed and no future status reports will be submitted, provided that the new form/process is approved by the Office of Corporation Counsel and they are put in place within the next few months.
October 2023	Comptroller – Payroll Division: The Payroll Division created a new Travel Card log to replace the current Purchasing log and a process for the reconciliation of the US Back statement. They are currently being reviewed and will be implemented upon approval.
Audit report response – February 2023	The Payroll Division is currently evaluating how a Travel Card log can be created to replace the current Purchasing log. The process for the travel card log will then determine how the monthly reconciliation of the US Bank statement will be performed. This will be added to the training program in LMS to be launched by the fall of 2023. After the steps are defined for departments to maintain a purchasing log, approval of transactions, and approval of bank statement, the Central Payroll Division will develop a review process of these documents. This will be completed by the end of 2023.

Newly Closed Recommendations

Recommendation #2	
Recommendation - February 2023	
The Payroll Division work with the DAS CBO to determine if meal expenses at Milwaukee Mitchell Airport en route to travel and local parking are allowable expenses and if so, update the manual to provide clarity to employees.	
Deadlines Established Y/N?	N
Date	**Management Comments:**
Current - April 2024	Comptroller – Payroll Division Update: This has been implemented so meals at GMIA are included. AMOP has been updated and published 2/15/2024.
October 2023	Comptroller – Payroll Division:

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	The Director of Payroll and HRIS Interface along with the Business Analyst in the Payroll Division met with DAS to discuss any meals and local parking at Milwaukee Mitchell Airport in April of 2023. It was decided that meal and local parking expenses will be allowed when employees are traveling out of the airport. The local parking must be paid personally and then reimbursed. These items are in the process of being added to the AMOP but are being currently accepted when submitted on an expense report.
Audit report response – February 2023	In the 2nd quarter of 2023, the Office of Comptroller – Central Payroll division will initiate a meeting with the DAS CBO to determine if meal expense incurred at Milwaukee Mitchell Airport en route to travel destination is allowable. The meeting will also include a discussion of local parking as an allowable expense. The Payroll division will provide updates to Travel AMOP 7.12 and Travel Card Manual based on final decision of this meeting.

Recommendation #4	
Recommendation - February 2023 *The Payroll Division design and require a training program for the Card Coordinators, Card Approving Supervisors and the Departments Heads to ensure that proper review of purchases at the departmental level is occurring and purchases are appropriate.*	
Deadlines Established Y/N?	N
Date	**Management Comments:**
Current – April 2024	Comptroller – Payroll Division Update: This has been completed and LMS training is available for Managers and Employees as of September 2023.
October 2023	Comptroller – Payroll Division: The Director Payroll and HRIS Interface and Analyst Business Systems in the Payroll Division have initiated contact with the LMS Training Coordinator to set the framework for LMS training for Managers and Employees. We will continue to meet to create Travel Card training within the HR/Payroll System. This training course will be launched no later than fall of 2023. The Payroll Division has completed the AMOP and the Travel Card manual and they have been placed in the LMS system as a learning course. These courses as assigned to employees when a travel card is requested. The employee must complete the course prior to receipt of the travel card. The Payroll Division is continuing to work on additional training materials with the HR Learning Division and they will be added to the LMS systems as soon as they are completed.
Audit report response – February 2023	The Director Payroll and HRIS Interface and Analyst Business Systems in the Payroll Division have initiated contact with the Department of Human Resources – LMS Training Coordinator to set the framework for Learning Management System (LMS) training for managers and employees. We will continue to meet to create Travel Card training within the LMS System. This training course will be launched no later than fall of 2023.

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Previously Closed Recommendations

Recommendation #1	
Recommendation - February 2023	
The Payroll Division work with the DAS CBO on an annual basis to determine if any new allowable categories should be added to the T Card based upon use and request for exemptions within the year.	
Deadlines Established Y/N?	Y
Date	**Management Comments:**
October 2023	Comptroller – Payroll Division: The Director of Payroll and HRIS Interface along with the Business Analyst in the Payroll Division met with DAS to discuss any new allowable categories in April of 2023 and it was determined that no new categories should be added to the Infor XM application.
Audit report response – February 2023	In the 2nd quarter of 2023, the Office of Comptroller-Central Payroll division will initiate a meeting with DAS Central Business Office (CBO) to determine if any new allowable categories for travel card use should be added to the INFOR XM application and determine an ongoing schedule for such annual meetings.

Recommendation #3	
Recommendation - February 2023	
The Payroll Division meet annually with the Procurement Division to discuss proper card usage for transactions and to maintain consistency between the two card programs.	
Deadlines Established Y/N?	Y
Date	**Management Comments:**
October 2023	Comptroller – Payroll Division: The Payroll Division is working with the Procurement Division regularly to ensure that the two programs are consistent. When issues arise, we correspond with the Procurement Division regarding their policies and procedures.
Audit report response – February 2023	The Office of Comptroller- Central Payroll division has been meeting with DAS – Procurement Division regarding the two programs (procurement and travel) and the separation of duties related to them. We will continue to meet to ensure the rules and policies are being followed with card usage from both programs. The travel card program uses the Expense Management System of Infor and card coordinators to monitor that program. The procurement card program uses the US Bank system for maintaining and approval of documentation of purchases.