



Ministry of Tourism, Culture and Sport

Compliance Audit – Travel, Meal and Hospitality Expenses (2011) - Followup

November 2015

Highlights

Objective:

The objectives of this review engagement were to determine whether recommendations made in the June 2011 Compliance Audit Travel, Meal and Hospitality Expenses report, which covered the period April 1, 2008 to October 31, 2010, have been satisfactorily implemented.

The scope of this engagement covered two periods:

- July 1, 2011 to May 31, 2013 conducted in July 2013; and
- April 1, 2014 to March 31, 2015 conducted in May 2015.

Background:

The follow-up engagement, approved by the MTCS Audit Committee, was to determine whether recommendations made in the June 2011 Compliance Audit Travel, Meal and Hospitality Expenses report, which covered the period April 1, 2008 to October 31, 2010, have been satisfactorily implemented.

Conclusion:

As of May 2015, NPC has, for the most part, satisfactorily implemented recommendations made in the June 2011, *Compliance Audit Travel, Meal and Hospitality Expenses* report. During our fieldwork in July 2013, we noted that NPC had made significant progress, but a number of areas still required improvement. Upon OIAD's return in May 2015, we noted the majority of the recommendations (17 of 21) have been fully implemented.

Recommendations that require further action relate to the need for better documentation to demonstrate:

1. consideration has been given to the most cost-effective means of travel;
2. business trip deliverables are being tracked to assist in determining whether business trip objectives have been met (i.e. cost-effectiveness);
3. pre-authorization has been provided for the use of personal vehicles for travel greater than 200 km/day;

In addition, expenses for each major trip should be submitted on one travel claim to better facilitate review for compliance with the Travel, Meal and Hospitality Directive.

OIAD Next Steps/ Action Plan:

Based on NPC's management implementation of our recommendations and their agreement to implement the few remaining recommendations, no further actions are planned by OIAD. We recommend that the MTCS request a confirmation from NPC 6 months from the issuance of this report confirming that the remaining recommendations have been implemented.