

Internal Control Assessment
Section 9 : Travel

Agency:
 Bus Area:
 Fiscal Year:

| | Question | Yes | No | NA | Comments |
|---|---|-----|----|----|----------|
| | Travel | | | | |
| 1 | Are procedures in place to ensure that all travel is done in accordance with the State Travel Policy Rules and Regulations manual published by DFA-OPTFM? | | | | |
| 2 | Does the agency provide all employees subject to travel status with a copy of the Travel Manual? | | | | |
| 3 | Does the agency offer training classes to review the Travel Manual with employees? | | | | |
| 4 | Are procedures in place to require a travel waiver form be sent to DFA-OPTFM prior to making any reservations that deviate from standard travel procedures? | | | | |
| 5 | Are procedures in place whereby the agency utilizes the appropriate state contract vendor for cars rented inside or outside the state? | | | | |
| 6 | Does the agency have a department travel coordinator who handles the monitoring and compliance of State Travel Rules and Regulations and other travel related assistance? | | | | |
| 7 | Are procedures in place to ensure travel reimbursement requests are submitted <u>immediately</u> upon the employee's return and any travel settled at the time? | | | | |
| 8 | Are procedures in place to cancel credit cards immediately upon employee termination? | | | | |
| 9 | Are procedures in place to review all credit card statements sent to the agency? | | | | |

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|----|--|------------|-----------|-----------|-----------------|
| 10 | Are procedures in place to handle the misuse of a credit card by an employee? | | | | |
| 11 | Are procedures in place to ensure that travel reimbursement requests are verified, checked for compliance and approved before submitted to DFA? | | | | |
| 12 | Are procedures in place to govern the use of state-owned vehicles and Fuelman cards in accordance with Miss. Code Ann (1972) 25-1-79 and 25-9-153? | | | | |
| 13 | Does management understand that they are responsible for ensuring the compliance with Section 25-3-41, Miss Code (1972) by providing internal controls over employee travel? | | | | |