



Self Audit Control Questionnaire Travel Reimbursement

* “No” answers indicate a potential control weakness that should be addressed. If you would like help, please contact the Office of Compliance and Audit or the Travel Management Services.	Y	N
Training/Policy & Procedures Answers to the following questions may be obtained by interviews with employees who travel or who have responsibility as proxies or approvers in Extensity.		
1. Is a travel plan being submitted and properly authorized in Extensity prior to leaving for an overnight trip or for any form of commercial transportation?		
2. Are original, itemized receipts submitted for each expense exceeding \$25.00 claimed on the expense reimbursement request?		
3. If a hosting charge is claimed or a meal provided as part of a registered event, was a deduction to the per diem amount made for the corresponding meal?		
4. If a hosting charge is claimed, are the names of participants with their relationship to the meal and an explanation of the business purpose documented?		
5. When claiming personal mileage reimbursement to and from the airport, is the lesser of one round trip plus current airport long-term parking rates or two round trips being claimed?		
6. When considering the use of a privately owned vehicle for University travel, does such use comply with policy guidelines?		
7. When traveling by automobile, are University Motor Pool vehicles used whenever possible before seeking other alternatives?		
8. Are personal expenses incurred on hotel bills or other purchase receipts such as in-room movies, valet and room service charges, etc., properly identified and deducted from the reimbursement claim?		
9. Are expense reports being submitted for approval within 15 calendar days of returning from a trip?		
10. When renting a vehicle, is a mid-size vehicle selected under normal traveling conditions and is it refueled prior to returning it to the dealer?		
11. When renting a vehicle, is the Collision Damage Waiver (CDW) and Personal Accident Insurance (PAI) coverage declined when traveling domestically?		
12. If attending a registered event where meals are included in the cost of attendance, is a copy of the conference registration form included in the supporting documentation?		
13. Is the University On-Site Reservations Services center at C-141 ASB being used to arrange all airfare, lodging, car rental and transportation by common carrier?		
14. Are sales and use tax incurred from travel-related transactions in Utah such as transient room, motor vehicle rental and restaurant taxes being identified and properly coded to account 11-890096-1200 for reimbursement to the University?		
15. Are required receipts being examined by the appropriate approver prior to approving the expense reimbursement in Extensity?		