

Report to the Audit and Compliance Committee
of the University of Houston System
Board of Regents
November 21, 2024

UNIVERSITY OF HOUSTON SYSTEM
INTERNAL AUDITING DEPARTMENT

Fiscal Year 2025 INTERNAL AUDIT ACTIVITY
since August 21, 2024

and

INTERNAL AUDIT REPORTS

- AR2025-01 Contracts Requiring Board of Regents' Approval
- AR2025-02 Board of Regents' Travel and Entertainment, Fiscal Year 2024
- AR2025-03 UHS-UH Chancellor/President's Travel and Entertainment, Fiscal Year 2024
- AR2025-04 UHCL President's Travel and Entertainment, Fiscal Year 2024
- AR2025-05 UHD President's Travel and Entertainment, Fiscal Year 2024
- AR2025-06 UHV President's Travel and Entertainment, Fiscal Year 2024

Note: This internal audit report is submitted to the Board of Regents and the Chancellor for their review in order to comply with the Board of Regents policy and the Texas Government Code, Section 2102.008. This internal audit report is also submitted to the Governor's Office of Budget, Planning, and Policy; the State Auditor; and the Legislative Budget Board in order to comply with the Texas Government Code, Section 2102.0091.

FY24 Internal Audit Activity

Since August 22, 2024 Board of Regents Audit and Compliance Committee Meeting

Audits Completed

Special Projects Completed

Audits in Progress

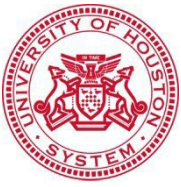
Special Projects in Progress

- Contracts Requiring Board of Regents Approval AR2025-01
- Board of Regents Travel & Entertainment, FY24 AR2025-02
- UH/UHS Chancellor/President's Travel & Entertainment, FY24 AR2025-03
- UHCL President's Travel & Entertainment, FY24 AR2025-04
- UHD President's Travel & Entertainment, FY24 AR2024-05
- UHV President's Travel & Entertainment, FY24 AR2025-06

- UHS Institutional Compliance Fraud and Non- Compliance Hotline Reports (≈61)

- Travel Expense (UH, UHCL, and UHD)
- Board of Regents Travel and Entertainment FY25
- President's Travel and Entertainment FY25 (UHS, UH, UHCL, UHD and UHV)
- Contracts Requiring Board of Regents Approval (UHS)
- Procurement Card Management (UH, UHD, and UHV)
- Laboratory Safety (UH and UHD)
- UHS Emergency Management/Safety and Security Audit
- UH Education Research Center
- UH Joint Admission Medical Program
- UHCL Joint Admission Medical Program
- UH Law Foundation Donor Agreement Expenditures
- Procurement Card (UH, UHD, and UHV)

- UHS Institutional Compliance Fraud and Non-Compliance Hotline (Varies per FY)
- UHCL Apartment Contract
- UHCL Conflict of Interest (multiple investigations)
- UH Biology Department
- UH Student Business Services
- UHD Service Indicators



Internal Auditing Department

University of Houston System Contracts Requiring UHS Board of Regents Approval

Report to the Audit and Compliance Committee of the UHS Board of Regents
AR2025-01

November 2024



Photo courtesy of University of Houston Information Technology Services Webcams

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Executive Summary

The Internal Auditing Department (IAD) reviewed the solicitation/purchasing process surrounding contracts that required UHS Board of Regents approval from July 1, 2024, through September 31, 2024. IAD noted no unusual items or other matters that we considered non-compliant with university policies and procedures or state statutes.

Background

UHS procures construction services under the provisions of the Texas Education Code, Sections 51.778 – 51.785. These statutes address the following construction contract methods: Design-Build, Construction Manager-Agent, Construction Manager-At-Risk, Construction Services through Competitive Sealed Proposals and Job Order Contracts. The UHS Facilities, Planning and Construction Department and the Purchasing Department have developed policies and procedures to help ensure compliance with these statutes. For major construction projects, UHS primarily uses the Design-Build and Construction Manager-At-Risk contract methods. The IAD reviews the RFQ / RFP publication, evaluation, and selection process for contracts requiring Board of Regents approval on an ongoing basis. The Internal Audit Department also reviews the procurement for other contracts requiring Board of Regents approval (RFQ/RFP, Invitation to Bid and Sole Source).

Objective

The objectives of this review are to determine whether UHS is complying with its policies and procedures and the Texas Education Code in selecting its contractors for contracts requiring Board of Regents approval.

Scope of Work

The IAD review of procurement of contracts requiring Board of Regents approval covers the time period from July 1, 2024, through September 31, 2024.

Audit Procedures

The IAD performed a review of the solicitation/procurement process surrounding contracts requiring UHS Board of Regents approval (totaling \$1 million or more) for compliance with policies and procedures. For each solicitation we reviewed the following for compliance with:

1. Requirements for publication of solicitation documents on the State Comptroller's Electronic State Business Daily;
2. Document inclusion in the bid/evaluation packet (e.g. bid receipt/review, subcontracting probability form, HUB subcontracting form, etc.), as required on the solicitation checklist;
3. Use of published bid evaluation criteria by the selection team;
4. The Purchasing Department's compilation procedures of the selection team members' rankings for clerical accuracy and agreement of evaluation criteria to solicitation documents;
5. Procedures for submission of recommendation to VC/VP; and
6. Evaluation procedures for VC/VP approval.

Conclusion

IAD noted no unusual items or other matters that we considered non-compliant with university policies and procedures or state statutes.

Appendices

Analysis of internal audit activity related to the review of contracts requiring UHS Board of Regents approval award evaluations can be found in Appendix 1. An overview of the Purchasing Department procurement process for projects/contracts requiring UHS Board of Regents approval can be found in Appendix 2 (major construction projects) and Appendix 3 (other contracts requiring UHS Board of Regents approval).

Contracts Requiring Board of Regents Approval
Internal Audit Activity
July 1, 2024 to September 31, 2024

<u>Project or Contract Description</u>	<u>Solicitation Type/Number</u>	(\$ Millions) <u>Amount</u>	<u>BOR</u> <u>Approval</u>	<u>Internal Audit Review</u>	
				<u>Initiated</u>	<u>Completed</u>
<u>Construction Projects \$10 Million and Over</u>					
CMAR Centennial Plaza Step 2	RFP730-24027	\$58	5/19/2022	✓	✓
CMAR New Dining Commons at UH Main - Step 2	RFP730-24068	\$64	11/16/2023	✓	✓
CMAR New Dining Commons at UH Main - Step 1	RFQ730-24067	\$64	11/16/2023	✓	✓
AE UH New Dining Commons - Approval to award	RFQ730-24021	\$64	11/16/2023	✓	✓
CMAR UHCL Bayou Building Renovation Step 2	RFP730-24019	\$46	12/1/2022	✓	✓
AE New Research Laboratory Building	RFQ730-24075	\$77.5	5/15/2024	✓	✓
Freshman Student Housing Step 1	RFQ730-24069	\$178	5/17/2024	✓	✓
<u>Construction Projects Over \$1 Million and Under \$10 Million</u>					
800 Loop Road	RFP730-24041	\$4.5	8/25/2022	✓	✓
Renovation FY23 CRP Social Work	RFP730-24028	\$1.8	11/16/2023	✓	✓
<u>Non-Construction Contracts Over \$1 Million</u>					
UHSL Academic Building 2 Furniture	ITB730-24072	\$1.6	11/21/2022	✓	✓
CRWC Boiler Replacement	RFP730-24065	\$2.2	11/16/2023	✓	✓
Campus Boiler Services	RFP730-24037	\$3.1	2/21/2024	✓	✓
Mechanical Services	RFP730-24022	\$3.1	2/21/2024	✓	✓
UH Downtown Custodial Services	RFP730-24042	\$17.5	2/19/2024	✓	✓
Institutional and Federal Debt Collection	RFP730-24032	\$1.5	8/22/2024	✓	✓

Legend

CMAR - Construction Manager at Risk

AE - Architectural and Engineering Services (RFQ only)

RFP - Request for Proposal

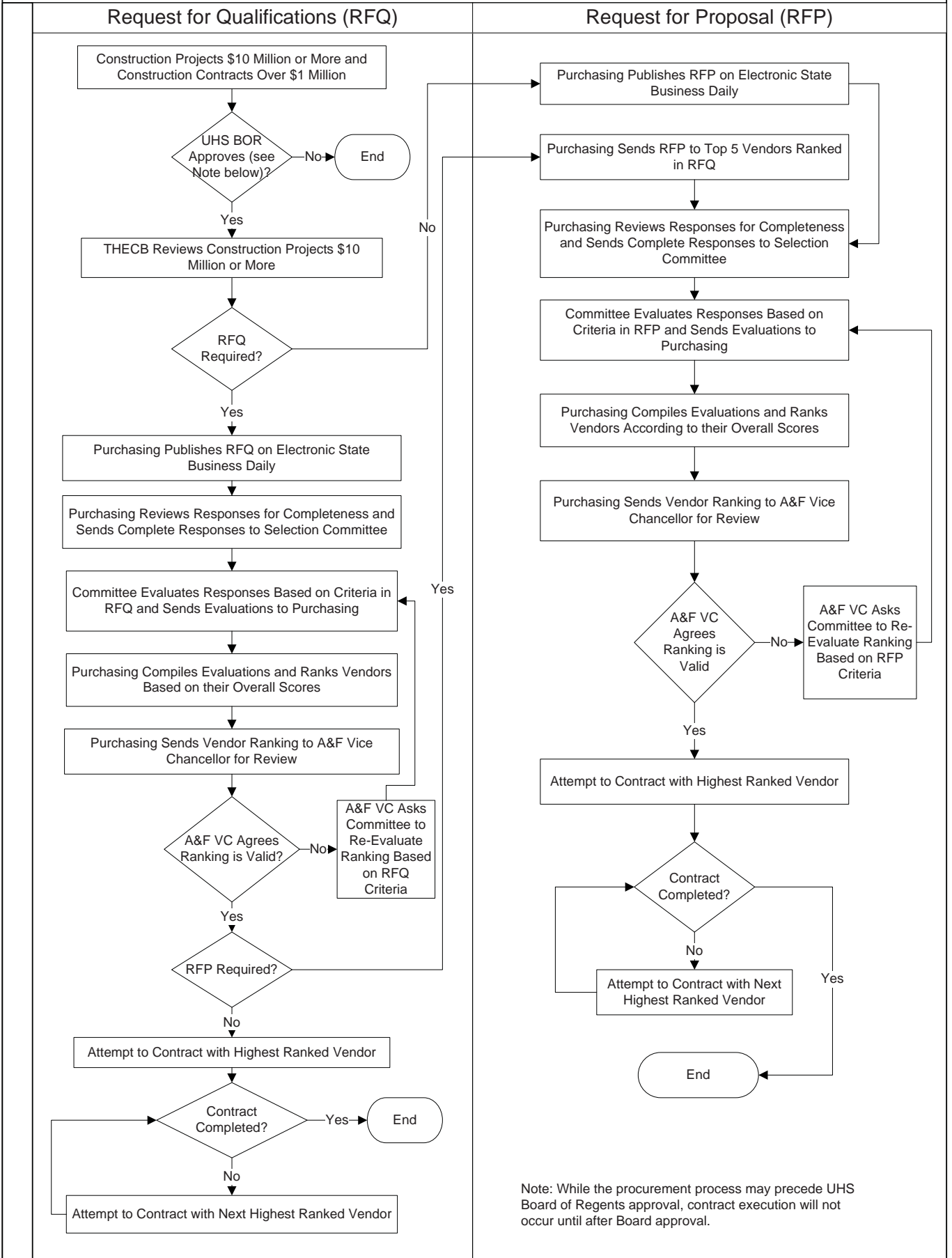
RFQ - Request for Qualifications

ITB - Invitation to Bid

✓ - Initiated or Completed in the current period.

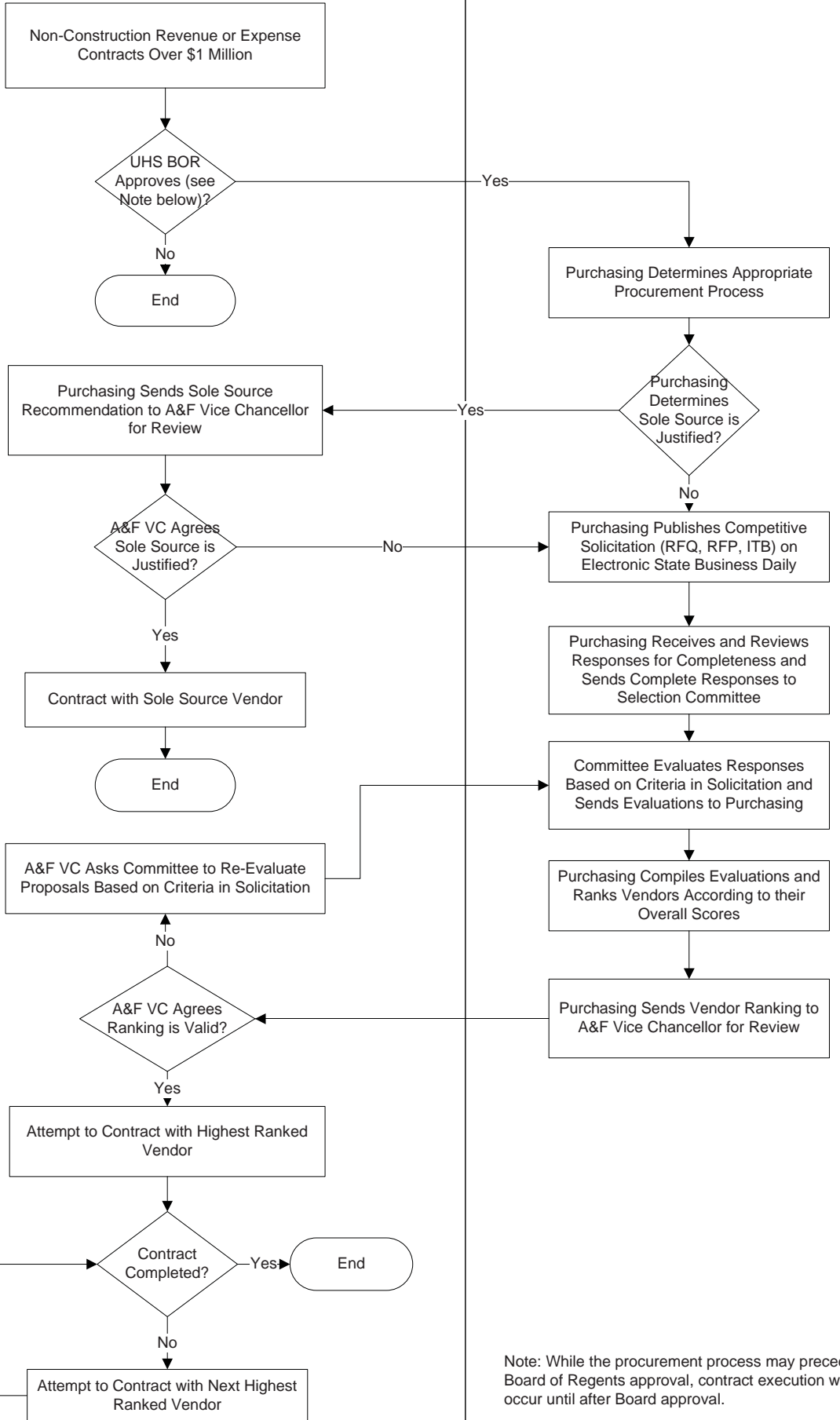
✓ - Initiated in a prior period.

University of Houston System Construction Projects \$10 Million or More and Construction Contracts Over \$1 Million



Approval Process

Procurement Process



Note: While the procurement process may precede UHS Board of Regents approval, contract execution will not occur until after Board approval.

The Texas Internal Auditing Act, Texas Government Code, Section 2102, requires each state agency that receives appropriation to establish a program of internal auditing. The University of Houston System Internal Auditing Department was created by the Board of Regents as an independent office reporting directly to the Chair of the Audit and Compliance Committee of the Board of Regents with access to the Chancellor. We conduct performance audits to review aspects of the University System operations and procedures to help establish accountability, improve System operations, and provide recommendations for improvement.

The UHS Internal Auditing Department would like to thank the UH Purchasing Department for their cooperation and assistance during this audit process.

Sincerely,



UHS Internal Auditing Department

Chief Audit Executive

Phillip Hurd, CIA, CCEP

Phone: (713) 743-8000

Email: audit@uh.edu

Website: <https://uhsystem.edu/internal-audit>

Director, Operational and Financial Audits

Brandee O'Neal, CIA, CFE

Audit Team

Tony Moreno, Auditor IV

Kathy Gonzalez, Auditor II



Report to the Audit and Compliance Committee of the
UHS Board of Regents on:

UHS BOARD OF REGENTS'
TRAVEL AND ENTERTAINMENT, FY 2024
AR2025-02

UNIVERSITY of **HOUSTON** SYSTEM

INTERNAL AUDITING DEPARTMENT

**UNIVERSITY OF HOUSTON SYSTEM
BOARD OF REGENTS'
TRAVEL AND ENTERTAINMENT, FY 2024**

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EXECUTIVE SUMMARY

INTRODUCTION

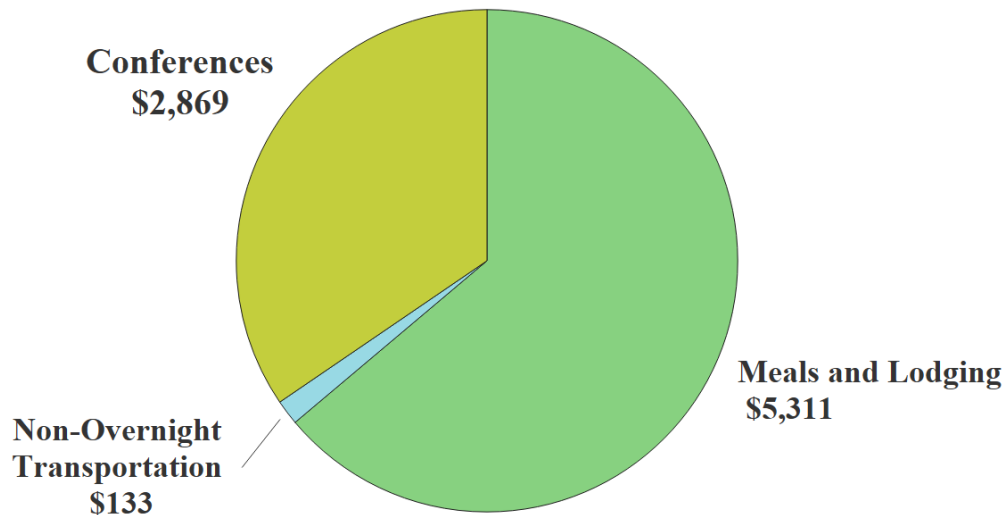
We reviewed the travel and entertainment expenditures of the members of the University of Houston System (UHS) Board of Regents (BOR) for fiscal year 2024 funded by accounts of the BOR Office as part of our annual audit plan. In certain instances, travel and entertainment expenditures for regents may be funded by accounts outside of the BOR Office or by external organizations. These expenditures were not included in our review. The objective of our review was to assess whether travel and entertainment expenditures were properly documented and compliant with system and board policies.

OBSERVATIONS AND OVERALL AUDIT OPINION

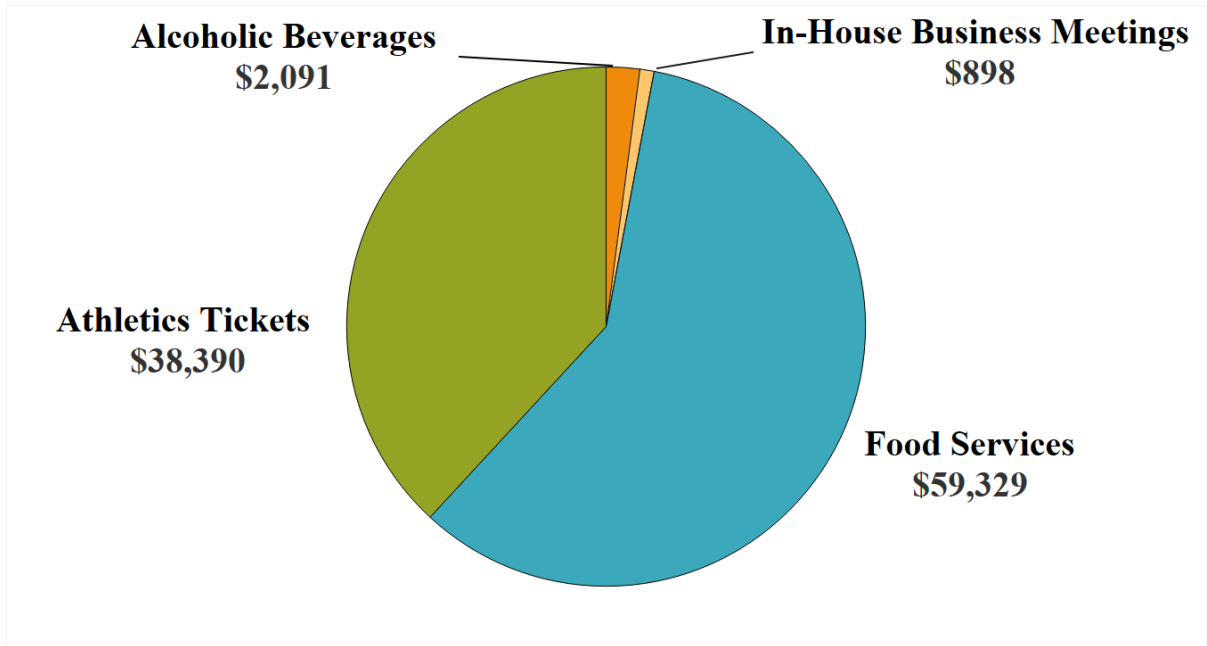
Our review identified \$8,313 in travel-related expenses and \$100,708 in entertainment-related expenses incurred for the fiscal year ending August 31, 2024. In our opinion, these expenditures were properly documented and in compliance with system and board policies.

The exhibits below provide a detailed breakdown of the fiscal year 2024 expenditures.

BOR Travel Expenses FY24



BOR Entertainment Expenses FY24



UHS BOARD OF REGENT'S TRAVEL AND ENTERTAINMENT, FY 2024

INTRODUCTION

It is important that the public have confidence that Board of Regents (BOR) member expenditures for travel and entertainment are allowable and appropriately documented. To safeguard assets, the University of Houston System's (UHS) management has instituted policies related to board members travel and entertainment expenditures. Additionally, the BOR has implemented policies governing travel and entertainment expenditures.

The UHS Department of Internal Auditing developed an annual audit plan based upon a system-wide risk assessment to identify significant areas of risk facing the UHS. All the audits on the audit plan are conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS), and the International Standards for the Professional Practice of Internal Audit, published by the Institute of Internal Auditors (IIA).

BACKGROUND

At the request of the UHS BOR, the UHS Department of Internal Auditing conducts annual reviews of the travel and entertainment expenditures of the board members. This review is scheduled in the annual audit plan.

OBJECTIVE AND SCOPE

The objective of our review was to assess whether BOR members' travel and entertainment expenditures were properly documented and compliant with system and board policies.

The scope of this review was limited to travel and entertainment expenditures for the BOR members which were funded by accounts from the BOR Office. In certain instances, travel and entertainment expenditures for regents may be funded by accounts outside of the BOR Office or by external organizations. These expenditures were not included in our review.

Information relevant to this audit was obtained through:

- Reviewing UHS and BOR policies.
- Obtaining and reviewing travel and entertainment expenditure documentation from PeopleSoft Finance.
- Obtaining and reviewing travel expenditure documentation from Concur Travel.

CONCLUSION

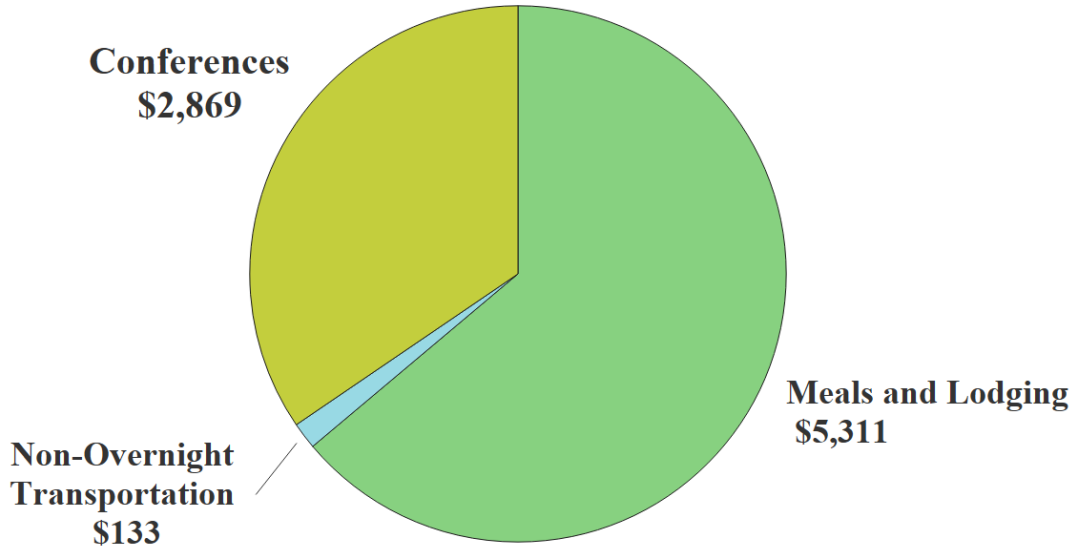
Our review identified \$8,313 in travel-related expenses and \$100,708 in entertainment-related expenses incurred for the fiscal year ending August 31, 2024. In our opinion, these expenditures were properly documented and in compliance with system and board policies.

The exhibits below provide a detailed breakdown of the fiscal year 2024 expenditures and a comparison of expenditures from the three most recent fiscal years.

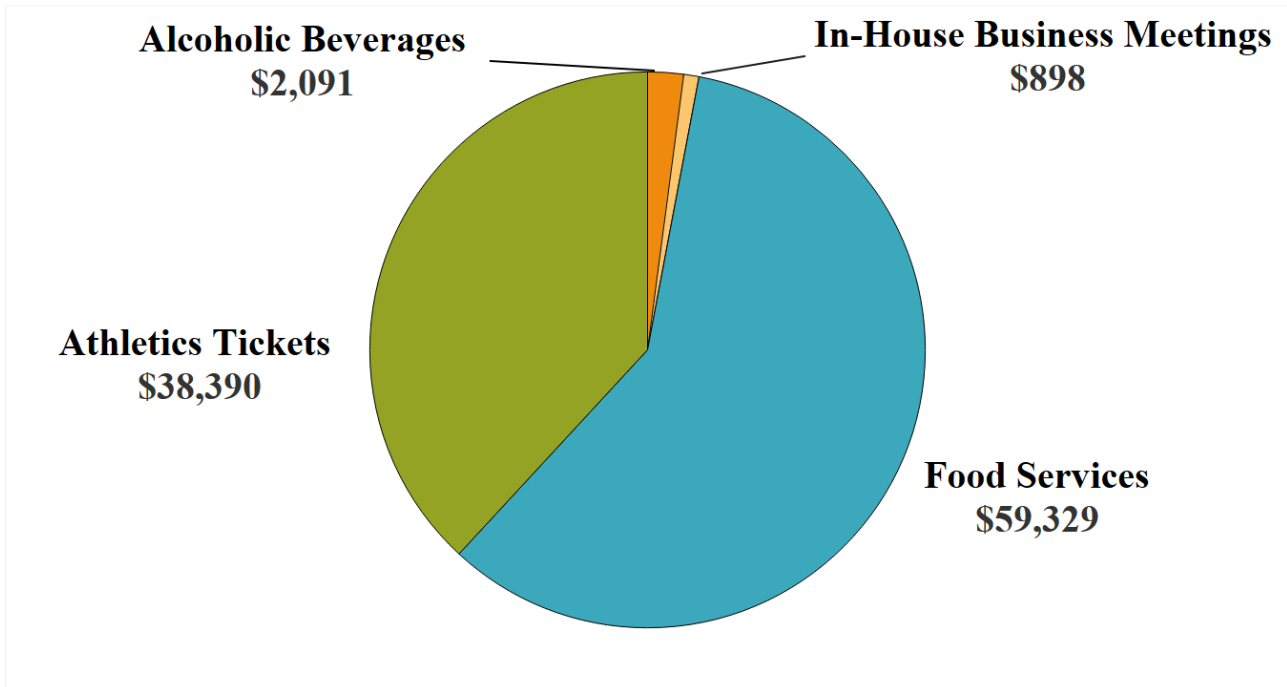
EXPENDITURES EXHIBIT

The exhibits below provide a breakdown of FY 2024 expenses by category and amount:

BOR Travel Expenses FY24

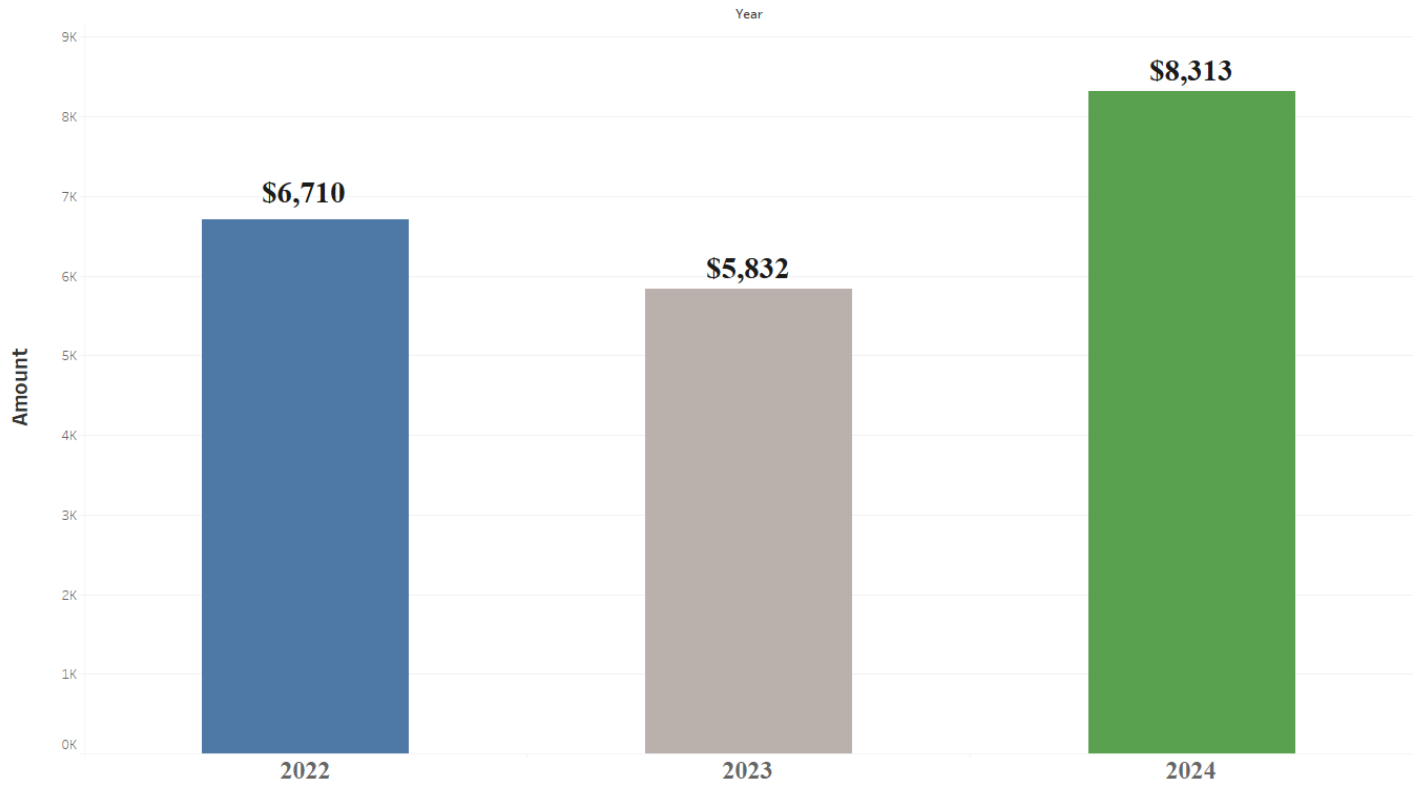


BOR Entertainment Expenses FY24

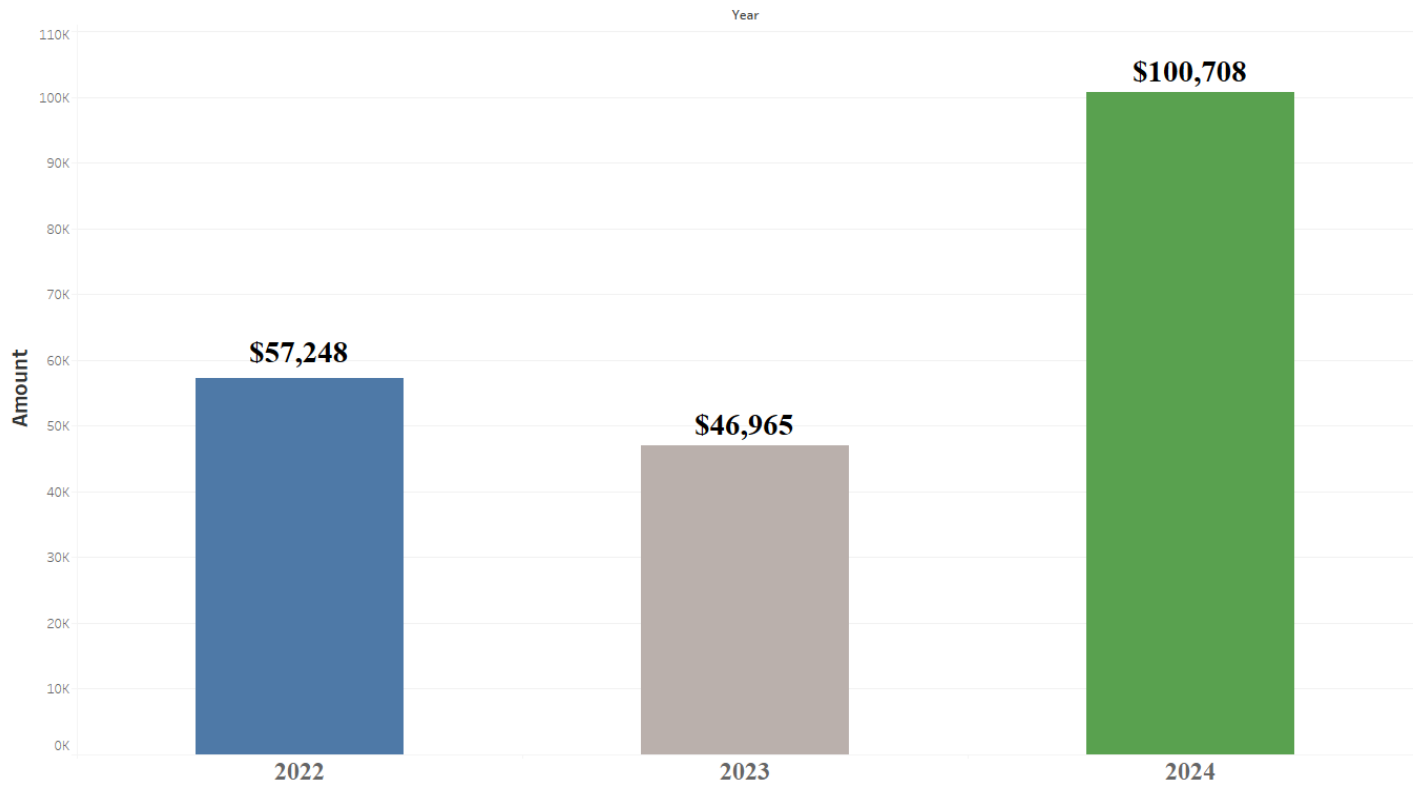


The exhibits below provide a comparison of expenses by category and amount for the past three fiscal years:

BOR Travel Expenses FY22-24

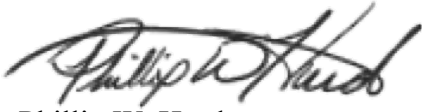


BOR Entertainment Expenses FY22-24



The UHS Department of Internal Auditing would like to thank the Chancellor/President's Office for their cooperation and assistance during this audit process.

Sincerely,

A handwritten signature in black ink, appearing to read "Phillip W. Hurd". The signature is fluid and cursive, with the first name being the most prominent.

Phillip W. Hurd
Chief Audit Executive
University of Houston System

Participating Auditors: Brandee O'Neal, Tony Moreno, and Kathy Gonzalez.



Management Action Briefing on:

UHS/UH CHANCELLOR/PRESIDENT'S
TRAVEL AND ENTERTAINMENT, FY 2024
AR2025-03

UNIVERSITY of **HOUSTON** SYSTEM

INTERNAL AUDITING DEPARTMENT

**UNIVERSITY OF HOUSTON
CHANCELLOR/PRESIDENT’S
TRAVEL AND ENTERTAINMENT, FY 2024**

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INTRODUCTION

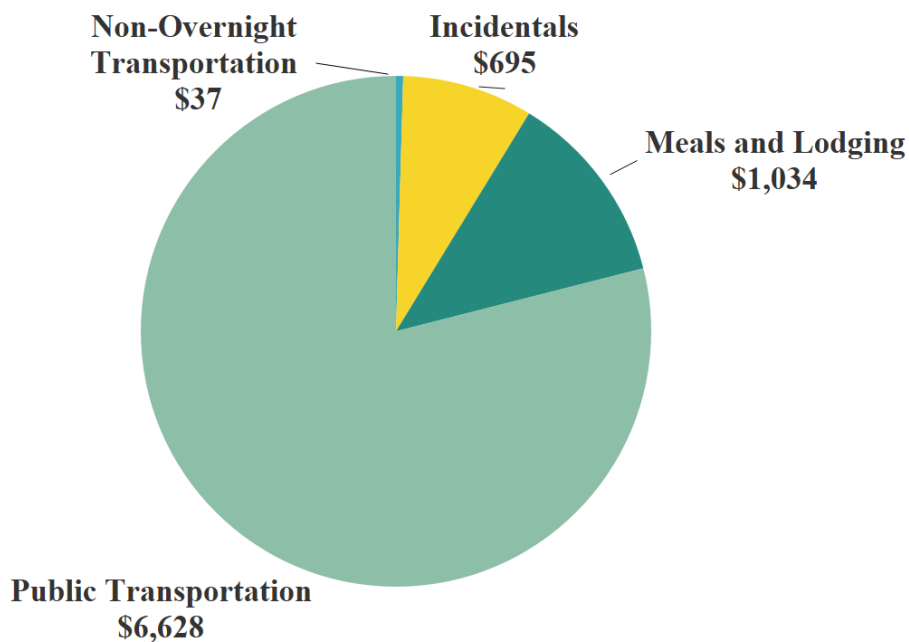
We reviewed the travel and entertainment expenditures of the University of Houston System (UHS)/University of Houston (UH) Chancellor/President and spouse for fiscal year 2024 funded by accounts of the President's Office as part of our annual audit plan. In certain instances, travel and entertainment expenditures for the Chancellor/President and spouse may be funded by accounts outside of the President's Office or by external organizations. These expenditures were not included in our review. The objective of our review was to assess whether travel and entertainment expenditures were properly documented and compliant with system and university policies.

OBSERVATIONS AND OVERALL AUDIT OPINION

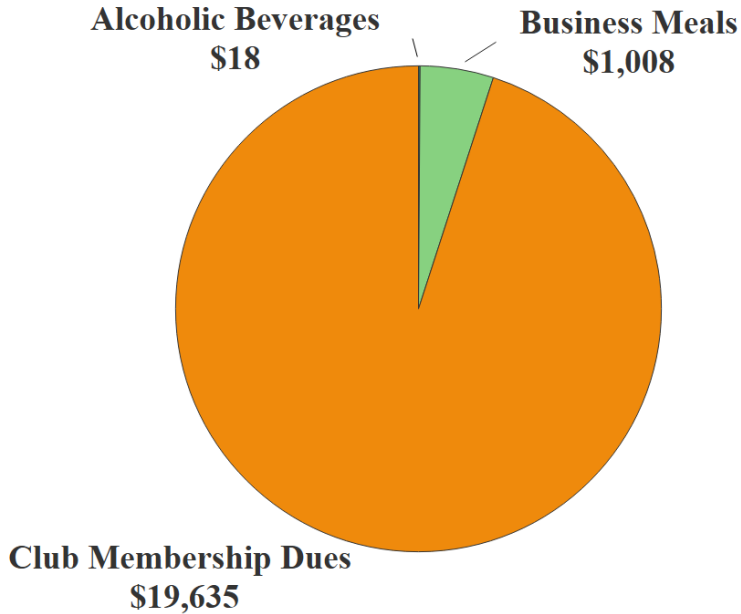
Our review identified \$8,394 in travel-related expenses and \$20,661 in entertainment-related expenses incurred for the fiscal year ending August 31, 2024. In our opinion, these expenditures were properly documented and in compliance with system and university policies.

The exhibits below provide a detailed breakdown of the fiscal year 2024 expenditures.

Chancellor/President Travel Expenses FY24



Chancellor/President Entertainment Expenses FY24



UHS/UH CHANCELLOR/PRESIDENT'S TRAVEL AND ENTERTAINMENT, FY 2024

INTRODUCTION

It is important that the public have confidence that executive expenditures for travel and entertainment are allowable and appropriately documented. To safeguard assets, the University of Houston System's (UHS) management has instituted policies related to employee (to include executive) travel and entertainment expenditures. Additionally, UH's management has implemented policies governing travel and entertainment expenditures.

The UHS Department of Internal Auditing developed an annual audit plan based upon a system-wide risk assessment to identify significant areas of risk facing the UHS. All the audits on the audit plan are conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS), and the International Standards for the Professional Practice of Internal Audit, published by the Institute of Internal Auditors (IIA).

BACKGROUND

At the request of the UHS Board of Regents, the UHS Department of Internal Auditing conducts annual reviews of the travel and entertainment expenditures of the Chancellor/President and spouse. This review is scheduled in the annual audit plan.

OBJECTIVE AND SCOPE

The objective of our review was to assess whether the Chancellor/President and spouse travel and entertainment expenditures were properly documented and compliant with system and university policies.

The scope of this review was limited to travel and entertainment expenditures for the Chancellor/President and spouse which were funded by accounts from the President's Office. In certain instances, travel and entertainment expenditures for the Chancellor/President and spouse may be funded by accounts outside of the President's Office or by external organizations. These expenditures were not included in our review.

Information relevant to this audit was obtained through:

- Reviewing UHS and UH policies.
- Obtaining and reviewing travel and entertainment expenditure documentation from PeopleSoft Finance.
- Obtaining and reviewing travel expenditure documentation from Concur Travel.

CONCLUSION

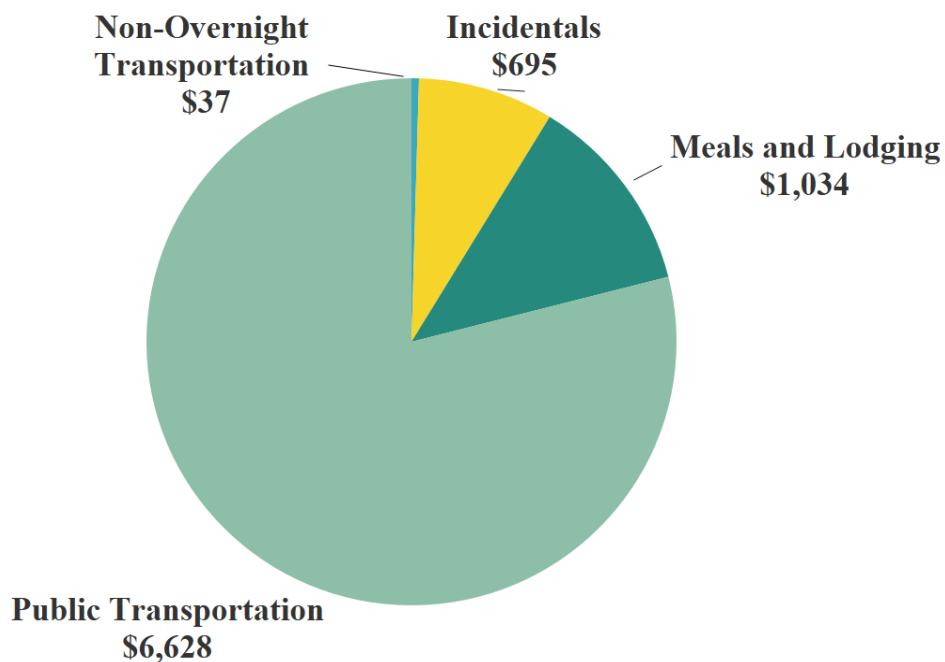
Our review identified \$8,394 in travel-related expenses and \$20,661 in entertainment-related expenses incurred for the fiscal year ending August 31, 2024. In our opinion, these expenditures were properly documented and in compliance with system and university policies.

The exhibits below provide a detailed breakdown of the fiscal year 2024 expenditures and a comparison of expenditures from the three most recent fiscal years.

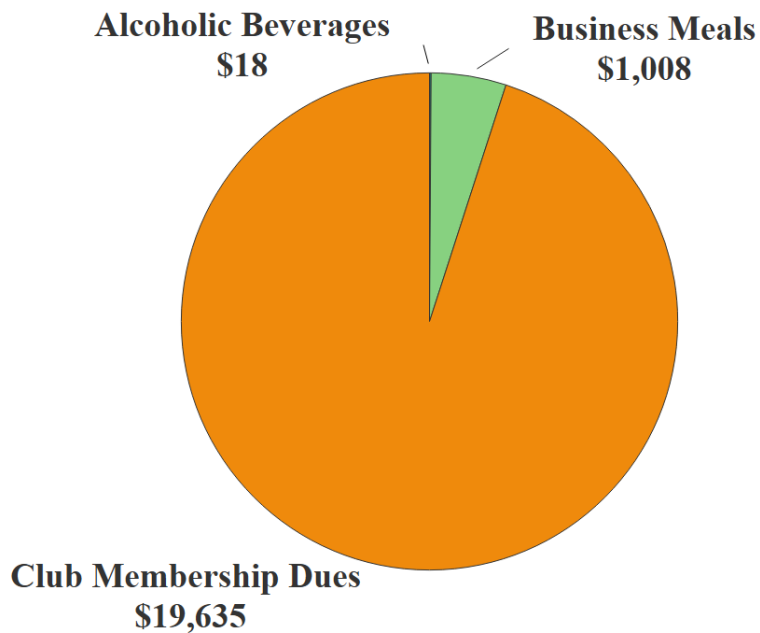
EXPENDITURES EXHIBIT

The exhibits below provide a breakdown of FY 2024 expenses by category and amount:

Chancellor/President Travel Expenses FY24

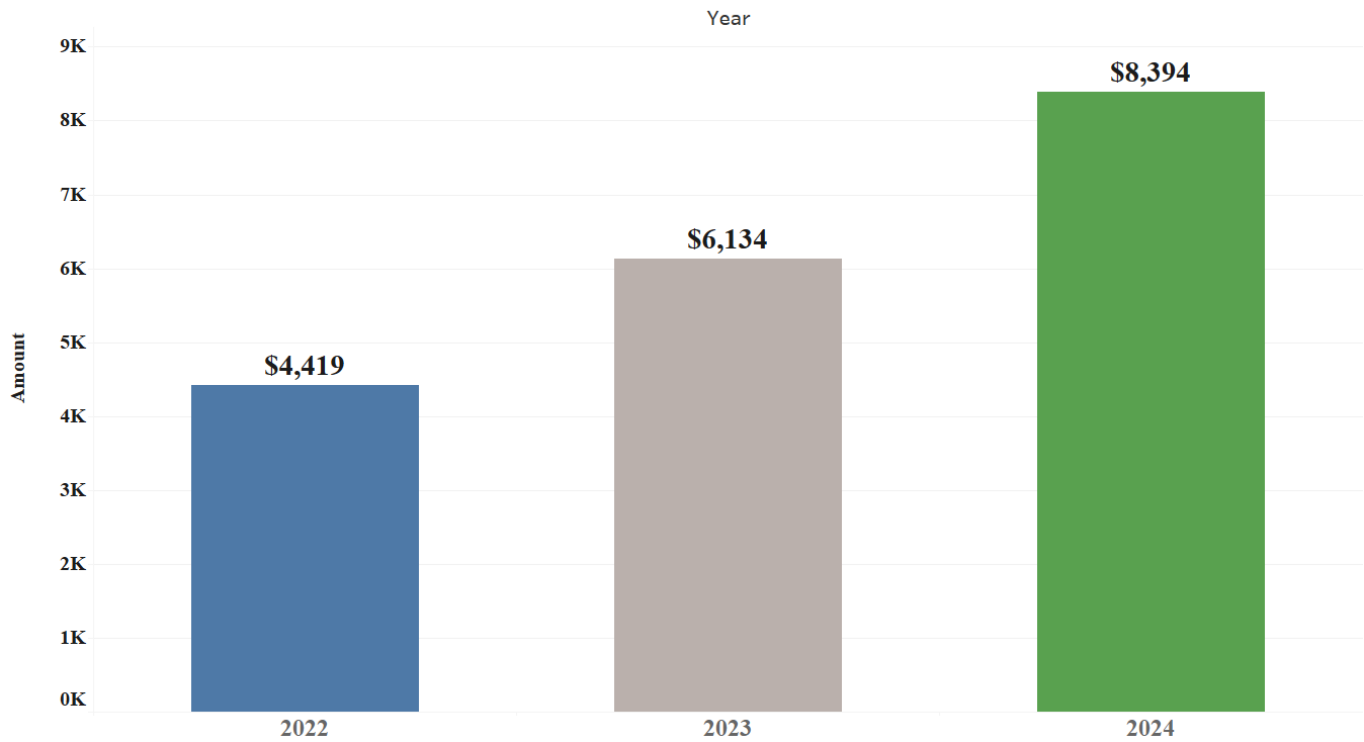


Chancellor/President Entertainment Expenses FY24

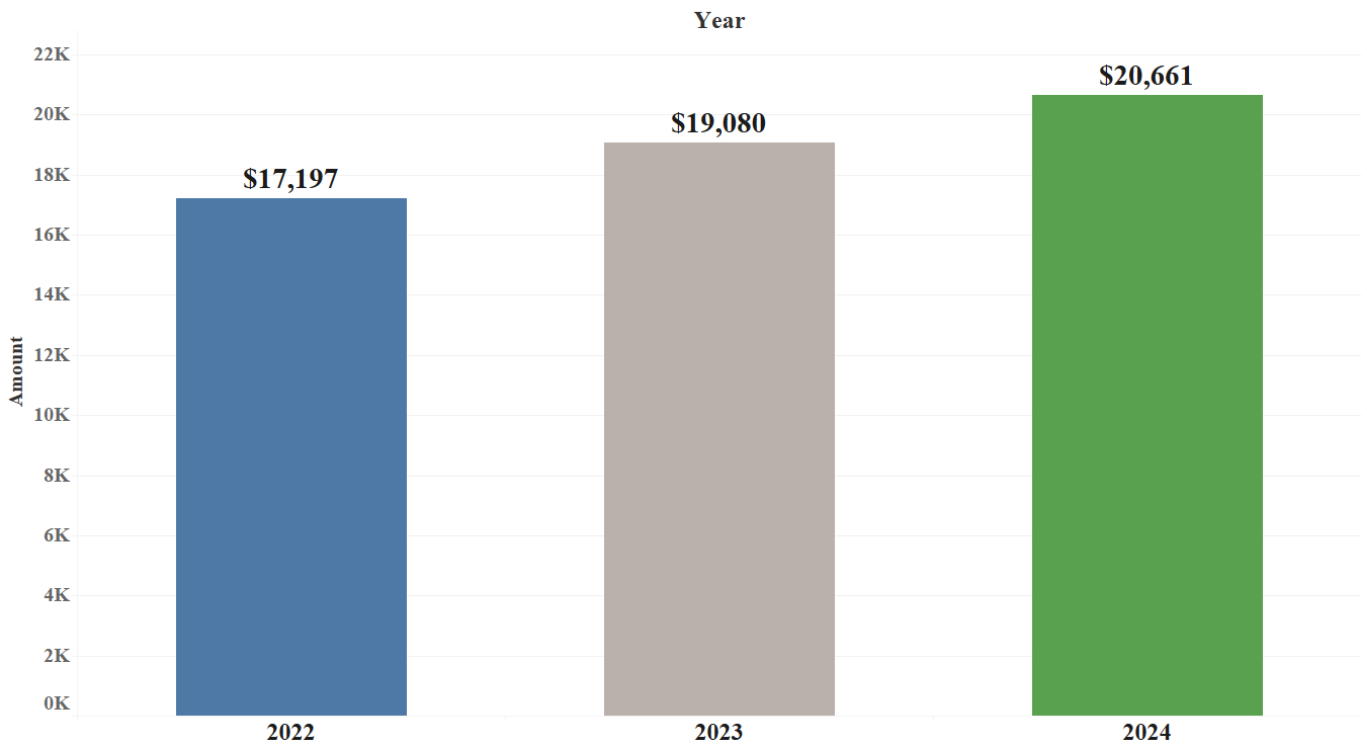


The exhibits below provide a comparison of expenses by category and amount for the past three fiscal years:

Chancellor/President Travel Expenses FY22-24



Chancellor/President Entertainment Expenses FY22-24



The UHS Department of Internal Auditing would like to thank the Chancellor/President's Office for their cooperation and assistance during this audit process.

Sincerely,

A handwritten signature in black ink, appearing to read "Phillip W. Hurd". The signature is fluid and cursive, with a large initial "P" and "H".

Phillip W. Hurd
Chief Audit Executive
University of Houston System

Participating Auditors: Brandee O'Neal, Tony Moreno, and Kathy Gonzalez.



Management Action Briefing on:

UNIVERSITY OF HOUSTON-CLEAR LAKE
PRESIDENT'S TRAVEL AND ENTERTAINMENT, FY 2024
AR2025-04

UNIVERSITY of **HOUSTON** SYSTEM

INTERNAL AUDITING DEPARTMENT

**UNIVERSITY OF HOUSTON-CLEAR LAKE
PRESIDENT’S TRAVEL AND ENTERTAINMENT,
FY 2024**

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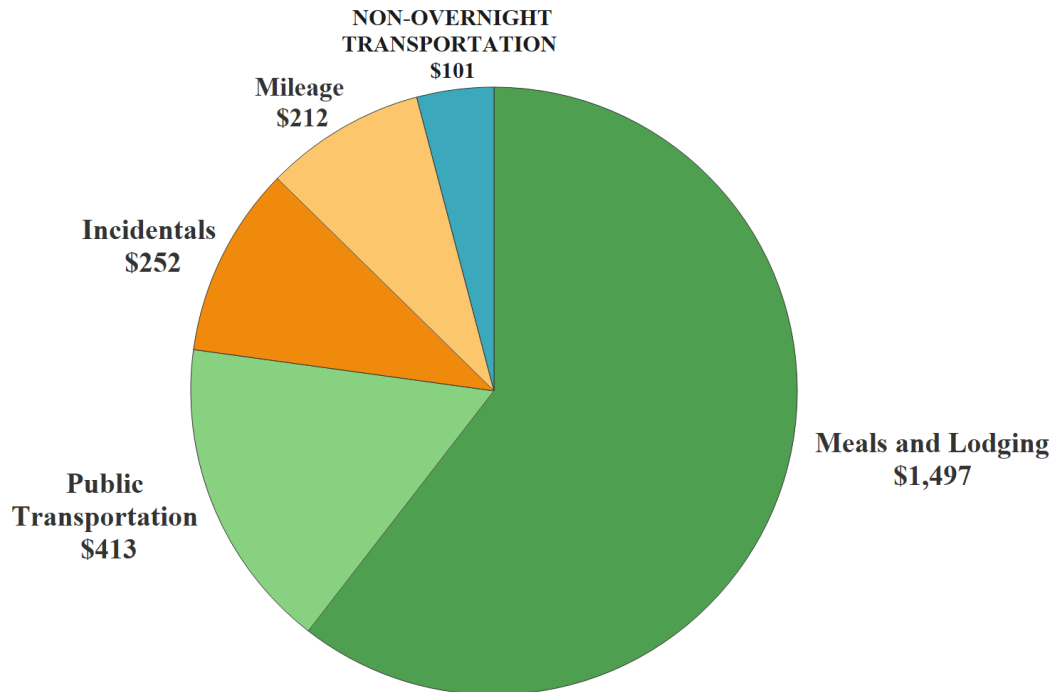
We reviewed the travel and entertainment expenditures of the University of Houston-Clear Lake (UHCL) President and spouse for fiscal year 2024 funded by accounts of the President’s Office as part of our annual audit plan. In certain instances, travel and entertainment expenditures for the President and spouse may be funded by accounts outside of the President’s Office or by external organizations. These expenditures were not included in our review. The objective of our review was to assess whether travel and entertainment expenditures were properly documented and compliant with system and university policies.

OBSERVATIONS AND OVERALL AUDIT OPINION

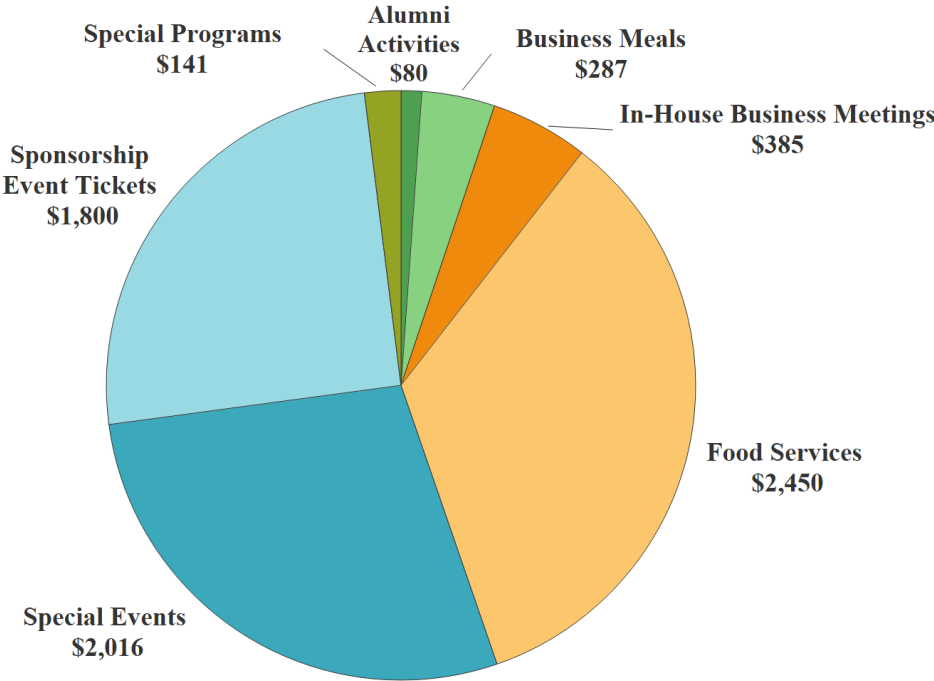
Our review identified \$2,475 in travel-related expenses and \$7,159 in entertainment-related expenses incurred for the fiscal year ending August 31, 2024. In our opinion, these expenditures were properly documented and in compliance with system and university policies.

The exhibits below provide a detailed breakdown of the fiscal year 2024 expenditures.

UHCL President Travel Expenses



UHCL President Entertainment Expenses



UHCL PRESIDENT'S TRAVEL AND ENTERTAINMENT, FY 2024

INTRODUCTION

It is important that the public have confidence that executive expenditures for travel and entertainment are allowable and appropriately documented. To safeguard assets, the University of Houston System's (UHS) management has instituted policies related to employee (to include executive) travel and entertainment expenditures. Additionally, UHCL's management has implemented policies governing travel and entertainment expenditures.

The UHS Department of Internal Auditing developed an annual audit plan based upon a system-wide risk assessment to identify significant areas of risk facing the UHS. All the audits on the audit plan are conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS), and the International Standards for the Professional Practice of Internal Audit, published by the Institute of Internal Auditors (IIA).

BACKGROUND

At the request of the UHS Board of Regents, the UHS Department of Internal Auditing conducts annual reviews of the travel and entertainment expenditures of the UHCL President and spouse. This review is scheduled in the annual audit plan.

OBJECTIVE AND SCOPE

The objective of our review was to assess whether the UHCL President and spouse travel and entertainment expenditures were properly documented and compliant with system and university policies.

The scope of this review was limited to travel and entertainment expenditures for the UHCL President and spouse which were funded by accounts from the President's Office. In certain instances, travel and entertainment expenditures for the UHCL President and spouse may be funded by accounts outside of the President's Office or by external organizations. These expenditures were not included in our review.

Information relevant to this audit was obtained through:

- Reviewing UHS and UHCL policies.
- Obtaining and reviewing travel and entertainment expenditure documentation from PeopleSoft Finance.
- Obtaining and reviewing travel expenditure documentation from Concur Travel.

CONCLUSION

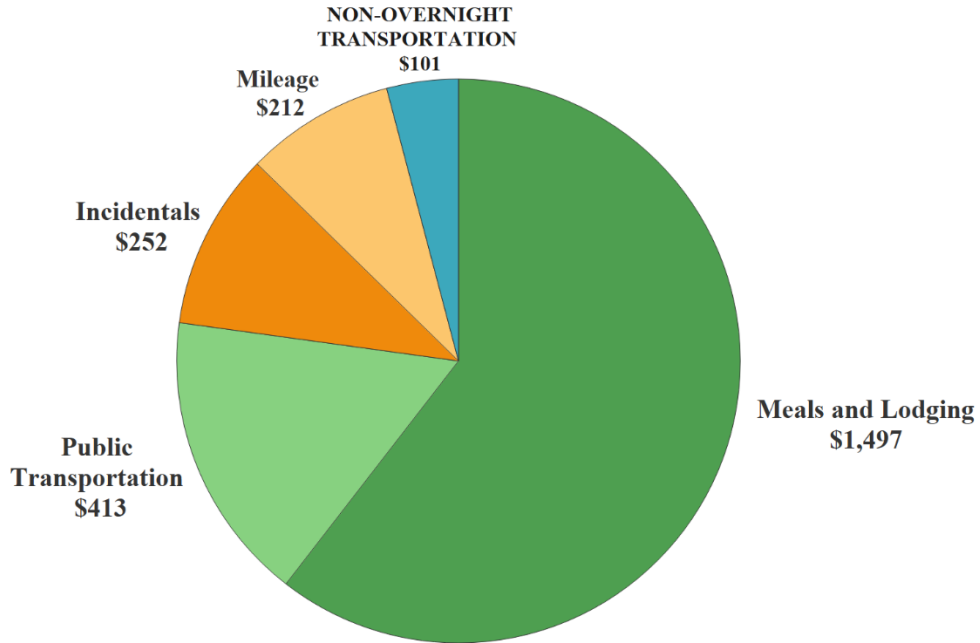
Our review identified \$2,475 in travel-related expenses and \$7,159 in entertainment-related expenses incurred during the fiscal year ending August 31, 2024. In our opinion, these expenditures were properly documented and in compliance with system and university policies.

The exhibits below provide a detailed breakdown of the fiscal year 2024 expenditures and a comparison of expenditures from the three most recent fiscal years.

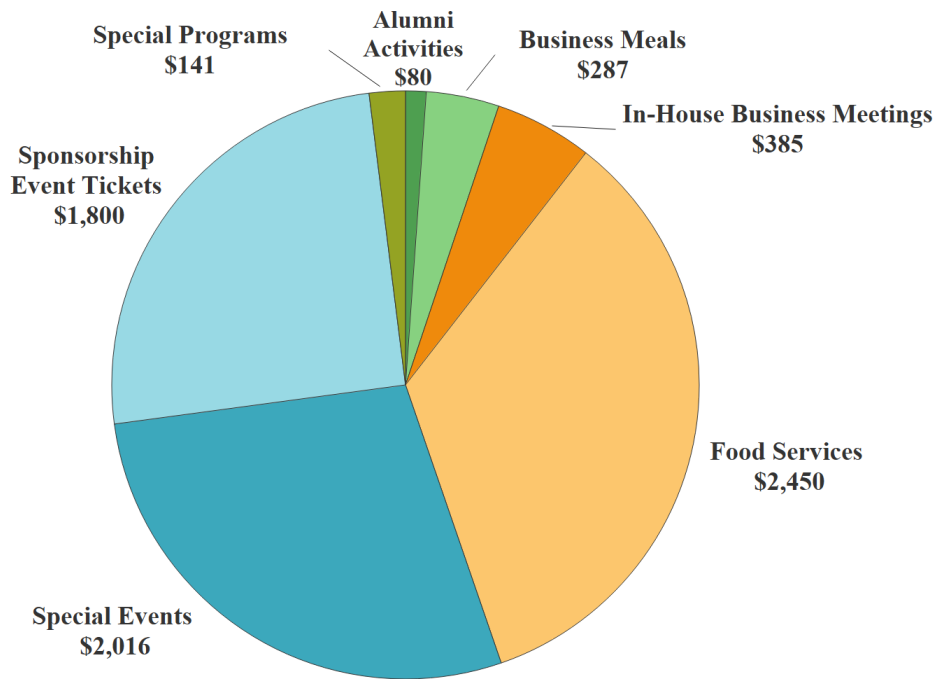
EXPENDITURES EXHIBIT

The exhibits below provide a breakdown of FY 2024 expenses by category and amount:

UHCL President Travel Expenses

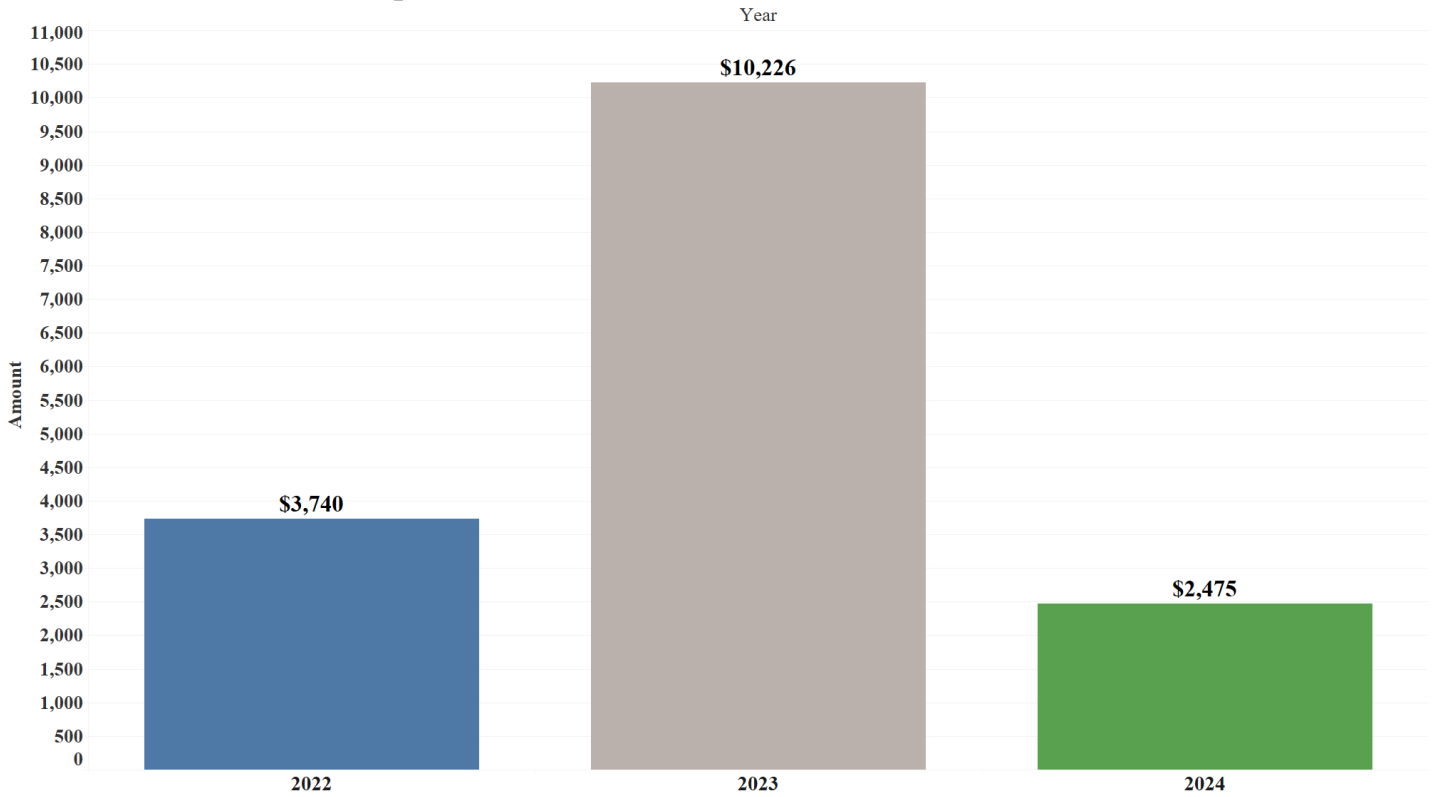


UHCL President Entertainment Expenses

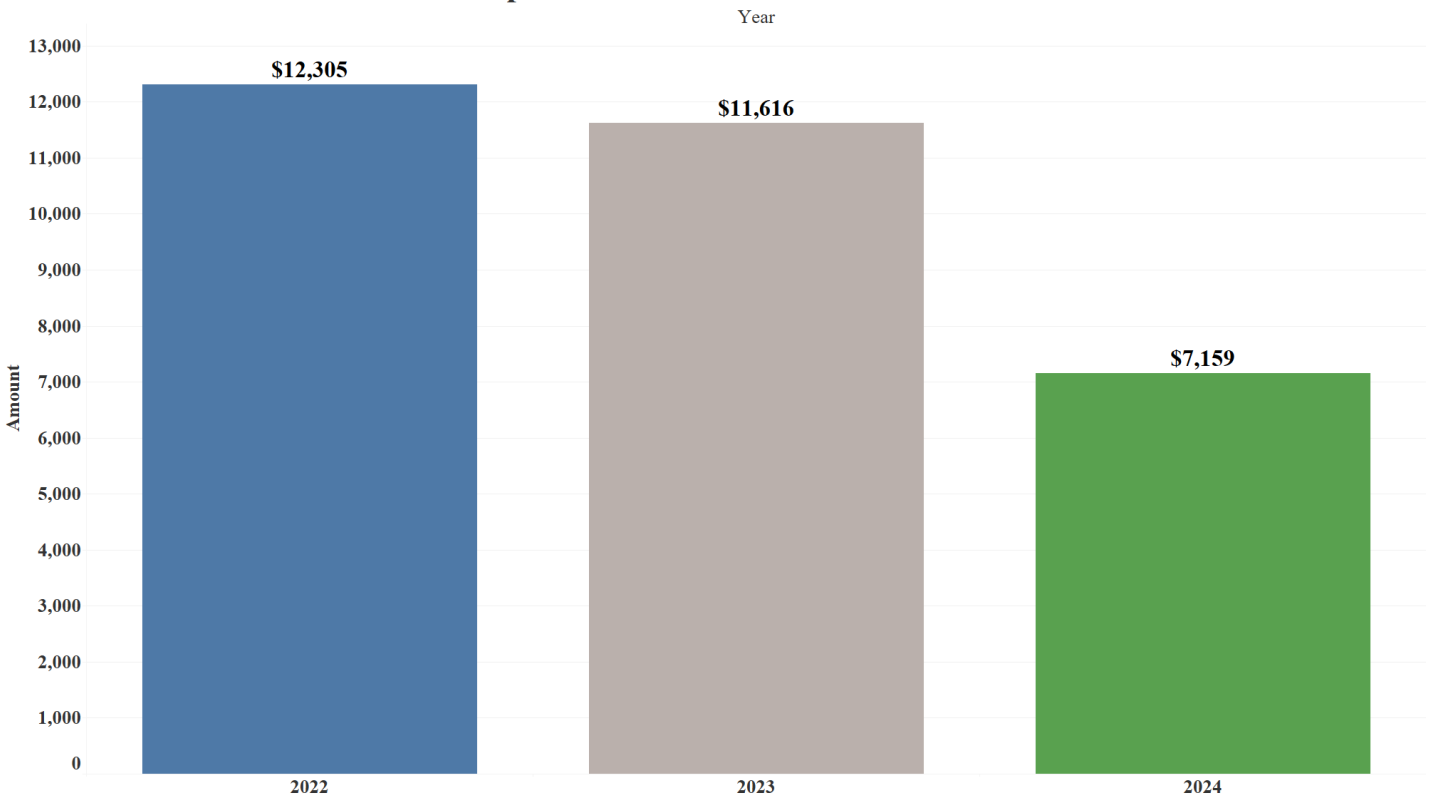


The exhibits below provide a comparison of expenses by category and amount for the past three fiscal years:

UHCL President Travel Expenses FY22-24

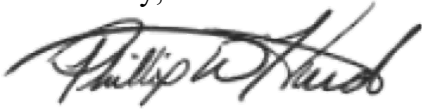


UHCL President Entertainment Expenses FY22-24



The UHS Department of Internal Auditing would like to thank the UHCL President's Office for their cooperation and assistance during this audit process.

Sincerely,

A handwritten signature in black ink, appearing to read "Phillip W. Hurd". The signature is fluid and cursive, with a large initial "P" and "H".

Phillip W. Hurd
Chief Audit Executive
University of Houston System

Participating Auditors: Brandee O'Neal, Tony Moreno, and Kathy Gonzalez.



Report to the Audit and Compliance Committee of the
UHS Board of Regents on:

UNIVERSITY OF HOUSTON-DOWNTOWN
PRESIDENT'S TRAVEL AND ENTERTAINMENT, FY 2024
AR2025-05

UNIVERSITY of **HOUSTON** SYSTEM

INTERNAL AUDITING DEPARTMENT

**UNIVERSITY OF HOUSTON-DOWNTOWN
PRESIDENT’S TRAVEL AND ENTERTAINMENT,
FY 2024**

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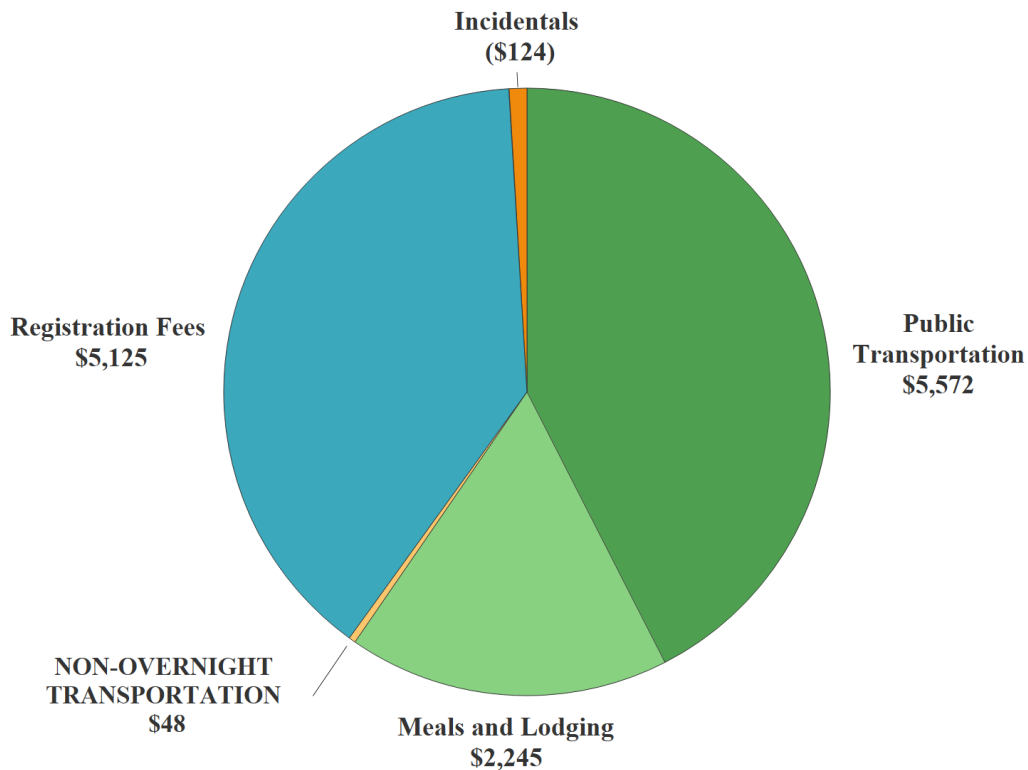
We reviewed the travel and entertainment expenditures of the University of Houston-Downtown (UHD) President and spouse for fiscal year 2024 funded by accounts of the President's Office as part of our annual audit plan. In certain instances, travel and entertainment expenditures for the President and spouse may be funded by accounts outside of the President's Office or by external organizations. These expenditures were not included in our review. The objective of our review was to assess whether travel and entertainment expenditures were properly documented and compliant with system and university policies.

OBSERVATIONS AND OVERALL AUDIT OPINION

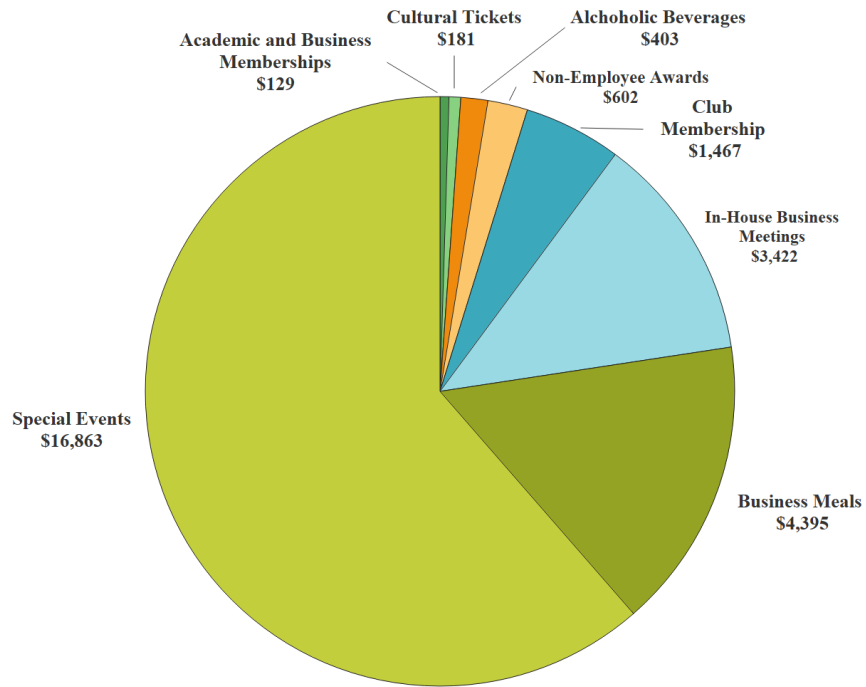
Our review identified \$12,866 in travel-related expenses and \$27,462 in entertainment-related expenses incurred for the fiscal year ending August 31, 2024. In our opinion, these expenditures were properly documented and in compliance with system and university policies.

The exhibits below provide a detailed breakdown of the fiscal year 2024 expenditures.

UHD President Travel Expenses



UHD President Entertainment Expenses



UHD PRESIDENT'S TRAVEL AND ENTERTAINMENT, FY 2024

INTRODUCTION

It is important that the public have confidence that executive expenditures for travel and entertainment are allowable and appropriately documented. To safeguard assets, the University of Houston System's (UHS) management has instituted policies related to employee (to include executive) travel and entertainment expenditures. Additionally, UHD's management has implemented policies governing travel and entertainment expenditures.

The UHS Department of Internal Auditing developed an annual audit plan based upon a system-wide risk assessment to identify significant areas of risk facing the UHS. All the audits on the audit plan are conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS), and the International Standards for the Professional Practice of Internal Audit, published by the Institute of Internal Auditors (IIA).

BACKGROUND

At the request of the UHS Board of Regents, the UHS Department of Internal Auditing conducts annual reviews of the travel and entertainment expenditures of the UHD President and spouse. This review is scheduled in the annual audit plan.

OBJECTIVE AND SCOPE

The objective of our review was to assess whether the UHD President and spouse travel and entertainment expenditures were properly documented and compliant with system and university policies.

The scope of this review was limited to travel and entertainment expenditures for the UHD President and spouse which were funded by accounts from the President's Office. In certain instances, travel and entertainment expenditures for the UHD President and spouse may be funded by accounts outside of the President's Office or by external organizations. These expenditures were not included in our review.

Information relevant to this audit was obtained through:

- Reviewing UHS and UHD policies.
- Obtaining and reviewing travel and entertainment expenditure documentation from PeopleSoft Finance.
- Obtaining and reviewing travel expenditure documentation from Concur Travel.

CONCLUSION

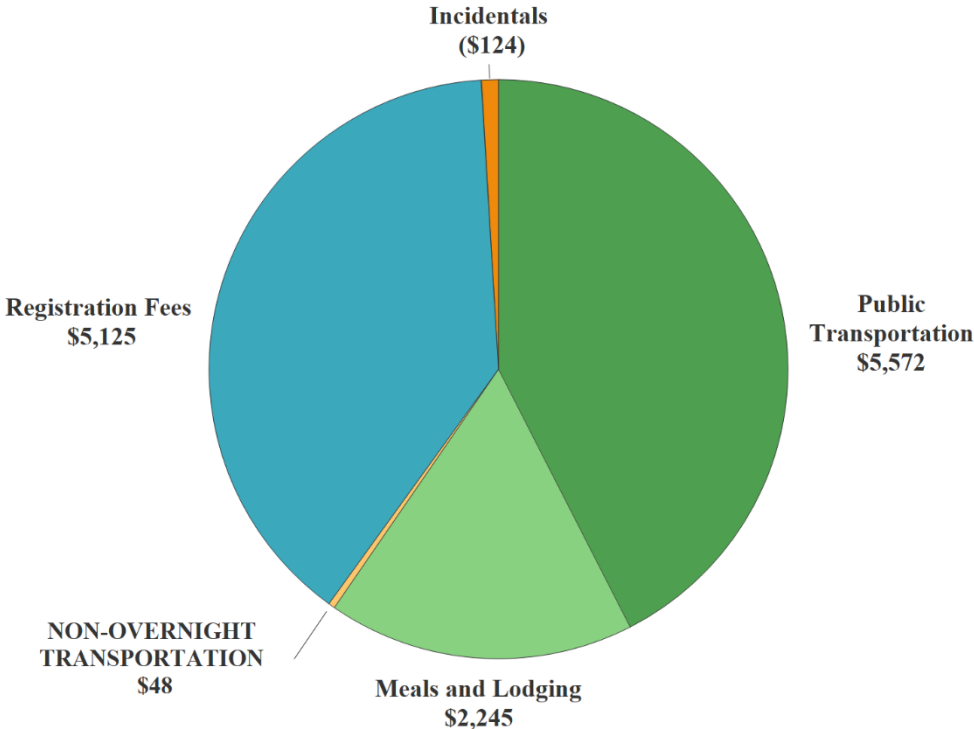
Our review identified \$12,866 in travel-related expenses and \$27,462 in entertainment-related expenses incurred during the fiscal year ending August 31, 2024. In our opinion, these expenditures were properly documented and in compliance with system and university policies.

The exhibits below provide a detailed breakdown of the fiscal year 2024 expenditures and a comparison of expenditures from the three most recent fiscal years.

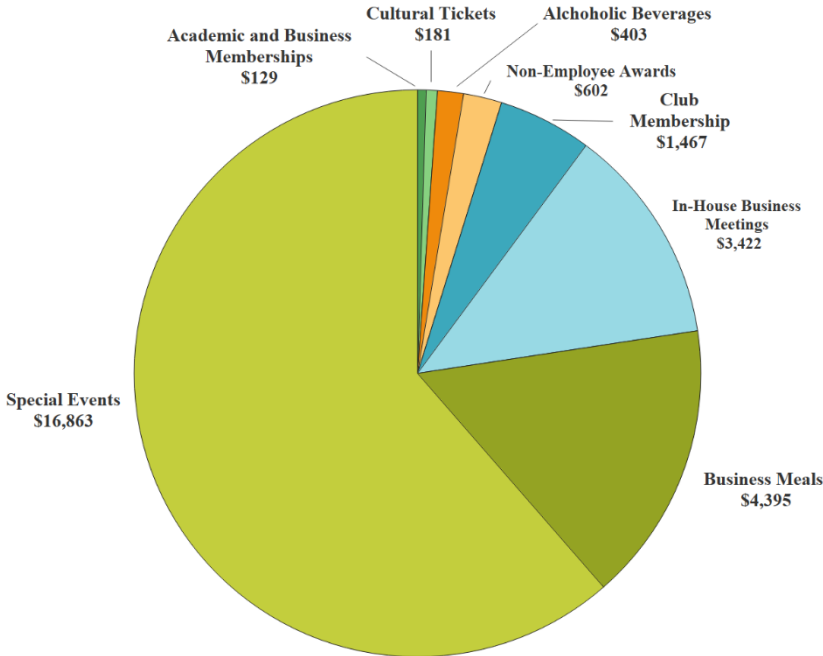
EXPENDITURES EXHIBIT

The exhibits below provide a breakdown of FY 2024 expenses by category and amount:

UHD President Travel Expenses

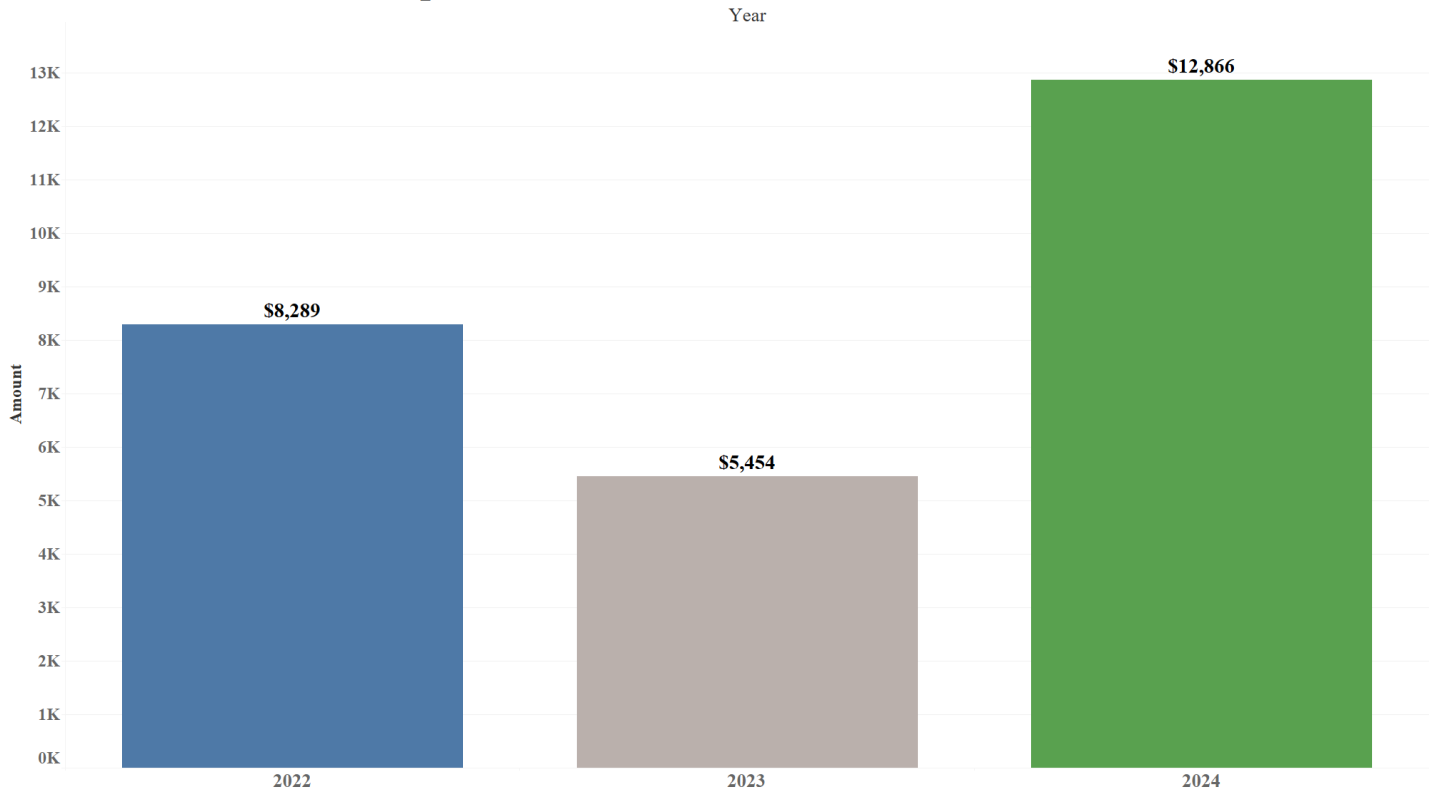


UHD President Entertainment Expenses

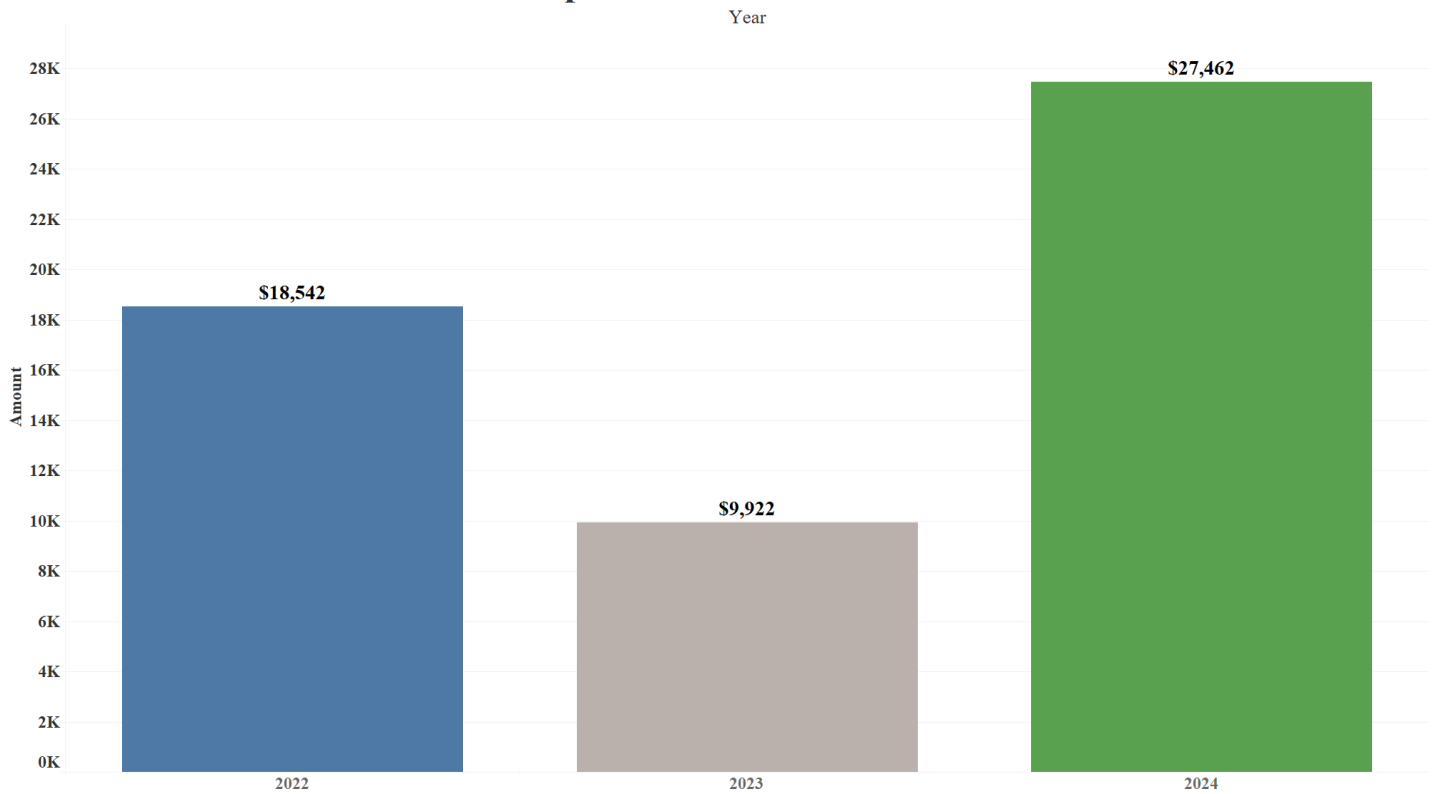


The exhibits below provide a comparison of expenses by category and amount for the past three fiscal years:

UHD President Travel Expenses FY22-24

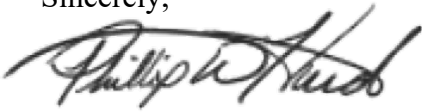


UHD Presidents Entertainment Expenses FY22-24



The UHS Department of Internal Auditing would like to thank the UHD President's Office for their cooperation and assistance during this audit process.

Sincerely,

A handwritten signature in black ink, appearing to read "Phillip W. Hurd". The signature is fluid and cursive, with a large initial "P" and "H".

Phillip W. Hurd
Chief Audit Executive
University of Houston System

Participating Auditors: Brandee O'Neal, Tony Moreno, and Kathy Gonzalez.



Management Action Briefing on:

UNIVERSITY OF HOUSTON-VICTORIA
PRESIDENT'S TRAVEL AND ENTERTAINMENT, FY 2024
AR2025-06

UNIVERSITY of **HOUSTON** SYSTEM

INTERNAL AUDITING DEPARTMENT

**UNIVERSITY OF HOUSTON-VICTORIA
PRESIDENT’S TRAVEL AND ENTERTAINMENT,
FY 2024**

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EXECUTIVE SUMMARY

INTRODUCTION

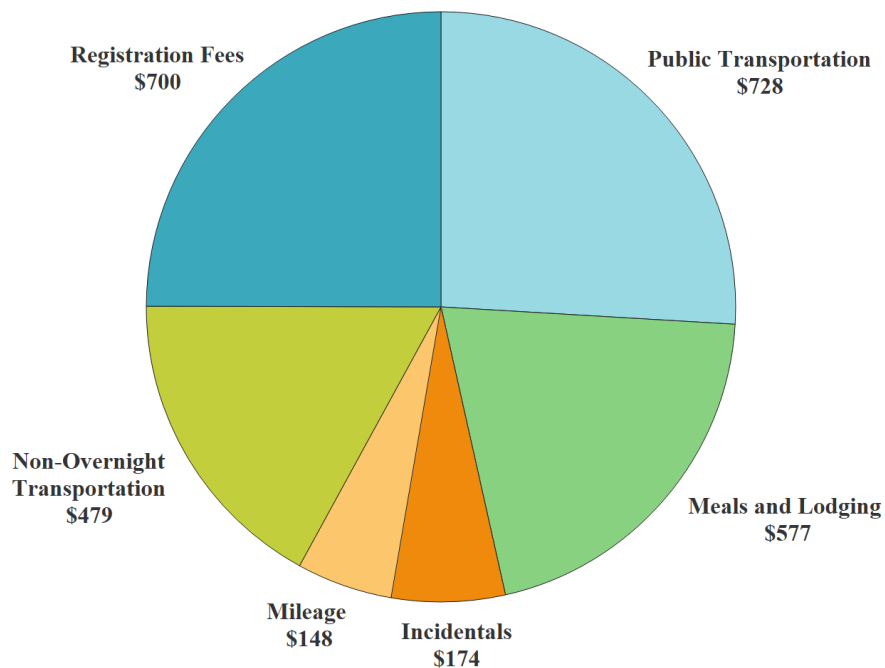
We reviewed the travel and entertainment expenditures of the University of Houston-Victoria (UHV) President and spouse for fiscal year 2024 funded by accounts of the President’s Office as part of our annual audit plan. In certain instances, travel and entertainment expenditures for the President and spouse may be funded by accounts outside of the President’s Office or by external organizations. These expenditures were not included in our review. The objective of our review was to assess whether travel and entertainment expenditures were properly documented and compliant with system and university policies.

OBSERVATIONS AND OVERALL AUDIT OPINION

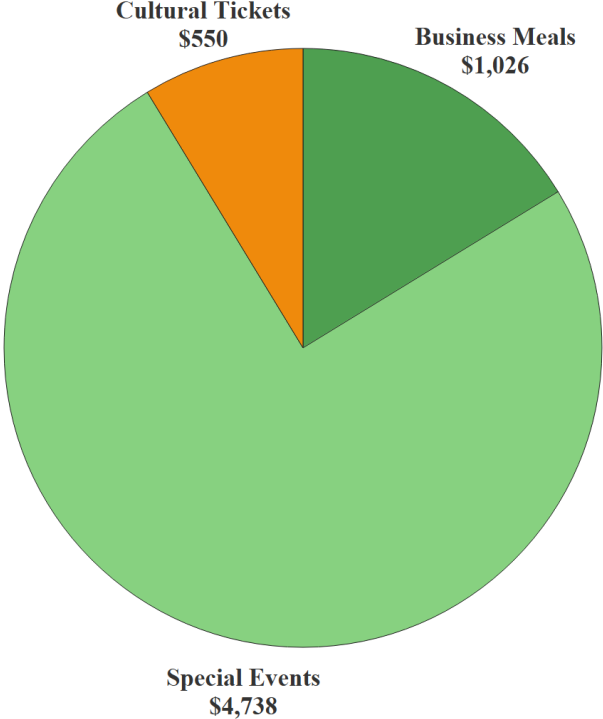
Our review identified \$2,806 in travel-related expenses and \$6,314 in entertainment-related expenses incurred for the fiscal year ending August 31, 2024. In our opinion, these expenditures were properly documented and in compliance with system and university policies.

The exhibits below provide a detailed breakdown of the fiscal year 2024 expenditures.

UHV President Travel Expense



UHV President Entertainment Expense



UHV PRESIDENT'S TRAVEL AND ENTERTAINMENT, FY 2024

INTRODUCTION

It is important that the public have confidence that executive expenditures for travel and entertainment are allowable and appropriately documented. To safeguard assets, the University of Houston System's (UHS) management has instituted policies related to employee (to include executive) travel and entertainment expenditures. Additionally, UHV's management has implemented policies governing travel and entertainment expenditures.

The UHS Department of Internal Auditing developed an annual audit plan based upon a system-wide risk assessment to identify significant areas of risk facing the UHS. All the audits on the audit plan are conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS), and the International Standards for the Professional Practice of Internal Audit, published by the Institute of Internal Auditors (IIA).

BACKGROUND

At the request of the UHS Board of Regents, the UHS Department of Internal Auditing conducts annual reviews of the travel and entertainment expenditures of the UHV President and spouse. This review is scheduled in the annual audit plan.

OBJECTIVE AND SCOPE

The objective of our review was to assess whether the UHV President and spouse travel and entertainment expenditures were properly documented and compliant with system and university policies.

The scope of this review was limited to travel and entertainment expenditures for the UHV President and spouse which were funded by accounts from the President's Office. In certain instances, travel and entertainment expenditures for the UHV President and spouse may be funded by accounts outside of the President's Office or by external organizations. These expenditures were not included in our review.

Information relevant to this audit was obtained through:

- Reviewing UHS and UHV policies.
- Obtaining and reviewing travel and entertainment expenditure documentation from PeopleSoft Finance.
- Obtaining and reviewing travel expenditure documentation from Concur Travel.

CONCLUSION

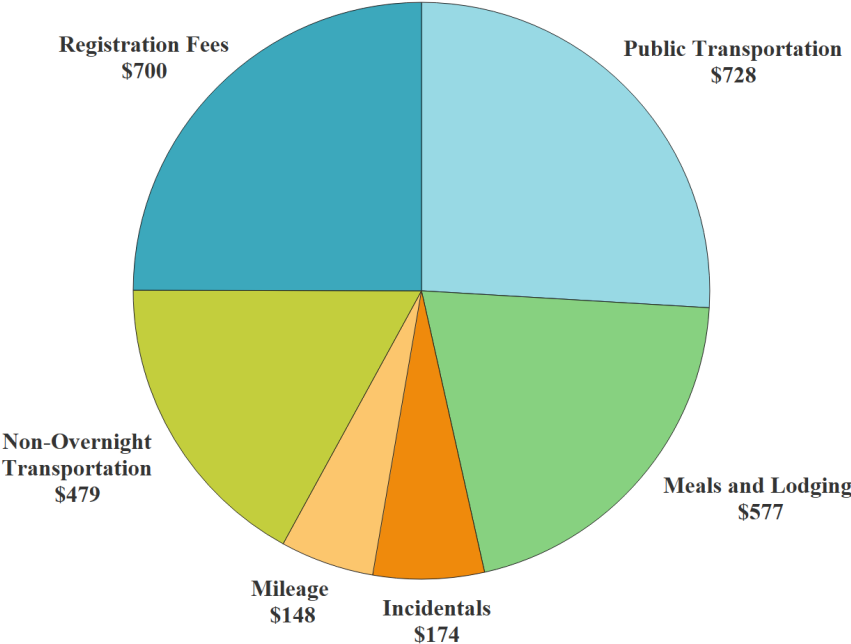
Our review identified \$2,806 in travel-related expenses and \$6,314 in entertainment-related expenses incurred during the fiscal year ending August 31, 2024. In our opinion, these expenditures were properly documented and in compliance with system and university policies.

The exhibits below provide a detailed breakdown of the fiscal year 2024 expenditures and a comparison of expenditures from the three most recent fiscal years.

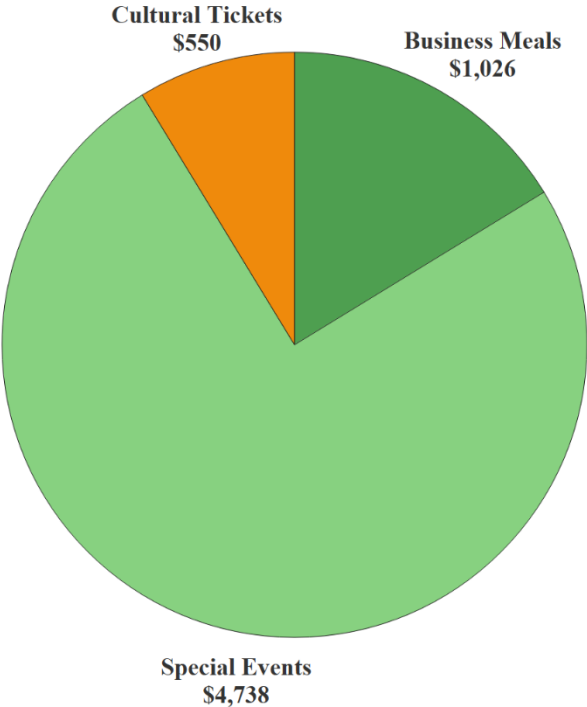
EXPENDITURES EXHIBIT

The exhibits below provide a breakdown of FY 2024 expenses by category and amount:

UHV President Travel Expense

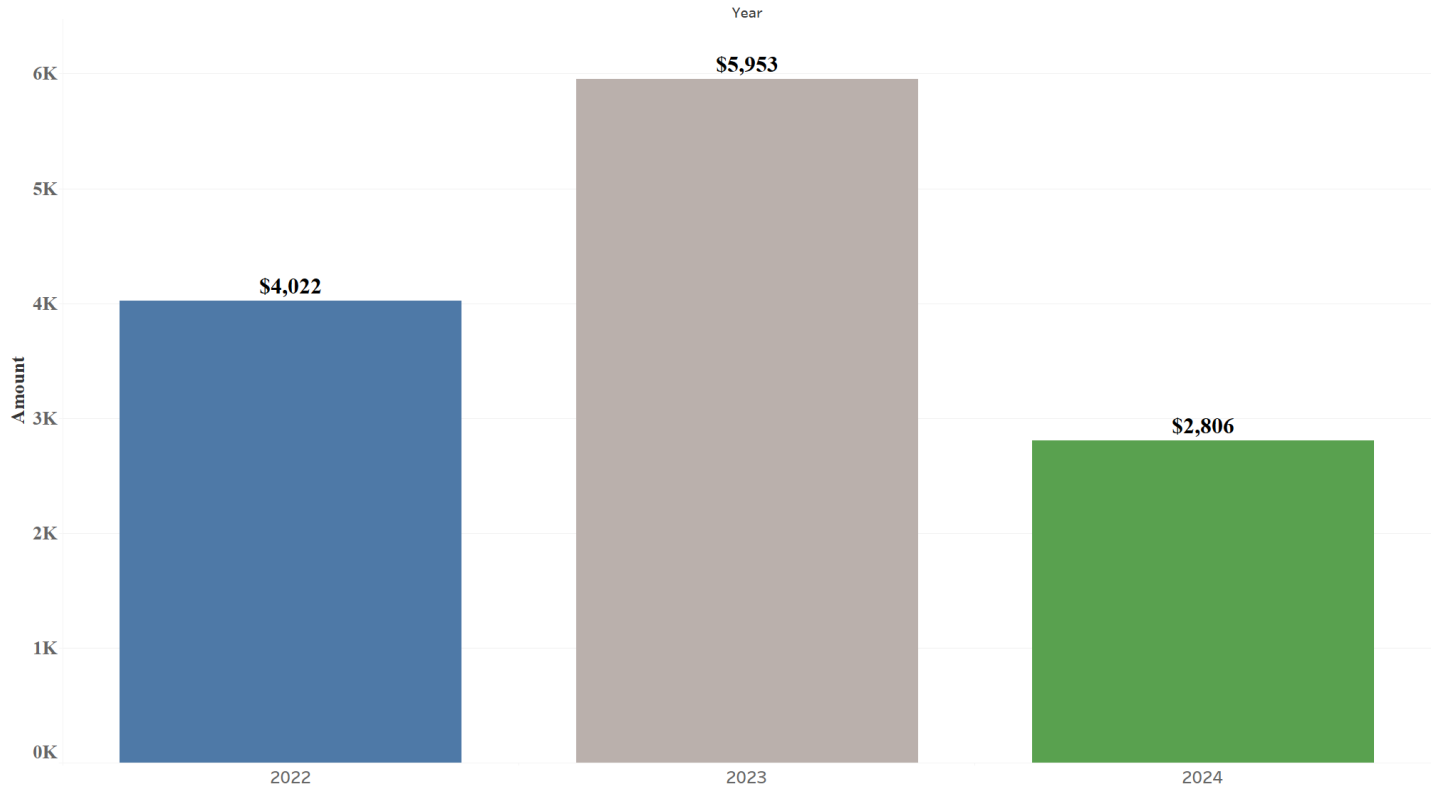


UHV President Entertainment Expense

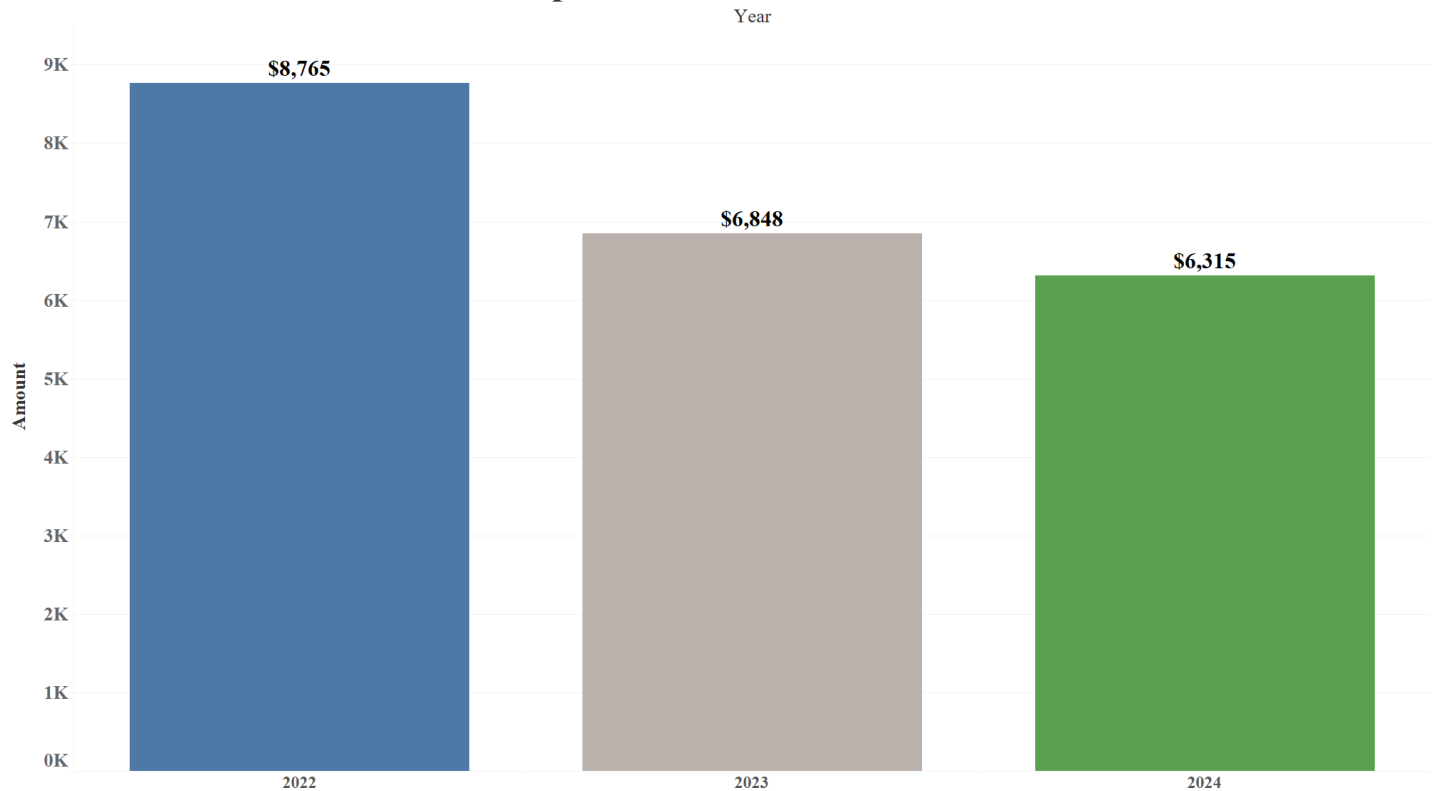


The exhibits below provide a comparison of expenses by category and amount for the past three fiscal years:

UHV President Travel Expense FY22-24



UHV President Entertainment Expense FY22-24



The UHS Department of Internal Auditing would like to thank the UHV President's Office for their cooperation and assistance during this audit process.

Sincerely,

A handwritten signature in black ink, appearing to read "Phillip W. Hurd". The signature is fluid and cursive, with the first name being the most prominent.

Phillip W. Hurd
Chief Audit Executive
University of Houston System

Participating Auditors: Brandee O'Neal, Tony Moreno, and Kathy Gonzalez.