



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Date: June 22, 2021

To: Gerald C. Riss, General Auditor

From: Shane Chapman, Chief Administrative Officer
Deven Upadhyay, Chief Operating Officer
Katano Kasaine, Chief Financial Officer

Subject: Response to review of the accounting and administrative controls over the Travel Expense Reports and iExpense module of the Oracle Enterprise Business Suite

Thank you for the Audit Department's review of the accounting and administrative controls over the Travel Expense Reports and iExpense module of the Oracle Enterprise Business Suite. Your findings and recommendations provided valuable insight to help improve controls and policies.

We will be following up with several actions to improve the controls and accountability over reimbursement for travel expenses. These actions will include:

- 1) Improvements to the Travel Guide to create a clearer "one stop shop" for policy guidance on travel expense reimbursement contained in the Administrative Code and Operating Policies C-03 Reimbursable Expenses and C-04 Business Travel Expenses.
- 2) Limiting processing of expense reimbursement requests to those that provide appropriate documentation including receipts and a clear explanation of the purpose for which the expense was incurred that furthers the interest of the District.
- 3) Disallowing the reimbursement for expenses incurred on a personal credit card such as materials and supplies when a District pcard is available for this purpose.
- 4) Not providing per diem cash advance for overnight travel status without required approved documentation for the purpose of the travel.

We appreciate your efforts and the valuable information contained in your report.

Please feel free to contact us if have any questions.

Shane Chapman
Kasaine

Deven Upadhyay

Katano

Attachments (1)

cc: (under development)

A. Hagekhalil

D. Zinke

L.L. Shraibati

S.H. Sims

H.C. Beatty

D. Pitman

C.W. Eckstrom

M.L. Scully

B.Yamasaki

B.H. Robertson

B. Calmes

C. Torres