



5.4 Utilize Standard Traveler Audit Requirements

Utilize a standard policy for travel reimbursement audits. For recommended efficiency, the Finance Office audits travel vouchers based on a random sample. However, if the error rates are substantial, requiring sample sizes to become overly large, the Finance Office will audit 100% of vouchers prior to payment.

At a minimum, the bureau Finance Offices will audit per the following: (a) A pre-audit process at each bureau involves validating certain data such as receipts, signature, etc., (b) for relocation vouchers, a 100% audit is required prior to payment, (c) for local travel vouchers, an audit is not required, and (d) a minimum of 10% of all other travel vouchers are to be audited after payment.

Examples

Example: (Not applicable)

Sources

- Source:** AP BPR Recommendation 4.4.3 Travel Card Holder Reimbursement
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