



Memorandum

To: University Travelers
From: TravelWayne Team
Subject: Post Travel Audit Findings
Date: October 25, 2013

As part of our monthly post travel audits, we have identified three major areas of concern related to Expense Report approvals. The top Expense Report violations are related to Mileage, Meal Per Diems and Conference Agendas.

Below are specific examples that were identified in our review:

- Mileage reimbursements that originate from a travelers home should have a corresponding deduction for their home to work commute, if applicable. *For details please visit the following link: [APPM, Section 7.2.8 Personal Automobile](#). For additional clarity, visit the following link: [Local Mileage Update](#)*
- Meal Per Diem reimbursements should exclude meals provided by conferences (according to conference agenda) and take into consideration allowable meals on travel days as designated in the APPM. *For details please visit the following link: [APPM, Section 7.2.4 Meals](#)*
- Conference Agendas must be attached to all expense reports for conference attendance that list conference as the business purpose. *For details please visit the following link: [APPM, Section 7.2.5 Conferences and Professional Meetings](#)*

Please remember, when submitting expense reports, it is important to ensure all reimbursable expenses are in compliance with University policy as defined in APPM, Section 7 TRAVEL EXPENSE POLICIES AND PROCEDURES.

A similar notification will be posted on the travel.wayne.edu website under news alerts and another will be placed on the TravelWayne homepage under Company Info to update travelers of their responsibilities as it relates to expense reimbursements.

If you have any questions, please feel free to contact TravelWayne at travelwayne@wayne.edu.