

---

# Accuracy and Consistency Needed in Travel Advances and Reconciliations

December 20, 2018

A report by the Office of the District of Columbia Auditor



# Executive Summary



## What ODCA Found

In several instances in our sample of 20 travel advance payments and reconciliations, both agency and Office of the Chief Financial Officer (OCFO) employees made errors in the calculation of travel costs that resulted in over- and under-payments to District government travelers. These errors persisted despite the requirement for review and approval by multiple employees, both at the traveler's agency and at the OCFO. In these cases, travelers did not exercise sufficient care in preparing their travel documents and, similarly, reviewers and approvers did not exercise sufficient care in checking the accuracy of travel advances and reconciliations.

A lack of sufficient oversight by reviewers and approvers was evident in the travel advances and reconciliations in our sample. Additionally, several agencies and OCFO clusters did not require travelers to provide timely documentation. Some OCFO staff did not appear to have a consistent method for ensuring that they collected all travel reconciliation paperwork, so much so that some were not even aware that the documents were missing until we asked for them.

Inconsistent travel policies resulted in significant variation in how agencies and OCFO clusters processed travel advances and reconciliations. District-wide travel regulations were last updated in 1986 which presented a variety of problems for those processing travel payments. District government agencies and OCFO clusters created their own travel policies and forms, presumably because of the limitations of the regulations. This lack of coherent and current travel policy resulted in inconsistencies in how different agencies and OCFO clusters processed travel payments. In some cases, the inconsistencies had a direct impact on travelers because some District employees received greater amounts in their travel advances than others.

Additionally, the District's travel policies did not address sales and use tax exemptions, resulting in unnecessary travel expenses. Out of our sample of 19, four travelers paid hotel sales and use taxes in U.S. states that offer exemption to other state governments for sales and use tax, totaling \$287.25.

## Why ODCA Did This Audit

This review was prompted by the personal experience of an employee of the Office of the D.C. Auditor (ODCA) who, when completing an OCFO-created travel form after returning from government travel, discovered that the pre-filled formulas on the travel form miscalculated the amount due to the traveler, twice crediting the amount of the advance payment. The objective of this review was to determine whether District government employees who received travel advances were reimbursed accurately.

## What ODCA recommends:

### ODCA recommends that the OCFO:

Institute additional checks on travel payments, including regular spot audits of travel documentation by Associate Chief Financial Officers, and deliver periodic training to employees who approve and process travel payments.

### ODCA recommends that the OCA:

- Finalize updated District-wide travel regulations and forms with particular emphasis on provisions that address sales and use tax exemptions and proper calculation of per diem payments and ground transportation costs.
- Work with OCFO clusters and agency leadership to educate District government travelers on travel policy and best practice when booking, conducting, and submitting documentation for travel.

For more information email [diane.shinn@dc.gov](mailto:diane.shinn@dc.gov) or call 202-727-3600.

# Contents

---

|                                         |    |
|-----------------------------------------|----|
| Background .....                        | 1  |
| Objectives, Scope and Methodology ..... | 2  |
| Results .....                           | 3  |
| Recommendations .....                   | 6  |
| Conclusion .....                        | 7  |
| Agency Comments .....                   | 8  |
| OCDA Response to Agency Comments .....  | 13 |
| Summary of Report Recommendations ..... | 14 |
| Appendix A: .....                       | 15 |

# Background

---

The District of Columbia government spends a significant amount of money on employee travel. Between October 1, 2016, and April 30, 2018 (19 months), the District awarded over \$2 million in advance payments to government employees for nearly 3,500 trips based on estimated travel costs. This represents only a subset of travel costs. Some travelers do not receive advances and their travel costs are not included in this total. Those who do receive advances may spend more than the amount of their advance and are reimbursed for those costs after the trip. Also, many travel expenses, such as airfare and conference registration fees, are charged directly to purchase cards.

Once travel is completed, District employees complete reconciliation forms on which they detail the total cost of their travel to determine if they are owed additional funds, or if they need to reimburse the District.

In most cases, the supervisor of the traveling employee is required to approve the travel costs. The Office of the Chief Financial Officer (OCFO) receives all travel forms for District employees and processes all resulting payments. The OCFO is organized into six groups, called clusters, that are managed by Associate Chief Financial Officers (ACFOs) who are responsible for the financial operations of a specific cluster of District government agencies.

The General Services Administration (GSA) of the U.S. federal government sets per diem (Latin for “per day” or “for each day”) limits for hotels and for meals & incidental expenses (M&IE) for specific geographic areas. All District government travelers in our analysis used the GSA per diem rates as the basis for calculating hotel and M&IE per diem payments in travel advances and post-travel reconciliations.

Other expenses for which District government employees are frequently advanced funds or reimbursed include transportation costs—airfare, rental cars, taxis—and conference registration fees.

The District of Columbia Municipal Regulations (DCMR) contain procedures for travel and reimbursement for the District government; they were last updated in 1986. In late 2016, the Office of the City Administrator (OCA) proposed new District-wide travel regulations to replace the existing outdated regulations. The new travel regulations were never finalized, and therefore, never went into effect. The OCA hopes to establish new District-wide travel regulations in the coming months.

# Objectives, Scope, and Methodology

---

The objective of this review was to determine whether employees who received travel advances were reimbursed accurately. The review was prompted by the personal experience of an employee of the Office of the D.C. Auditor (ODCA) who, when completing an OCFO-created reconciliation form after returning from government travel, discovered that the pre-filled formulas on the reconciliation form miscalculated the amount due to the traveler, twice crediting the amount of the advance payment.

The scope of the review covered travel advances issued between January 1, 2018, and April 30, 2018, and any subsequent payments to employees or amounts due resulting from the travel for which the advances were granted.

To complete this review, we obtained a list of all travel advances issued during the scope of the review. We then selected a random sample of 20 advances.<sup>1</sup> For the sample of 20, we visited District government offices to retrieve the travel documents for both the travel advances, as well as the reconciliation documents that the traveler submitted after the trip occurred. We completed a detailed review of all documents to determine if there were any miscalculations or payments that were unnecessary or inappropriate.

Our small sample size was not statistically significant, therefore we cannot conclude that the results of our analysis are representative of all travel advances and reconciliations between January 1, 2018, and April 30, 2018.

This report was drafted, reviewed, and approved in accordance with the standards outlined in ODCA's Policy and Procedure Manual.

---

1. One reimbursement was erroneously included in the original data set of travel advances provided to ODCA by OCFO because there was no advance payment involved in this transaction. It was a reimbursement for local travel expenses for site visits in the District. We opted to review the documentation despite its inconsistency with the rest of the sample, but because this reimbursement is not consistent with the rest of the sample, we sometimes refer to a sample size of 19 in the report.

# Results

---

In analyzing the sample of travel payments, we often found a lack of accuracy and consistency. The following sections detail the problems we encountered.

## **Errors in calculating travel costs resulted in inaccurate payments to travelers.**

In several instances, both agency and OCFO cluster employees made errors in the calculation of travel costs that resulted in over- and under-payments to District travelers. These errors persisted despite the requirement for review and approval by multiple employees, both at the traveler's agency and at the OCFO. In these cases, travelers did not exercise sufficient care in preparing their travel documents and, similarly, reviewers and approvers did not exercise sufficient care in checking the accuracy of travel advances and reconciliations.

### ***Errors in calculating per diem payments***

As noted above, District employees are typically advanced or reimbursed funds using GSA per diem limits for specific geographic areas. All travelers in our sample used GSA per diems as the basis for determining amounts awarded for meals & incidental expenses (M&IE). In several cases, however, agency and cluster employees made errors in calculating the M&IE per diems:

- A DCPS employee was overpaid \$462 on her M&IE per diem in her advance payment. As of late June 2018, this DCPS employee had not yet submitted her post-travel reconciliation paperwork for a trip that took place in February 2018.
- A DPW employee was shortchanged \$29.50 on his M&IE per diem in his advance payment. The error was not corrected during the processing of his post-travel reconciliation.
- Agencies and clusters did not consistently reduce the amount awarded to travelers to account for meals that were included in conference registration fees. This resulted in total overpayments of \$341 to eight travelers in our sample. The OCFO Economic Development and Regulation cluster stated that their standard practice allowed for employees to receive the full M&IE per diem even when meals were included in conference fees, although their policy specifically stated that meals included in conference fees should be deducted. It should be noted, however, that there were two instances in our sample when agency or OCFO personnel reduced M&IE per diems to account for included meals; in those two cases, the two travelers worked for the Office of Planning and the Department of Behavioral Health.

### ***Errors in calculating privately-owned vehicle mileage reimbursement rates***

The Privately-Owned Vehicle (POV) rate is used to reimburse government travelers for use of their own vehicle during official travel, based on mileage.

- A Department of Public Works (DPW) employee received payment for 242 miles using the POV rate even though he was traveling in a rental car. The traveler should have been reimbursed for fuel costs, not the POV rate. We calculated that he was overpaid approximately \$114. DPW and the OCFO Government Services cluster approved and processed this use of the POV rate for a rental car as part of both the advance request and again during the final reconciliation of travel costs.

- An employee of the D.C. Office on Aging (DCOA) submitted a reimbursement request for routine site visits conducted in the District using her own vehicle during the month of March 2018.<sup>2</sup> This employee often conducted three or four site visits per day. For every site visit, she requested reimbursement for the mileage from the DCOA office to the address of the site visit, then back to the office. When we inquired, a DCOA senior staff member stated that employees typically go directly from one site visit to the next, without returning to the office. Thus, it is very likely that this employee requested reimbursement for more miles than was accurate or appropriate, indicating the potential for fraud. If inappropriate reimbursements are prevalent at DCOA or other agencies that conduct site visits, the amount of improperly calculated reimbursements could result in significant overpayments.

## **A lack of sufficient oversight resulted in unjustified and unapproved costs and significant delays in reconciling travel expenses.**

A lack of sufficient oversight by reviewers and approvers was evident in the travel advances and reconciliations in our sample. For instance, from our sample of 19:

- Six travelers were missing one or more approvers' signatures in their advance requests and reconciliation documents.
- Three travelers exceeded the GSA per diem rate for hotel charges, sometimes significantly so, without any justification.
- Two employees attended conferences in Florida and South Carolina that concluded around lunchtime, yet they spent another night on the road without justification, amassing additional hotel, meal, and transportation costs. If increased airfare or lack of flight options made it necessary to spend another night, that would be reasonable, but no such justification was evident in the travel documents.

Additionally, several agencies and OCFO clusters did not require travelers to provide timely documentation. Out of our sample of 19, there were eight instances where OCFO staff had not received post-travel reconciliation documents from District employees as of late June when we conducted our site visits. In these eight cases, the paperwork ranged from one month to four months late. Without a timely travel reconciliation, OCFO was delayed in determining whether the traveler spent the advance payment appropriately and if the traveler needed to repay any of the advance back to the District. Furthermore, some OCFO staff did not appear to have a consistent method for ensuring that they collected all travel reconciliation paperwork, so much so that some were not even aware that the documents were missing until we asked for them.

It should be noted, however, that in one case the OCFO Government Services cluster took the collection of reconciliation documents very seriously. For one traveler, they sent a letter of indebtedness within days of his trip to demand reconciliation documents and notify the employee that the advance funds would be withheld from his paycheck if he did not comply.

The lack of sufficient oversight cannot be attributed to incomplete policies or procedures. The policies and forms that we reviewed typically provided detailed requirements for approvals, justification for excess expenses, and timely submission of travel reconciliation forms. Instead these problems point to a lack of understanding of travel policy and/or insufficient training provided to agency managers and OCFO cluster employees who approve and process travel payments.

---

2. This reimbursement was erroneously included in the original data set of travel advances provided to ODCA by OCFO because there was no advance payment involved in this transaction.

## **A lack of consistent travel policies resulted in significant variation in how agencies and OCFO clusters processed travel advances and reconciliations.**

As noted above, the District-wide travel regulations were last updated in 1986. The outdated regulations presented a variety of problems for those processing travel payments. For instance, the DCMR set a maximum for reimbursement of lodging and meals expenses at \$75 per day for “out of city travel” (defined as more than 50 miles from the District), an amount that is not reasonable in 2018. Furthermore, the regulations do not reference the use of GSA per diems, nor do they provide any guidance on how employees are to estimate costs for travel advances.

During site visits to six different OCFO cluster offices, we requested copies of the travel policies that each agency used to govern the advances and reconciliations in our sample of 20. None of the OCFO employees provided a copy of the current regulations, though some agency and cluster policies incorporated elements of the DCMR by reference. Instead, District government agencies and OCFO clusters created their own travel policies and forms, presumably because of the limitations of the regulations. Sometimes we received policies that governed an entire cluster and sometimes they governed an individual agency within a cluster.

In our sample of 20, agencies and OCFO clusters processed travel advances and reconciliations using seven different agency- or cluster-specific travel policies. The policies ranged in length from three to 17 pages. One agency, the Office on Aging, did not have an agency- or cluster-specific travel policy. The travel policies were not always consistent with the DCMR or with each other.

This lack of coherent and current travel policy resulted in inconsistencies in how different agencies and OCFO clusters processed travel payments. For instance, each cluster, and sometimes each agency, used different forms for processing travel advances and reconciliations. There were variations in the content of the travel forms; some forms required a manager’s signature to approve travel payments, others only required an OCFO employee’s approval.

In some cases, the inconsistencies had a direct impact on travelers because some District employees received greater amounts in their travel advances than others:

- Five travelers, whose payments were processed by the OCFO Human Support Services cluster, received 80% of their total estimated travel costs in their travel advances.
- Two D.C. Public Schools travelers whose payments were processed by the OCFO Education cluster received 75% of their estimated per diem costs, though their agency travel policy clearly stated that they should have received 100%. Two OSSE travelers whose payments were processed by the same cluster received 100% of estimated costs.
- All other agencies and clusters in our sample awarded 100% of estimated costs in travel advance payments.

Additionally, three DOH employees received \$80 in their travel advance for ground transportation costs because the OCFO Human Support Services cluster awarded \$80 as standard practice when an employee anticipated any ground transportation costs. Most other agencies and clusters that we reviewed required justification and documentation for anticipated ground transportation expenses.

## **The District’s travel policies did not address sales and use tax exemptions, resulting in unnecessary travel expenses.**

Out of our sample of 19, four travelers paid hotel sales and use taxes in U.S. states that offer exemption to other state governments for sales and use tax, totaling \$287.25. No District, cluster, or agency travel policy that we reviewed described procedures for ensuring that District government travelers take advantage of sales and use tax exemptions.

# Recommendations

---

1. The Office of the Chief Financial Officer should institute additional checks on travel payments, including regular spot audits of travel documentation by Associate Chief Financial Officers, and deliver periodic training to employees who approve and process travel payments.
2. The Office of the City Administrator should finalize updated District-wide travel regulations and forms with particular emphasis on provisions that address sales and use tax exemptions and proper calculation of per diem payments and ground transportation costs.
3. The Office of the City Administrator should work with OCFO clusters and agency leadership to educate District government travelers on travel policy and best practice when booking, conducting, and submitting documentation for travel.

# Conclusion

---

Booking travel can be complex. District employees who travel are faced with many decisions— which days and departure times will result in the most cost-effective flights, whether to book direct or connecting flights, which airports to use, whether to pay checked bag fees, whether to use rental cars versus taxis or ride-sharing companies—the list goes on and on. Then, their supervisors and OCFO cluster staff are asked to evaluate the appropriateness of a flight to Phoenix on a Tuesday in April, or a rental car in Jacksonville, or whether it's more cost-effective to fly into Denver versus Colorado Springs. Both employees and approvers may not always have complete information with which to make these decisions.

Also, the accurate calculation of travel costs is not easy. It requires extraordinary attention to detail from the traveler, the traveler's supervisor, the agency fiscal officer, and the OCFO employees who review and process payments. For instance, when calculating M&IE per diems, employees must look up the GSA per diem rates for the specific geographic area to which they are traveling. They must determine the appropriate rate for each full day of travel and find the separate rate for the first and last day of travel. They should determine if any meals are included in their training or conference registration. If so, they must determine the GSA rate for that particular meal and reduce their per diem by that amount. For employees who rarely travel, these steps may be confusing.

We hope that the combination of a new District-wide travel policy, enhanced training, and better controls over the processing of travel payments will improve the accuracy and consistency of travel advances and reconciliations. Given the complexities described above, however, the OCA should continue to explore additional tools that could improve the way employees book and approve travel and calculate associated travel costs so that all travelers and approvers can feel confident that they are spending taxpayer dollars efficiently and appropriately.

# Agency Comments

---

On November 2, 2018, we sent a draft copy of this report to the Office of the Chief Financial Officer (OCFO) for review and written comment. OCFO responded with comments on November 27, 2018. On November 5, 2018, we sent a draft copy of this report to the Office of the City Administrator (OCA) for review and written comment. OCA responded with comments on December 7, 2018. Agency comments are included here in their entirety, followed by ODCA's response.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the City Administrator**

**Rashad M. Young**  
City Administrator



December 7, 2018

Kathleen Patterson  
District of Columbia Auditor  
Office of the District of Columbia Auditor  
717 14th Street, NW, Suite 900  
Washington, DC 20005

**Re:** Office of the District of Columbia Auditor's draft report entitled "Accuracy and Consistency Needed in Travel Advances and Reconciliations"

Dear Ms. Patterson:

Thank you for the opportunity to review and provide comments on the Office of the District of Columbia Auditor's draft report entitled "Accuracy and Consistency Needed in Travel Advances and Reconciliations", dated November 2, 2018.

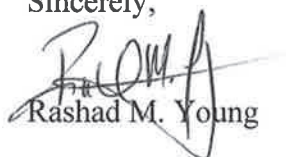
In that report, you addressed two recommendations to the Office of the City Administrator. Your recommendations are set out below, with my office's responses:

1. **Auditor Recommendation:** The Office of the City Administrator should finalize updated District-wide travel regulations and forms with emphasis on provision that address sales and use tax exemptions and proper calculation of per diem payments and ground transportation costs.  
**OCA Response:** We agree with the recommendation that the District's travel regulations should be updated and that the regulations should address the issues of tax exemptions, calculation of per diem payments, and authorized ground transportation costs. We expect to issue an updated draft of District-wide travel regulations for public comment in early 2019.
2. **Auditor Recommendation:** The Office of the City Administrator should work with OCFO clusters and agency leadership to educate District government travelers on travel policy and best practice when booking, conducting, and submitting documentation for travel.  
**OCA Response:** We agree with the recommendation that there should be additional outreach to and training of District employees regarding travel policies and best practices. We believe that this outreach and training would best take place after the updated travel regulations are finalized.



Thank you again for providing the opportunity to review and comment on the draft report. If you have any questions, please do not hesitate to contact me, or have your staff contact Barry Kreiswirth, General Counsel, at 202-724-3692.

Sincerely,



Rashad M. Young

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER



Jeffrey S. DeWitt  
Chief Financial Officer

NOV 27 2018

Ms. Kathleen Patterson  
District of Columbia Auditor  
717 14<sup>th</sup> Street, N.W., Suite 900  
Washington, DC 20005

**Re: Response to ODCA Report: Accuracy and Consistency Needed in Travel Advances and Reconciliations**

Dear Ms. Patterson:

Thank you for the opportunity to comment on the findings and recommendations presented in the Office of the District of Columbia Auditor's draft report entitled, *Accuracy and Consistency Needed in Travel Advances and Reconciliations*, dated November 2, 2018. The responses of the Office of the Chief Financial Officer (OCFO) are attached.

If you have any questions or require additional information, please feel free to Timothy Barry, Executive Director, OCFO Office of Integrity and Oversight, at 442-6433.

Sincerely,

Jeffrey S. DeWitt

Attachment

cc: Timothy Barry, Executive Director, Office of Integrity and Oversight

## **Response to ODCA Report: Accuracy and Consistency Needed in Travel Advances and Reconciliations**

### **Recommendation 1:**

The Office of the Chief Financial Officer should institute additional checks on travel payments, including regular spot audits of travel documentation by Associate Chief Financial Officers, and deliver periodic training to employees who approve and process travel payments.

### **OCFO Response:**

The OCFO concurs with the recommendation. Upon receipt of the draft report, we met with staff to express how critical it is to ensure that travel policies and procedures are consistently followed. Further, we will update current travel policy and procedures as needed to ensure they are consistent with our standardized practices; provide updates to program offices; develop a presentation to train employees who are in the travel approval and payment process; and provide ongoing training to staff based on the updated requirements. To ensure procedures are followed, we will implement periodic reviews of travel transactions to ensure compliance. The expected completion date for the policies and procedures update is March 31, 2019. The OCFO's Office of Integrity and Oversight will conduct a follow-up audit of the program in June 2019 to ensure all areas of the OCFO are compliant with the updated policy.

# ODCA Response to Agency Comments

---

We greatly appreciate the responses provided by the Office of the Chief Financial Officer and the Office of the City Administrator. We are pleased that they agree with our recommendations and that they plan to take quick action to improve the processing of travel payments to District employees.

# Summary of Report Recommendations

All recommendations in this report can be implemented without any additional costs to the agency, have the potential to generate revenue and/or cost savings to the District, and/or help to advance the goals of the Office of the Chief Financial Officer (OCFO) and the Office of the City Administrator (OCA), as seen below.

| Recommendation                                                                                                                                                                                                                                                                       | Cost to Agency to Implement? | Potential to Generate Revenue or Savings to the District? | Specific Agency or District-Wide Goal Advanced by Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. The Office of the Chief Financial Officer should institute additional checks on travel payments, including regular spot audits of travel documentation by Associate Chief Financial Officers, and deliver periodic training to employees who approve and process travel payments. | No                           | Yes                                                       | <p><u>The OCFO 2017-2021 Strategic Plan:</u></p> <p>“Ensuring that a culture of continuous improvement takes root and thrives within the OCFO organization is one of our highest priorities. In this culture, employee empowerment and accountability are nurtured and promoted. An improvement-focused culture requires that we constantly review our organizational processes, procedures and systems to increase their overall efficiency, with the goal of continually increasing our effectiveness as an agency and the satisfaction levels of both our customers and employees.”</p> |
| 2. The Office of the City Administrator should finalize updated District-wide travel regulations and forms with particular emphasis on provisions that address sales and use tax exemptions and proper calculation of per diem payments and ground transportation costs.             | No                           | Yes                                                       | <p><u>The Fiscal Year 2019 District of Columbia Proposed Budget and Financial Plan (abridged):</u></p> <p>The mission of the Office of the City Administrator (OCA) is to facilitate the effective and efficient implementation of the Mayor’s vision and priorities by providing leadership, support, and oversight of District government agencies. The Office of the City Administrator supports the day-to-day operations of the District government by:</p>                                                                                                                           |
| 3. The Office of the City Administrator should work with OCFO clusters and agency leadership to educate District government travelers on travel policy and best practice when booking, conducting, and submitting documentation for travel.                                          | No                           | Yes                                                       | <ul style="list-style-type: none"> <li>• Improving government services and responsiveness by creating efficiencies and advancing innovative solutions to public challenges; and</li> <li>• Developing fiscally responsible performance-based budgets and continuously monitoring agency spending to ensure government services are delivered on time and on budget.</li> </ul>                                                                                                                                                                                                             |

# Appendix A

# Appendix A: Sample Agencies, Travel Dates, Destinations, and Purpose

|    | Agency                                             | Travel Dates         | Destination        | Purpose                                                                                                              |
|----|----------------------------------------------------|----------------------|--------------------|----------------------------------------------------------------------------------------------------------------------|
| 1  | Department of Insurance, Securities, and Banking   | May 5-9, 2018        | St. Louis, MO      | Government Finance Officers Association 2018 Annual Conference                                                       |
| 2  | Department of Insurance, Securities, and Banking   | March 11-14, 2018    | Scottsdale, AZ     | Captive Insurance Companies Association 2018 International Conference                                                |
| 3  | Department of Small and Local Business Development | March 4-9, 2018      | Jacksonville, FL   | Association of Procurement Technical Assistance Centers Spring 2018 Training Conference                              |
| 4  | Department of Consumer and Regulatory Affairs      | April 16-19, 2018    | Pittsburgh, PA     | Getting to Zero National Forum 2018                                                                                  |
| 5  | Department of Consumer and Regulatory Affairs      | March 21-24, 2018    | Ocean City, MD     | National Association of Elevator Safety Authorities Code Update Seminar and Eastern Region Spring Workshop           |
| 6  | Office of Planning                                 | April 16-18, 2018    | Pittsburgh, PA     | Institute for Sustainable Communities Leadership Academy: Innovations in Building Resilient Communities II           |
| 7  | Public Service Commission                          | April 23-26, 2018    | Virginia Beach, VA | Virginia Damage Prevention Conference 2018                                                                           |
| 8  | Department of Public Works                         | May 7-9, 2018        | St. Louis, MO      | Government Finance Officers Association 2018 Annual Conference                                                       |
| 9  | Department of Public Works                         | March 13-15, 2018    | Surfside Beach, SC | Solid Waste Association of North America (South Carolina Palmetto Chapter) Transfer Station Management Certification |
| 10 | District Department of Transportation              | February 13-15, 2018 | Dover, DE          | The 51st Annual Mid-Atlantic Quality Assurance Workshop                                                              |
| 11 | D.C. Office on Aging                               | March 2018           | Washington, DC     | Reimbursement for local travel expenses while providing client service visits during the month of March 2018         |
| 12 | Department of Behavioral Health                    | April 26-29, 2018    | San Diego, CA      | Institute for Healthcare Improvement Summit on Improving Patient Care 2018                                           |
| 13 | Department of Health                               | April 1-5, 2018      | Atlanta, GA        | National Rx Drug Abuse & Heroin Summit                                                                               |

|    | Agency                                          | Travel Dates         | Destination      | Purpose                                                                                                                                         |
|----|-------------------------------------------------|----------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 14 | Department of Health                            | April 1-4, 2018      | Atlanta, GA      | National Rx Drug Abuse & Heroin Summit                                                                                                          |
| 15 | Department of Health                            | March 22-25, 2018    | Orlando, FL      | Developmental Disabilities Nurses Association 26th Annual Education Conference                                                                  |
| 16 | Department of Parks and Recreation              | April 30-May 4, 2018 | Palm Springs, CA | Best of Out-of-School Time Conference                                                                                                           |
| 17 | D.C. Public Schools                             | February 6-10, 2018  | Tampa, FL        | Council for Exceptional Children's 2018 Special Education Convention & Expo                                                                     |
| 18 | D.C. Public Schools                             | March 4-7, 2018      | San Jose, CA     | Visited several Summit schools with the intent to observe Summit in action, including conversations with students, teachers, and school leaders |
| 19 | Office of the State Superintendent of Education | April 22-26, 2018    | Dallas, TX       | LRP's National Institute on Legal Issues of Educating Individuals with Disabilities                                                             |
| 20 | Office of the State Superintendent of Education | April 23-26, 2018    | Atlanta, GA      | Center for IDEA Fiscal Reporting IDEA Fiscal Forum 2018                                                                                         |

## About ODCA

The mission of the Office of the District of Columbia Auditor (ODCA) is to support the Council of the District of Columbia by making sound recommendations that improve the effectiveness, efficiency, and accountability of the District government.

To fulfill our mission, we conduct performance audits, non-audit reviews, and revenue certifications. The residents of the District of Columbia are one of our primary customers and we strive to keep the residents of the District of Columbia informed on how their government is operating and how their tax money is being spent.

**Office of the District of Columbia Auditor**  
**717 14th Street N.W.**  
**Suite 900**  
**Washington, DC 20005**

**Call us:** 202-727-3600

**Email us:** [odca.mail@dc.gov](mailto:odca.mail@dc.gov)

**Tweet us:** [https://twitter.com/ODCA\\_DC](https://twitter.com/ODCA_DC)

**Visit us:** [www.dcauditor.org](http://www.dcauditor.org)



Information presented here is the intellectual property of the Office of the District of Columbia Auditor and is copyright protected. We invite the sharing of this report, but ask that you credit ODCA with authorship when any information, findings, or recommendations are used.

Thank you.

