

**Internal Control Assessment**  
**Section 9 : Travel**

Agency:  
 Bus Area:  
 Fiscal Year:

	Question	Yes	No	NA	Comments
	<b>Travel</b>				
1	Are procedures in place to ensure that all travel is done in accordance with the State Travel Policy Rules and Regulations manual published by DFA-OPTFM?				
2	Does the agency provide all employees subject to travel status with a copy of the Travel Manual?				
3	Does the agency offer training classes to review the Travel Manual with employees?				
4	Are procedures in place to require a travel waiver form be sent to DFA-OPTFM prior to making any reservations that deviate from standard travel procedures?				
5	Are procedures in place whereby the agency utilizes the appropriate state contract vendor for cars rented inside or outside the state?				
6	Does the agency have a department travel coordinator who handles the monitoring and compliance of State Travel Rules and Regulations and other travel related assistance?				
7	Are procedures in place to ensure travel reimbursement requests are submitted <u>immediately</u> upon the employee's return and any travel settled at the time?				
8	Are procedures in place to cancel credit cards immediately upon employee termination?				
9	Are procedures in place to review all credit card statements sent to the agency?				

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	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
10	Are procedures in place to handle the misuse of a credit card by an employee?				
11	Are procedures in place to ensure that travel reimbursement requests are verified, checked for compliance and approved before submitted to DFA?				
12	Are procedures in place to govern the use of state-owned vehicles and Fuelman cards in accordance with Miss. Code Ann (1972) 25-1-79 and 25-9-153?				
13	Does management understand that they are responsible for ensuring the compliance with Section 25-3-41, Miss Code (1972) by providing internal controls over employee travel?				