

OACR Audit Focus



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Audit & Compliance Review

Nur Erenguc, Chief Audit Executive
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University Travel Audit

Our review of University Travel found that implementation of the *myUFL* system and policy changes brought about by devolution from the state may have caused some misunderstanding about travel rules and regulations. We would like to remind campus units that travel rules still include the following:

- An approved Travel Authorization request is required prior to attending a conference.
- Supporting documentation such as hotel receipts are required and must be submitted to Travel with a copy of the expense report.
- Claiming meals when provided by a conference is not allowed.

Signature approval forms should be on file with Travel for each approver.



Delegation of travel approval authority below Dean, Director or Department Head should be documented within the department.

We found that use of the P-Card for travel could result in double charges and should be cross-referenced in both the P-Card and Travel modules.

If you have questions, please call University Travel or refer to the updated directives at <http://fa.ufl.edu/uco/handbook/handbook.asp?doc=1.4>

WebCT Vista On-line Course Management System

We reviewed the on-line course management system used by the academic community for web-based instruction, WebCT Vista.

Approximately 34,000 students and 900 faculty used WebCT Vista in Fall semester 2005. The use of on-line instruction has gained popularity as an educational tool and the UF administration is committed to supporting WebCT Vista.

Our review of WebCT Vista, administered by the Office of Information Technology, found it to be well administered, secure and regularly backed-up. Suggestions for improvement included a business continuity plan.

A committee, formed to study the effectiveness of the WebCT Vista software, has produced a report found at <http://www.it.ufl.edu/documents/WebCT%20Final%20Report.pdf>

Telecommunications and Cellular Charges

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In a recent audit of Telecommunications, we surveyed campus units to determine the level of review performed on monthly Telecommunications invoices. Departments did not always sufficiently review the charges to ensure that only authorized and official business telephone charges were paid.

The new billing system implemented in August, 2005 provides sufficient detail for units to determine if costs billed for line charges, long distance/toll, maintenance and installation were appropriate. We urge campus units to review invoices monthly in

order to ensure that all Telecommunications costs were billed properly and that telephone charges were made for business purposes.

We found that annual expenditures for cellular phone usage increased significantly from 2003 to 2004. The university established cell phone guidelines in November 2001; however, some departments weren't performing a cost/benefit analysis before entering into a cellular phone contract or adequately reviewing monthly bills. More information can be obtained from the CNS website at <http://www.cns.ufl.edu/telecom/>

New Staff Auditor at the OACR



Hui Zhou, Staff Auditor, joined our office on August 29. Hui is a graduate of Georgia State University where she earned both a Master of Professional Accountancy and a Master of Science in Computer Information Systems. She previously

worked in the corporate tax department of Georgia Pacific. Hui can be reached at 392-1391 or by e-mail at hzhou2@ufl.edu.

See our organization chart on our web site at http://oacr.ufl.edu/Organizational_Chart.htm