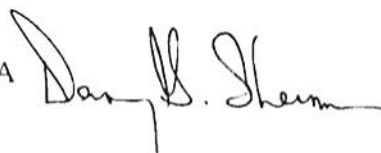


June 4, 2015

To: Giuseppe N. Colasurdo, M.D.
President

From: Daniel G. Sherman, MBA, CPA, CIA
Assistant Vice President



Re: Executive Travel and Entertainment - #15-108

We have completed our review of Executive Travel and Entertainment (T&E) for the 2nd quarter of fiscal year 2015. Our review was performed at the request of the UTHealth Audit Committee.

The objective of this work was to review executive travel and entertainment for appropriateness, reasonableness, and compliance with applicable policies, statutes, rules, and regulations. The population selected for review was all employees who have a direct reporting relationship to the president or chief operating and financial officer and all Medical School department chairs.

A judgmental sample of 30 expenditures dated between December 1st 2014 and February 28 2015 representing a total of \$ 63,654 were selected for testing. This is 42% of the total executive travel and entertainment expenditures for the period.

We noted 3 of the 30 vouchers had errors in the reimbursements. Two were under reimbursed and one was over reimbursed. We contacted the respective individuals and departments who have addressed these issues prior to the close of fieldwork. We find that executive travel and entertainment expenditures are appropriate and reasonable, and in compliance with applicable policies, statutes, rules, and regulations.

cc: Audit Committee