TRAVEL AND EXPENSE REIMBURSEMENTS

Expense reimbursement schemes are fraudulent schemes in which an employee makes a claim for reimbursement of fictitious or inflated business or travel expenses. Examples of these schemes include submission of personal, duplicate, altered, or overstated expenses. According to the Association of Certified Fraud Examiners, reimbursement schemes represented 11% of frauds in 2022 and resulted in a median loss of $40,000.

The Q&As below contain tips to prevent travel and expense (T&E) reimbursement fraud.

- What approval is required for T&E reimbursements?
  - At a minimum, the traveler and traveler's supervisor should review and approve all T&E reimbursements and support to ensure compliance and validity.
- When should T&E reimbursement requests be submitted?
  - Authorization should be obtained before expenses are incurred. Related expense reports should be submitted timely.
- Are duties over the reimbursement process properly separated?
  - Different people should prepare, approve, and reconcile the T&E reimbursement request.
- Are receipts required for all T&E reimbursements?
  - Receipts with detailed information such as date, vendor, description, cost, and tender should be submitted. All foreign receipts should be translated.
- Are requests examined to ensure expenses are submitted only once?
  - Approvers should review recent T&E reimbursement requests to ensure that duplicate expenses have not been submitted.
- Does the organization have a designated travel policy?
  - DSO and USF's travel manual outlines the rules and guidelines for business travel.

Where can I find more information?

- USF Regulation 5.001: Fraud Prevention and Detection
- USF Office of Internal Audit website: https://www.usf.edu/audit/

How can I report potential fraud or abuse?

- Notify your supervisor
- Contact the USF Office of Internal Audit at (813) 974-2705
- Report activities anonymously through the EthicsPoint hotline at (866) 974-8411