



OFFICE OF THE COUNTY AUDITOR

Bob Grogan, CPA, CFE
DuPage County Auditor

421 N. County Farm Road
Wheaton, Illinois 60187
(630) 407-6075
FAX: (630) 407-6076
www.dupageco.org/auditor

To: William Babyar, Director
Office of Homeland Security and Emergency Management

From: Bob Grogan, CPA, CFE
County Auditor

Subject: [REDACTED] Reimbursement

Date: May 18, 2016
#16-49

Last week, two requests for reimbursement forms (attached) were received in the Office of the County Auditor for voucher pre-audit processing. The documents were submitted on behalf of former Animal Control Veterinarian [REDACTED] to reimburse her for an October 16, 2015 "lunch for Foundation Members" and the corresponding mileage from the animal shelter to the restaurant. The combined total amount of the reimbursement is \$63.57.

I am recommending rejection of these payments due to non-compliance with the County Board Travel Policy (Policy).

Section 6.0 E. of the Policy requires that actual receipts are necessary to document reimbursements. In this situation, no receipts from the lunch were provided. Additionally, section 1.4 B.2. prescribes:

"Reimbursable expenses that have been incurred in the last quarter of the fiscal year must be submitted for reimbursement prior to the second Friday in December."

Dr. [REDACTED] remained in the employ of the County for 3 months after the reimbursement deadline noted in the Policy, thus it is the opinion of the County Auditor that the explanation for the delay provided in your memo (attached to the reimbursement requests) should not be considered a mitigating factor to allow for the payment of the expense.

I have directed my staff to transfer the invoices to a non-processing batch in the ERP system and recommend that the Finance Department delete the expense invoices to avoid the inadvertent payment to the vendor.

If you have any questions, please contact me.

cc: Paul Fichtner, Chairman Finance Committee
Brian Krajewski, Chairman Animal Care and Control Committee
Tom Cuculich, Chief of Staff
Paul Rafac, Chief Financial Officer