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ERIE COUNTY COMPTROLLER
HON. STEFAN I. MYCHAJLIW

March 14, 2018

Robert Keating, Director
Erie County Division of Budget and Management
95 Franklin Street, 16th Floor
Buffalo, NY 14202

Re: Audit of Long Distance Travel Reimbursement Policies

Dear Mr. Keating:

The Erie County Comptroller's Office is commencing an audit of Long Distance Travel Policies and Procedures of all departments within the County for the period January 1, 2017 through December 31, 2017. We will examine and assess compliance with internal policies and procedures as they apply to travel outside Erie County.

The scope of our audit will include but is not limited to:

- Determine whether all travel is pre-approved.
- Examining internal controls and verifying that they are adequate and operational.
- Verifying that policies & procedures are established.
- Examining travel and conference costs incurred were actual, necessary and legitimate.
- Verifying supporting documentation is submitted with reimbursement request and that all submissions have proper approval.

We will contact you shortly to confirm a day and time for our examination to begin. Should there be any concerns or questions, please feel free to contact our office. Thank you in advance for your assistance and cooperation.

Sincerely,

Scott Kroll
Deputy Comptroller – Audit

cc: Hon. Mark C. Poloncarz, Erie County Executive
Scott Bylewski, Senior Budget Consultant
Hon. Erie County Legislature
Erie County Fiscal Stability Authority

OFFICE OF ERIE COUNTY COMPTROLLER STEFAN I. MYCHAJLIW • 95 FRANKLIN STREET • ROOM 1100 • BUFFALO, N.Y. • 14202
PHONE: (716) 858-8400 • FAX: (716) 858-6195 • E-MAIL: COMPTROLLER@ERIE.GOV
WHISTLEBLOWER HOTLINE FOR REPORTING WASTE, FRAUD & ABUSE: (716) 858-7722 OR E-MAIL: WHISTLEBLOWER@ERIE.GOV

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