
Office of the State Controller



Review of Idaho State Historical Society Travel
and P-Card Purchases – Steve Guerber
November 2006



Keith Johnson
State Controller

Office of the State Controller

700 W. State Street
Boise, Idaho 83720-0011

November 17, 2006

To: Citizens of the State of Idaho

I submit to you my report of findings and recommendations from my office's comprehensive review of Mr. Steve Guerber's travel and P-Card purchases for the time period from July 1, 2001 through June 30, 2006. As you will read, we identified a total of \$5,467.77 in improper payments to Mr. Guerber during this time period.

Our report details these payments, and outlines the policy guidance that, if properly followed, would have prevented these errors. While this accountability lapse at the Idaho State Historical Society is regrettable, I would highlight for you that our system has worked. The Legislative audit published in August, 2006 properly identified some areas of concern. Then, on your behalf, based on the authority granted my office by Idaho law, I undertook a comprehensive review of transactions at the Historical Society.

Many accounting functions in the State of Idaho are decentralized, with authority and responsibility vested with the directors of each of Idaho's 91 state agencies. Given my statutory responsibility to "superintend the fiscal concerns of the state," I require annually that each agency director attest to me their agency's compliance with a standard system of internal controls established by my office. As you will read, while the Idaho State Historical Society director attested to his agency's compliance, the problems were caused by fundamental failures in the agency's system of internal controls, and an apparent failure on the part of agency management to properly apply these statewide standards.

I hope Idahoans will read this report with great interest. I also encourage a healthy dialogue about internal controls and the adequacy of oversight functions in the state. I encourage your interest and would be glad to receive your input and answer any questions you as citizens of the State of Idaho may have. I have been pleased to serve you during my four years as Idaho's State Controller.

Sincerely,

A handwritten signature in cursive script that reads "Keith Johnson".

Keith Johnson
Idaho State Controller

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REVIEW OF IDAHO STATE HISTORICAL SOCIETY TRAVEL AND P-CARD PURCHASES – STEVE GUERBER

BACKGROUND

The Idaho Legislative Services Office released an audit report for the Idaho State Historical Society on August 22, 2006. Finding #1 in that report highlighted the state agency's non-compliance with state travel and procurement card regulations. The audit reviewed ten of Mr. Guerber's travel vouchers and monthly procurement card (P-Card) summaries during fiscal years 2002 through 2005 and found a variety of errors. The audit recommended the agency review all the director's travel and procurement card records. The Idaho State Historical Society Board of Trustees requested the assistance of the Idaho State Controller in reviewing the director's travel and procurement card records. Controller Keith Johnson and his staff have conducted a review of travel and procurement card records under the authority granted him by Idaho statutes to examine the records of state agencies. This report documents the results of that review. The following sections describe the scope, the findings, and the analysis and recommendations.

SCOPE

The scope of the work documented in this report includes the examination of procurement card and travel and expense vouchers along with other materials related to Mr. Guerber. All of Mr. Guerber's charges for the period from July 1, 2001 through June 30, 2006 were examined. On a randomly selected basis, other employee's travel and procurement card transactions were also examined. The work involved examination of source documents, accounting records, timesheets and interviews of employees of the Historical Society, including Mr. Guerber, his administrative assistant, one current and one former fiscal officer, and Board Chairman, Tony Edmondson. In addition, we reviewed conference agendas and registration materials provided either from the agency or directly from the organization sponsoring the conference. Since Mr. Guerber is also a City of Eagle city council member, a public records request was sent to and complied with by the City of Eagle for Mr. Guerber's City of Eagle travel records during the review period.

FINDINGS

We reviewed over 200 transactions related to Mr. Guerber's travel and P-Card use. We identified 130 transactions representing \$5,467.77 which we have concluded were improperly reimbursed to, or expended by, Mr. Guerber during the five-year review period. Based on the findings in the August, 2006 Legislative Audit Report, Mr. Guerber has repaid the State of Idaho \$633.75. This leaves a net balance due the State of Idaho of \$4,834.02.

After we began our work, Mr. Guerber submitted documentation to our office in support of possible under-reimbursements of \$693.40 for travel expenses and \$1,035.30 for unclaimed mileage allowances. The scope of our work did not involve a review of these claims. Because the majority of these claims are beyond the two-year limitation for presenting claims as stipulated in Idaho Code section 67-1023, we have recommended to Mr. Guerber that he submit his reimbursement request for these items to the State Board of Examiners.

Our review of travel and procurement card transactions for other Historical Society employees did not show a similar pattern of improper reimbursements. We reviewed ninety-nine transactions incurred by employees other than Mr. Guerber during the period from July 1, 2001 through June 30, 2006. Findings included minor math errors, occasional missing documentation to justify meal expenditures, and payment of sales tax on in-state purchases. The total of possible disallowed expenditures was insignificant.

Findings related to the review of Mr. Guerber's travel claims and P-Card purchases can be categorized into four major categories:

- 1) Meeting Meals
- 2) Travel Expenses
- 3) Gifts
- 4) Other Purchases

These findings, along with relevant policy guidance are summarized in this section of our report. Transaction details are provided in Appendices C through F of our report.

1) Meeting Meals

Eighty transactions related to meals were reviewed. Of those transactions, a total of \$2,465.86 do not comply with state policies and are not allowed. Appendix C details the results of the reviewed transactions. These included charges for meals during informal meetings with elected officials, board members, Society members, and other state employees while in the Boise area. The reviewed charges also included meals for spouses in connection with board meetings and meals for guests. In addition, charges for allowable meals often exceeded the partial day per diem limit allowed by state travel policy.

The state travel policy stipulates:

2. Reimbursement for meals at the home station is not allowable for informal meetings (i.e. over a casual breakfast, lunch or dinner) between staff members of an agency or other agencies; other state and federal employees; state employees and legislators, etc. However, with Board of Examiners approval, home station meals may be reimbursed where necessary to promote trade or commerce.
(See Appendix A)

As indicated above, state travel policies generally do not allow meals to be paid by the state when in a “home station” area (the Boise area for Mr. Guerber). An exception to this general rule is meals for official meetings:

C. Refreshments and Meals for Official Meetings

The State Board of Examiners recognizes the importance of sponsoring meetings and training sessions. Further, the Board understands that to facilitate the needs of the attendees and to ensure the best utilization of attendee time, refreshments and/or meals may be provided to those attending department-sponsored meetings and/or training sessions under the following criteria:

1. Refreshments

- a. The meeting or training session has a published agenda and attendance is mandatory.
- b. The meeting or training session has an intended duration of three (3) hours or more;
- c. There are five (5) or more attendees; and
- d. The total per attendee cost of the refreshments, per refreshment break, will not exceed \$7.50, which is the allowable partial day per diem amount established for breakfasts, pursuant to Appendix B.

2. Meals

- a. The meeting or training session has a published agenda and attendance is mandatory;
- b. Location or scheduling conflicts do not lend themselves to a meal recess;
- c. The meeting's business is furthered by speeches, presentations or interpersonal exchange that would not normally occur on a daily basis;
- d. The meeting or training session has an intended duration of six (6) hours or more;
- e. There are five (5) or more attendees; and
- f. The per attendee cost of the meal does not exceed the allowable partial day per diem reimbursement, pursuant to Appendix B.

Regularly scheduled staff meetings or department-sponsored social gatherings shall not qualify for meal or refreshment provisions unless such meetings occur no more than quarterly and attendees are brought together from various locations throughout the state. Further, an attendee shall not be eligible for meal reimbursement due to travel status if such meal is provided while attending a meeting or training session.
(See Appendix A)

2) Travel Expenses

Sixty-four of Mr. Guerber's travel vouchers were reviewed, including the ten travel vouchers reviewed by the Legislative Services Office audit. Thirty-seven showed an over-reimbursement, thirteen showed an under-reimbursement, and fourteen revealed no errors. We concluded a net total of \$2,665.78 was overpaid to Mr. Guerber. Following is a summary of the various findings. All vouchers are detailed in Appendix D of this report.

Per diem and P-Card Meals – State travel policies allow travelers to claim reimbursement for a partial or full day per-diem amount for meals and incidental expenditures. However, these claims must be reduced by meals or incidental expenditures charged to the P-Card. Mr. Guerber claimed and was paid per-diems, but also charged meals to his procurement card without appropriate reductions in his per-diem claims. Thirty-seven of the 64 reviewed vouchers contained errors that either under or over-reimbursed Mr. Guerber for a total of \$1,172.43 over-reimbursement.

Third Party reimbursement – Mr. Guerber occasionally traveled to events on behalf of the State of Idaho as the Historical Society Director and represented the City of Eagle as a city council member. While unusual, there is nothing inherently wrong with this dual-purpose travel. However, while state travel policy does not precisely address this potential, we concluded the intent of the policy expects the traveler will only be reimbursed once for their out-of-pocket expenses. If a state employee receives reimbursement from the state, any third party reimbursements should be paid to the state, not the employee. Two of Mr. Guerber's meal claims to the state totaling \$103.00 were inappropriate as the City of Eagle reimbursed him for the same meals. The state travel policy stipulates:

When a third party is expected to reimburse the state for the trip, that information along with the name and billing address of the third party must be included on the travel request. The reimbursement must be made to the agency paying the original travel or endorsed in the agency's favor.
(See Appendix A)

Additionally, we inquired about the apparent use of a state vehicle to two conferences where Mr. Guerber billed costs to both the City of Eagle and the State of Idaho. The City of Eagle paid Mr. Guerber a mileage reimbursement for these two conferences. Mr. Guerber listed a state vehicle license number on his state travel claim. However, during our interviews, he indicated that he used the state vehicle only for Boise vicinity travel prior to traveling to these conferences. Mr. Guerber subsequently supplied us with letters signed by Nancy Merrill, Mayor of the City of Eagle, and Donna Guerber, his wife, attesting to the use of his personal vehicle, rather than a state vehicle, on these trips. Based on these attestations, we concluded that there was no inappropriate double-charging of the City or the State for mileage reimbursements, or misuse of State vehicles. Thus, no reimbursement was required on this questioned item.

Conference Meals – Sixteen vouchers included meal reimbursement claims of \$409.06 that are not allowed because meals were provided as part of the conferences he attended and did not require an out-of-pocket expense.

The state travel policy states:

If meals are furnished as part of a conference registration fee, the employee shall be reimbursed for meals not provided at the partial day meal reimbursement rate, pursuant to Appendix B.
(See Appendix A)

Personal Expenses – Fifteen vouchers included claims totaling \$382.43 that are not allowed as they were for personal expenses, such as in-room movies or golf fees.

The state travel policy stipulates:

All reimbursable travel of state employees must have been properly authorized; actually incurred; essential in achieving the goals or fulfilling the responsibility of a particular department; and conducted in the most economical and practical manner for the state.

and:

are necessary in the performance of official state business.
(See Appendix A)

Mr. Guerber acknowledged that he knew personal expenses were not reimbursable but that he relied on his fiscal staff to make sure travel vouchers were properly completed.

Tips – Thirteen of the vouchers reviewed included claims for tips totaling \$292.00 which are not allowed. The state travel policy does not allow separate reimbursement for tips. It stipulates:

Per diem is defined as the reimbursement for: meals, meal gratuities, and fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardess on ships, and hotel servants in foreign countries.
(See Appendix A)

Expenses for Guests, Spouse – Two of the vouchers reviewed included claims for travel costs of either Mr. Guerber’s spouse or a non-employee guest of Mr. Guerber’s totaling \$352.00 which are not allowed. These claims are detailed in Appendix D to this report. State travel policies stipulate:

All reimbursable travel of state employees must have been properly authorized; actually incurred; essential in achieving the goals or fulfilling the responsibility of a particular department; and conducted in the most economical and practical manner for the state.

and:

are necessary in the performance of official state business.
(See Appendix A)

When questioned about spouse expenses, Mr. Guerber indicated he knew that spouse expenses were not allowable and indicated these were the result of unintentional errors. Fiscal personnel also confirmed that Mr. Guerber was aware of this policy and regularly complied with this by either paying spouse expenses directly or reimbursing the Historical Society after the agency paid spouse expenses. One error on spousal expenses was generated by a travel agency mis-billing which was not detected by fiscal personnel or Mr. Guerber.

Phone Calls – When reviewing Mr. Guerber’s travel charges, we noted hotel room phone charges that prompted us to ask questions during our interview with Mr. Guerber.

State travel policies state:

Telephone calls and telegraph messages, including one personal telephone call per day by the traveling employee, limited to ten (10) minutes. In the case of a family emergency or unusual circumstances, personal calls of longer duration may be approved by the director.
(See Appendix A)

We summarized phone charges from Mr. Guerber’s travel during the period reviewed, noting a total of \$1,415.49 during twenty-nine trips. On a test basis, we selected phone charges from ten trips, totaling \$871.14, and asked the director to explain the nature of the calls. The phone charges were explained as calls to Internet service providers, for purposes of maintaining business email correspondence. We verified on a test basis that these charges were in fact Internet service provider calls. Thus, no reimbursement was required on this questioned item.

Rental Cars – Mr. Guerber’s travel often included the use of a rental car. State travel policies stipulate:

Reimbursement for travel by common carrier shall be limited to the lowest cost means of travel unless it is impractical or not available.
(See Appendix A)

State travel policies also state:

Automobile rental or aircraft charter may be authorized by the department director when the use of such conveyance is the most economical and practical means of transportation, necessary to accomplish the state's mission.
(See Appendix A)

During our interviews and follow up inquiries of Mr. Guerber, he provided detailed responses that supported his appropriate use of rental cars in relation to the above policy. No reimbursement was required as to rental cars.

3) Gifts

Seven of Mr. Guerber’s reimbursement claims or P-Card charges totaling \$336.13 are not allowed as they are gift purchases. All twenty of the reviewed claims are detailed in Appendix E of this report.

Gifts to Legislators, Associates – Six of Mr. Guerber’s claims totaling \$208.13 are not allowed as they are gifts to state legislators or other associates not employed by the Historical Society.

State fiscal policies stipulate:

Unacceptable purchases include but are not limited to:

- Alcoholic beverages.
- Automotive gasoline for state vehicles, unless the vendor will not accept the State gas card.
- Gifts/Donations.
- Employee personal items.
- Items prohibited by agency or State policy.

(See Appendix A)

Employee Gifts and Recognition Awards - State fiscal policies allow employee recognition gifts with the following guidance:

Authority for employee recognition awards programs rests with agency management. As with other financial management matters, agency management should carefully consider internal management control systems when implementing such programs. Management should develop a written policy outlining the scope of the awards program. Management shall limit employee recognition awards only to factors related to work performance.
(See Appendix A)

In response to our inquiries on gifts and awards transactions, the Historical Society provided additional explanations. The Society does not have a written policy outlining the scope of the awards program. Explanations for some of these transactions indicate there was a work performance factor (years of service) for the gifts/awards. These expenditures are considered reasonable in relation to the policy, are allowed, and are detailed in Appendix E to this report.

We questioned a number of other gift transactions (primarily movie ticket gift certificates) because some personnel explained they had felt the gift certificates were personal Christmas gifts from Mr. Guerber to them, rather than employee recognition gifts. Mr. Guerber explained these gifts as “spot awards,” given in recognition to select employees who had assumed responsibilities above and beyond basic duties. He also provided us with a letter from another employee receiving these gifts who highlighted that Mr. Guerber offered recognition for her extra efforts on agency projects in a Christmas card accompanying the gift certificates. This example of differing perceptions from state agency employees regarding gifts reinforces the importance of developing written policies describing agency recognition awards, as the above policy indicates. These expenditures are considered allowable and no reimbursement is required on these questioned items.

Football Tickets – Mr. Guerber used his state P-Card to purchase \$128 of Boise State University football tickets in 2004. We concluded this was an inappropriate expenditure of state funds. During our interview with Mr. Guerber, we discussed his purchase of tickets to a Boise State University / Oregon State University football game in September of 2004. Mr. Guerber reported to Idaho’s Legislative Auditor that these tickets were “payment to a speaker that the Historical Society engaged.” We asked Mr. Guerber if the tickets were instead a personal gift to his associate from Washington. Mr. Guerber explained to us that this in-kind payment was made to the director of the Washington State Historical Society in lieu of compensation to the director for his services to the Idaho State Historical Society. According to Mr. Guerber, the Washington director spent time with Idaho State Historical Society Museum personnel talking about operations, gave a presentation, and met with personnel at the State Historic Preservation Office, and the tickets were in lieu of a fee for these types of services that would otherwise cost the Society \$500. We asked about typical practices amongst state historical societies when visits with public sector peers like this occur. When asked whether visits customarily involve compensation for the visiting directors, Mr. Guerber responded, “Generally what we end up doing is saying, ‘Hey, just buy me a dinner, get me a ticket to this show...’ ”

To confirm this explanation, we contacted Mr. Dave Nicandri, the director of the Washington State Historical Society, by telephone. Mr. Nicandri recalled the trip and stated that his trip to Boise was solely a personal visit and did not involve any business activities with members of the Idaho State Historical Society. He explained that he was an Oregon State University fan and he regularly came to Boise when the two teams played here. He stated he did not receive tickets to the football game from Mr. Guerber, but that he had purchased his own, through Oregon State University. He explained that he and Mr. Guerber had talked about meeting up to “tailgate,” but did not manage to meet even socially during his 2004 visit to Boise.

Mr. Guerber reiterated to us that the tickets were purchased for Mr. Nicandri’s use and were left at the ‘will call’ window, but he did not know whether Mr. Nicandri actually used the tickets. Mr. Guerber stated that he did not use the tickets personally. Regardless of who used the tickets, if at all, we found no legitimate business purpose for the purchase of these items and concluded that the state should be reimbursed since they were of solely a personal nature.

4) Other Purchases

Wardrobe Materials, Books – We reviewed thirty-nine of Mr. Guerber’s purchases for wardrobe materials and books. These purchases are detailed in Appendix F. The wardrobe materials are articles of clothing he purchased in order to portray historical figures. Mr. Guerber’s charges also include a number of books related to historical events and topics. Either of these types of purchases could be considered personal purchases if they are not in the custody and control of the State Historical Society, or if they are being utilized extensively for personal purposes.

During our interviews with Mr. Guerber and other Society staff, we learned that the clothing purchased by Mr. Guerber has been used extensively for character presentations during the period examined. Fiscal staff commented on the significant public relations benefits they felt accrued to the agency as a result of these presentations. In addition to several legislative functions such as JFAC hearings, Mr. Guerber provided a detailed listing of dates and events where he wore this clothing while portraying historical figures. This listing included forty-five presentations during the 5-year period, where he presented before 5,700 students and adults. Fiscal source documents examined on a test basis corroborated his attendance at these events. The wardrobe materials were stored in Mr. Guerber’s home, which is considered reasonable given the frequency of his use of them for appropriate business purposes. When asked during our interview, Mr. Guerber indicated his intent has been that should his employment relationship with the Society end, he would return these items to the custody of the Society. As of November 13, 2006, all of such items have been delivered to the State Museum. The transfer is documented by appropriate receipts. During our interviews, Mr. Guerber also explained his purchases of books and posters, indicating these items were maintained in the library or other facilities of the Society. Thus, no reimbursement was required on these questioned items.

As the Director, Mr. Guerber had an important role in education and in promoting the mission of the Society. Accordingly, we concluded it was both reasonable and in fact expected, that he would execute his duties on occasion in costume as a figure important to Idaho history. State law allows broad discretion to agency heads as to how to best carry out their duties. While these purchases may seem unusual in the broad context of statewide purchases, in the context of the State Historical Society, we concluded this was a matter between the Historical Society Director, his board, and the legislature who appropriates the money for the ongoing budget.

Visits to Historical Sites – Similar to the purchase of costumes for purposes of portraying historical figures, the director's visits to historical sites is a matter of discretion left to the director. For example, during a December, 2002 trip to a conference in Harrisburg, Pennsylvania, Mr. Guerber spent two days visiting Civil War battlefields in Pennsylvania. Mr. Guerber also explained a longer route he took when returning to Boise by rental car from Indianapolis, Indiana after the September 11, 2001 disaster when air transportation was unavailable. In response to our inquiry, he indicated his trip through South Dakota and Northern Idaho during his return trip to Boise allowed him to visit important historical sites such as Mount Rushmore, the Dakota Badlands, and various Lewis and Clark sites. Again, in the context of the Historical Society's mission, we determined the question as to whether these trips were appropriate was a matter between the Historical Society Director, his board, and the legislature who appropriates the money for the ongoing budget.

ANALYSIS AND RECOMMENDATIONS

This section of our report discusses factors contributing to the exceptions documented in our “Findings” section above and offers recommendations for the Idaho State Historical Society Board of Trustees.

Management Responsibility – In the course of our work, we concluded that Mr. Guerber either did not understand or accept his responsibility as an agency head for fully implementing internal controls to ensure compliance with state policies. This important, overarching factor significantly contributed to the exceptions noted in “Findings” above.

In response to audit findings, and during our interviews, Mr. Guerber expressed his views that the agency’s fiscal office should have, but did not identify over-reimbursements or his non-compliance with state policies. The agency response section of the Legislative Services Office audit report of August 22, 2006 reads, “The director told us that the accounting staff, on whom he relies, failed to inform him that he over-claimed and that he may not have complied with rules and regulations.”

Despite the perspective of Mr. Guerber, state policy guidance regarding agency director responsibilities is clear. The first page in the Overview Section of Idaho’s Management Control System (described under “Recommendations” below) states:

Each agency director (including constitutional officers) is responsible for adhering to the statewide internal control policies and adapting the management control system for achievement of the objectives of his or her agency, to ensure a positive control environment and to convey high ethical standards to division managers.

Idaho’s State Travel Policy and Procedures also state:

Department heads shall make certain that all of their employees who travel for official purposes are aware of these policies and procedures.

The primary responsibility for proper control and compliance with State Travel Policies and Procedures.....is inherent in the administrative responsibility and authority of the director of each department.

Communication – During our interviews with Historical Society personnel, we identified a pattern of poor communication between the fiscal department and administration personnel. In fact, statements and viewpoints of fiscal personnel differed significantly from the statements and viewpoints of administration personnel in a number of key areas.

Fiscal personnel reported to us that they occasionally identified policy exceptions such as the ones presented in “Findings” above. When asked about these charges, administration personnel provided justifications to support their disbursements or claims for reimbursement, thus overriding the concerns raised by the staff. Fiscal personnel indicated that these claims were then processed. Previous fiscal officers indicated their perceptions that Mr. Guerber did not like to be challenged on spending decisions and felt a sense of entitlement to charge these items to the State. Mr. Guerber denied that he

attempted to override their objections or discouraged fiscal officers from complying with state policies. His perception was that fiscal staff did not adequately communicate their concerns to him or make him aware that state policies were being violated. In our opinion, this distinct difference in perceptions, and the related lack of communication, contributed to the situation where state spending policies were not followed.

Fiscal personnel also reported to us a variety of situations where they felt their authority to design, implement, and enforce fiscal policies was limited. For example, they asserted that their efforts to implement a purchase order system and implement audit recommendations were resisted by employees of the Historical Museum. They also asserted that the agency's P-Card system adoption was initially executed by agency management without their direct involvement. Conversely, Mr. Guerber denied any effort to limit or disregard the authority of fiscal personnel to implement effective internal controls or safeguard state assets. These fundamentally inconsistent views demonstrate the need for clearly articulated parameters for agency fiscal authority and a commitment by management to support the fiscal staff across the agency.

Both fiscal personnel and administration personnel shared views that the other group wasn't good at sharing information or communicating on a "need to know basis." During the course of our work documented in this report, fiscal personnel asserted that administration personnel were providing responses to our questions without the assistance of fiscal personnel. Mr. Guerber however, advises that he and his assistant, Ms. Bobbi Viker, obtained information from the fiscal office and the Controller's Office to respond to questions posed to him. We also identified misunderstandings about how audit findings were to be communicated from administration to fiscal and also from administration to the Board of Trustees. Mr. Guerber indicated that Legislative auditor Tom Haddock advised him not to review the audit report with his fiscal personnel or his board until a final report was issued.

Qualifications, Training – During our visits with administrative personnel, we learned that as early as one month after the appointment of a new fiscal officer (October, 2005), they had concerns about her qualifications for the position. The scope of our work did not include an assessment of the qualifications of fiscal personnel per se. Under-qualified financial management personnel however, can contribute to poor internal controls in an organization.

The ultimate responsibility for the effective functioning of the fiscal department lies with agency management. If in fact, management had identified problems with fiscal personnel performance and capabilities, management should have addressed and resolved those concerns.

Board of Trustees – Based on discussions with staff and management of the Society as well as Historical Society Board Chairman Tony Edmondson, the board of trustees has not been as involved in financial management matters as they would like to be. For example, Ms. Viker and Mr. Edmondson both indicated the board had not received financial statements they could easily read and understand.

Board members in both the private and in the public sectors are more often expected to be increasingly involved in financial management matters such as establishing internal controls, reviewing financial reports, and holding independent meetings with auditors. Because agency directors have significant discretion in administering their agency, boards have an important oversight role in ensuring that agency heads are accountable for their decisions.

State of Idaho Procurement Card (P-Card) – A number of the disallowed charges presented in this report were transactions on Mr. Guerber’s State of Idaho Procurement Card (P-Card). Despite concerns about the P-Card, properly controlled procurement card programs bring significant benefits to organizations. The most significant benefit is time and money savings for the organization. Properly controlled P-Card programs have the same key controls that exist for traditional payment processing. Key processes such as timely reconciliations, appropriate limits for cardholders, verification of receipt of goods and other key controls need to be considered, implemented, and enforced.

The State of Idaho has a robust internal controls infrastructure surrounding its P-Card program, and remains committed to capturing the benefits of a good P-Card program while preventing card mis-use. The Division of Purchasing in the Department of Administration requires agencies to designate a “P-Card Administrator” in each agency and provides them with a comprehensive manual to assist them in managing P-Cards with appropriate controls in place. Cardholders, including Mr. Guerber, are required to sign a State of Idaho Cardholder User Agreement that states that they will follow Idaho’s policies and procedures, will not make personal purchases, and that failure to comply could result in disciplinary action up to and including termination. For a copy of this agreement, see Appendix B.

Recommendations - Based on the findings and our analysis of factors causing the exceptions above, our primary recommendation to the Board of Trustees of the Idaho State Historical Society is to undertake a comprehensive review of internal controls within the agency. The problems identified at the Society could have been prevented by a more complete application of the State of Idaho’s Management Control System. The Management Control System is a comprehensive framework of internal controls established and promulgated by the Office of the State Controller in accordance with Idaho Code section 67-1001 (4), which reads:

It is the duty of the State Controller to suggest plans and provide internal control standards for the improvement and management of the public revenues, assets, expenditures and liabilities.

Idaho's Management Control System has been the statewide standard for internal controls since the Office of the State Controller was created in 1995. Each agency is responsible for administration of the Management Control System in their agency and is supported in their efforts by reference materials provided by the Office of the State Controller. These materials are maintained on the 'Accounting' section of the Controller's Web site at <http://www.sco.idaho.gov>.

To ensure proper application of these statewide internal control standards in Idaho state agencies, the Idaho State Controller requests and receives an annual attestation letter from each agency. This annual attestation includes, among other things, a statement of compliance/attestation with the statewide internal control standards and indications that the agency has utilized the materials provided on the above-referenced Idaho State Controller website. This attestation requires the signature of the agency director, the agency fiscal officer, and the agency information technology director. For a copy of an attestation letter from the Idaho State Historical Society, see Appendix B.

While signed annual attestation letters were received from the Idaho State Historical Society for each of the years examined, clear control weaknesses that should have been identified and addressed were not. After a proper application of the Management Control System, in fact, agency management should have been able to identify and remediate most of the issues highlighted as causes of the findings above. The Management Control System includes questionnaires that address management overrides, alignment of authority and responsibility, communication practices, staffing training, oversight and governance (including board involvement) and more. The Office of the State Controller would be glad to assist the Society in its efforts to enhance internal controls in the agency.

APPENDIX A - STATE OF IDAHO POLICY REFERENCE MATERIALS

Address <http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvpolicy.htm>



James
Risch
Governor



Ben
Ysursa
Secretary of
State



Lawrence
Wasden
Attorney
General



Keith
Johnson
State
Controller,
Secretary

SCQ > [Board of Examiners](#) > Policies and Procedures

State Travel Policy and Procedures

SBEX Policy No. 442-50

Adopted: July 1, 1996

Last Amended: January 1, 2006

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History of Amendments

Effective July 1, 1996

Approved by State Board of Examiners on June 3, 1996

Amended by the State Board of Examiners

April 13, 1999

February 13, 2000

June 13, 2000

January 2, 2001

July 1, 2001

January 1, 2002

January 1, 2003

January 1, 2004

April 12, 2005

Statement of Philosophy

These State Travel Policies and Procedures are effective July 1, 1996, as adopted by the Board of Examiners in accordance with Sections [67-1001](#), [67-2004](#), [67-2005](#), [67-2006](#), [67-2007](#), [67-2008](#), [67-5250](#), Idaho Code. These travel policies and procedures replace and supersede any and all prior state travel regulations, policies and procedures that may have been promulgated or adopted by the Board of Examiners. These policies and procedures shall be agency guidelines for all personnel defined as employees of the state of Idaho, except as provided by law, and shall be applicable to all official travel paid for by the state of Idaho and all departments, agencies, officers, boards, commissions, institutions and other state entities.

Departments may adopt their own internal travel policies for additional administrative control or flexibility when deemed necessary or desirable. No department, however, may permit travel reimbursement exceeding that allowed by these state Travel Policies and Procedures, nor shall they institute more liberal measures of travel control than those provided herein. Department heads shall make certain that all of their employees who travel for official purposes are aware of these policies and procedures. A copy of the department's travel procedures and policies adopted in addition to those herein provided shall be filed with the State Controller.

All reimbursable travel of state employees must have been properly authorized; actually incurred; essential in achieving the goals or fulfilling the responsibility of a particular department; and conducted in the most economical and practical manner for the state.

The primary responsibility for proper control and compliance with State Travel Policies and Procedures, or those adopted by state departments, is inherent in the administrative responsibility and authority of the director of each department. For purposes of these policies and procedures, the term "director" shall also include the appointing authority of any state entity as enumerated above, or their designated representative(s).

1. Travel Authorization

Official travel of state employees must be authorized by the director of the department or by the director's designated representative(s).

Procedure 1-1. The method for granting authorization is left to the discretion of the director of each department.

2. Approval of Travel Expense

Travel expense vouchers must be approved for payment by the department director or designated representative(s).

3. Allowable Expenses

Payment of travel expense by the state of Idaho is limited to costs authorized in these State Travel Policies and Procedures, unless the Board of Examiners provides an exception thereto.

Travelers with disabilities: With prior approval of the department director or designated representative, employees with disabilities are allowed payments of certain additional travel expenses to accommodate their disabilities such as, but not limited to, subsistence and transportation of an attendant when the employee requires assistance, cost of specialized transportation, increased cost of specialized services for public carriers or special baggage handling.

4. Expenses Not Allowable

The following will not be paid by the State:

A. Expenses of a personal nature incurred for the convenience of the traveler including travel by indirect routes or stop-overs for personal reasons; or leaving earlier or returning later than necessary on a trip. It is acceptable for the traveler to leave their home station in reasonably sufficient time to arrive at an airport's recommended pre-departure time.

1. Notwithstanding the restrictions contained in 4.A. above, an agency may reimburse an employee for travel expenses incurred during official travel which includes a personal stopover to the extent the employee sufficiently documents that the cost of the entire trip (including transportation, lodging, per diem, miscellaneous expenses and compensatory time) is no more than the costs would have been without the personal stopover. Supporting schedules must be attached to the employee's travel expense voucher.

2. Extraordinary expenses due to unusual circumstances when deemed appropriate and necessary, may be approved by the department director. Supporting documentation shall be attached to the travel expense voucher.

B. Expenses for travel between home and office or for other non-official purposes

C. Expenses incurred by an employee while on leave.

5. Mode and Route of Travel

Employees shall use the most practical mode of travel from the standpoint of time and expense. When unusual circumstances preclude adhering to this procedure, department directors may allow an exception. Supporting documentation shall be attached to the travel expense voucher

6. Travel By Public Transportation

Reimbursement for travel by common carrier shall be limited to the lowest cost means of travel unless it is impractical or not available. When for personal reasons a traveler is authorized by the department director to use a private conveyance in lieu of common carrier, reimbursement will be limited to an amount for travel, meals, lodging and miscellaneous expenses equal to the amount which would have been incurred had the travel been by common carrier. Authorized travel time shall be limited to that which would have been allowed had the employee traveled by common carrier. Unless the department director specifically authorized

a leave of absence, excess travel time incurred by the authorized use of a private conveyance for personal reasons during working hours shall be charged to the traveler's accrued leave.

Procedure 6-1. All original receipts for travel by common carrier paid by an employee must be attached to the travel expense voucher. This includes the boarding fees at airports which are considered part of the airline ticket expense.

Procedure 6-2. An explanation must be attached to the travel expense voucher when an employee is authorized to use a private conveyance in preference to the common carrier and is claiming an amount equivalent to the common carrier fare. The explanation must include destination, actual departure and return dates and hours which would have been incurred by the use of the common carrier.

7. Use of Privately-owned Automobile, Aircraft, or Other Conveyance

The use of privately-owned automobiles, aircraft, or other conveyances may be authorized whenever it is more practical or beneficial to the state's mission than transportation by common carrier or state vehicles. Privately-owned conveyances shall be covered by public liability and property damage insurance, pursuant to Idaho Code.

The cost of transportation by private conveyance shall be paid at the rate set by the Board of Examiners, pursuant to [Appendix A](#), up to the maximum allowed by law.

If an agency-owned vehicle is available to the traveler, but for personal convenience a privately-owned conveyance is used, the reimbursement shall be limited to one-half the applicable rate, unless otherwise determined by the director.

Allowable in-state mileage shall be computed according to the latest official state highway map or mileage charts. Allowable out-of-state mileage shall be computed according to the latest Rand McNally Atlas. Odometer readings are permissible only when mileage computations cannot be made from such maps or charts.

Travel for official purposes in and about a city, including travel within an employee's [official station](#), as defined in 11, when not constituting a trip between two communities may be consolidated on a daily basis and reported as "vicinity travel".

Automobile storage or parking fees will be an allowable expense when necessary to protect state or private property, or for other reasons is advantageous for the state.

Receipts for storage or long term parking fees must be attached to the travel expense voucher for reimbursement.

8. Vehicle Rentals and Aircraft Charters

Automobile rental or aircraft charter may be authorized by the department director when the use of such conveyance is the most economical and practical means of transportation, necessary to accomplish the state's mission.

The most economical and practical rental equipment available will be used. Receipts for vehicle rental or charter costs paid by the traveler must be attached to the travel expense voucher for reimbursement.

9. Use of State Vehicles

The use of state vehicles for personal or other non-official business is strictly prohibited. Home-to-office driving is only permissible when beginning or ending an authorized trip outside of regular business hours, or for other reasons considered in the best interest of the state and approved by the department director. The names and an explanation of the responsibilities of administrative personnel determined by the department director to require the permanent assignment of a state vehicle shall be furnished to the Board of Examiners for approval.

Individuals who are not on state business may not operate or ride in a state conveyance while on official state business unless prior approval has been granted by the director or designated representative(s). Supporting documentation must be attached to the travel expense voucher.

State and local traffic laws must be observed at all times. Any employee committing an infraction of such laws shall be personally liable for any damage if the employee is acting outside the course and scope of official duty, and may be subject to disciplinary action. Any employee committing an infraction of such laws may be requested to attend a defensive driving course. Employees shall be personally liable for any fines arising from infractions of state and local traffic laws. State vehicles may be operated only by individuals who possess a valid operator's license. Seat belts must be worn at all times while operating or riding in state vehicles.

10. Lodging Expenses

The actual cost of lodging plus applicable tax will be reimbursed to the traveler. Lodging costs may be direct-billed to the department with prior approval of the department director. Lodging costs within an employee's [official station](#) (defined in 11.) are not allowable.

Procedure 10-1. Original receipts for all lodging must be attached to the travel expense voucher for reimbursement. Any exception to this procedure must have supporting documentation attached to the travel expense voucher.

Procedure 10-2. At the time of making reservations or registering, employees shall identify themselves as state employees and whenever possible, secure the accommodations at the government rate, if available.

11. Meal Expenses Not Allowable

Expenses for meals or lodging of employees at their official station shall not be allowed except as provided below.

"Official station" is defined as the work area or office assigned to the employee or in certain circumstances the department director may further define the "official station" of employees with unique work assignments or responsibilities.

An exception may be made when the department director determines that due to unusual circumstances it is in the best interest of the state that the employee not return home each night, or these expenses are prepaid as part of a registration for a conference, or when the employee's job description requires that employee to be on call for emergencies during meal time.

1. Any potential determination as to what comprises a "conference" or "convention" at the official station must meet certain criteria before any consideration of meals reimbursement will be made. Such criteria may include one or more of the following: (a) the function has participants from various locations; (b) a registration fee is charged; (c) it has a published

agenda; (d) meal cost is included in the registration fee; (e) attendance is compulsory or voluntary as determined by the department director, etc.

Meal expense shall not be reimbursed when a clear distinction cannot be made by any agency's documentation supporting what constitutes an official "conference" and/or "convention" using the criteria cited in 11.1. herein.

2. Reimbursement for meals at the home station is not allowable for informal meetings (i.e. over a casual breakfast, lunch or dinner) between staff members of an agency or other agencies; other state and federal employees; state employees and legislators, etc. However, with Board of Examiners approval, home station meals may be reimbursed where necessary to promote trade or commerce.

The State Controller's Office will interpret all meetings to be informal unless documented proof is submitted with the travel expense voucher showing otherwise. All meals qualifying for reimbursement will be paid only to the extent authorized by Idaho Code [67-2008](#).

3. Reimbursement will not be made to an employee for expense of meals or lodging provided by relatives or other parties unless the relative or other party is in the business of providing such services and advertises such to the general public.

4. Reimbursement will not be made to an employee for meal expenses when the employee left their home station earlier than reasonably necessary to meet an airport's recommended pre-departure time.

12. Meal Expenses Allowable

A. Per Diem Reimbursement

Without supporting documentation, a per diem reimbursement shall be paid to the traveler in accordance with the amounts set by the Board of Examiners pursuant to [Appendix B](#), up to the maximum allowed by law, for all official travel which mandates an overnight stay. Per diem is defined as the reimbursement for: meals, meal gratuities, and fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardess on ships, and hotel servants in foreign countries.

Complimentary meals, including continental breakfast provided by a hotel and meals provided by common carriers will not be deducted from the per diem allowance to be paid.

B. Partial Day Reimbursement

Where employees are absent from their official station for less than twenty-four (24) hours, a partial day reimbursement for meals, including gratuity, shall be paid to the traveler at the maximum rate set by the Board of Examiners pursuant to [Appendix B](#), Partial Day Per Diem Reimbursement. Each department may adopt an internal policy regarding partial day per diem reimbursement whenever travel does not involve an overnight stay.

For travel involving an overnight stay a partial day reimbursement for per diem shall be paid to the traveler at the maximum rate set by the Board of Examiners pursuant to [Appendix B](#), Partial Day Meal Reimbursement, within the following limitations:

Breakfast: If the actual departure time is 7:00 a.m. or before, or if the return time is 8:00 a.m. or after.

Lunch: If the actual departure time is 11:00 a.m. or before, or if the return time is 2:00 p.m. or after.

Dinner: If the actual departure time is 5:00 p.m. or before, or if the return time is 7:00 p.m. or after.

If meals are furnished as part of a conference registration fee, the employee shall be reimbursed for meals not provided at the partial day meal reimbursement rate, pursuant to [Appendix B](#).

Procedure 12-1. The destination, time and date of departure and return to official station must be shown on the travel expense voucher for each trip.

C. Refreshments and Meals for Official Meetings

The State Board of Examiners recognizes the importance of sponsoring meetings and training sessions. Further, the Board understands that to facilitate the needs of the attendees and to ensure the best utilization of attendee time, refreshments and/or meals may be provided to those attending department-sponsored meetings and/or training sessions under the following criteria:

1. Refreshments

- a. The meeting or training session has a published agenda and attendance is mandatory.
- b. The meeting or training session has an intended duration of three (3) hours or more;
- c. There are five (5) or more attendees; and
- d. The total per attendee cost of the refreshments, per refreshment break, will not exceed \$7.50, which is the allowable partial day per diem amount established for breakfasts, pursuant to [Appendix B](#).

2. Meals

- a. The meeting or training session has a published agenda and attendance is mandatory;
- b. Location or scheduling conflicts do not lend themselves to a meal recess;
- c. The meeting's business is furthered by speeches, presentations or interpersonal exchange that would not normally occur on a daily basis;
- d. The meeting or training session has an intended duration of six (6) hours or more;
- e. There are five (5) or more attendees; and
- f. The per attendee cost of the meal does not exceed the allowable partial day per diem reimbursement, pursuant to [Appendix B](#).

Regularly scheduled staff meetings or department-sponsored social gatherings shall not qualify for meal or refreshment provisions unless such meetings occur no more than quarterly and attendees are brought together from various locations throughout the state. Further, an attendee shall not be eligible for meal reimbursement due to travel status if such meal is provided while attending a meeting or training session

13. Miscellaneous Expenses

With supporting documentation, expenses for certain miscellaneous items are reimbursable if incurred by a state employee in the official conduct of state business. Necessary miscellaneous expenses, for which receipts may not be available, may be reimbursed upon certification by the employee.

Department directors shall establish procedures regarding documentation by receipts for the following items:

- A. Taxi or bus fares to and from depots, airports, and hotels, and other ground transportation costs necessary to conduct official state business while in authorized travel status.

B. Telephone calls and telegraph messages, including one personal telephone call per day by the traveling employee, limited to ten (10) minutes. In the case of a family emergency or unusual circumstances, personal calls of longer duration may be approved by the director.

C. All business-related expenses including stenographic or typing and facsimile services, stationery, postage, or other supplies if such were necessary for the transaction of state business.

D. Customary fees for cashiers' checks, bank drafts, or money orders for the purpose of making a remittance to the state.

E. Registration fees which are required as admittance or attendance fees for official participation in conferences, conventions, or other meetings.

F. Laundry during a state business trip of five (5) days or longer duration away from the employee's official station.

G. Expenses not specifically described in these policies and procedures as an allowable expense, but which nevertheless, are necessary in the performance of official state business.

14. Compensatory Time for Travel

Compensatory time for travel will be granted in accordance with Fair Labor Standards Act Regulations 29 C.F.R. Section [785.38](#), [785.39](#), [785.40](#), [785.41](#), to all employees except those listed as "non-covered" under the FLSA, including elected officials, personal staff members selected or appointed by elected public officials, policy-making appointees of elected officials, legal advisors, legislative employees, bona fide volunteers, independent contractors, prisoners, and "trainees".

15. Leave During Travel Status

A traveler who has been granted leave, either compensable or non-compensable, while in travel status shall report in his claim for reimbursement the exact date and time of departure from duty and return.

16. Foreign Travel

The state of Idaho foreign travel policy, pursuant to Idaho Code [§67-2008A](#), shall be as follows:

The foreign travel per diem allowance (FTPDA) is a payment in lieu of reimbursement for actual expenses. The FTPDA is intended to cover the costs of meals at adequate, suitable and moderately priced facilities including costs of mandatory service charges, taxes, laundry and dry cleaning.

The FTPDA will be based on the most current publication of [U.S. Department of State Maximum Travel Per Diem Allowances for Foreign Areas](#). The daily FTPDA will be 100% of the listed M & IE rate in the above publication.

The actual cost of lodging plus applicable tax and service charge will be reimbursed to the traveler.

17. Internal Auditing of Travel Expense Vouchers

Each department shall provide a procedure for auditing of all claims for travel expenses for compliance with the standards established by these state policies and procedures, or those adopted or imposed by internal department policies and procedures.

Procedure 17-1. It is the responsibility of individual departments to audit all expense vouchers thoroughly to ensure their completeness, correctness and fiscal integrity. All claims shall be presented in a legible manner. Audit procedures should include verification of the following items:

- A. Travel duration does not exceed the trip requirements.
- B. Expenses are not claimed by employees in leave status.
- C. Vicinity travel is reasonable considering work assignments.
- D. Trip mileage corresponds to official state highway maps and mileage charts.
- E. Beginning and ending hours and dates are shown for each trip.
- F. The travel was properly authorized and the purpose of the travel is shown.
- G. All entries are mathematically correct, unallowable expenses are deducted, and
- H. All necessary receipts and explanations are securely attached to the travel expense voucher.

Each department will keep a complete record of all employee travel by maintaining a copy of the travel expense voucher and all applicable and supporting documentation accompanying the claim.

Records as noted above will be maintained by the department for a period of three (3) years or until the next audit of financial records is completed.

18. Third Party Reimbursements, Rebates, Promotions

When a third party is expected to reimburse the state for the trip, that information along with the name and billing address of the third party must be included on the travel request. The reimbursement must be made to the agency paying the original travel or endorsed in the agency's favor.

Travel awards and benefits such as frequent flyer miles awarded as a result of state travel will become the property of the traveler and will not be claimed by the state.

19. Travel Claims Forms

The State Controller shall provide each department the proper and necessary forms for the processing of travel claims. The State Controller may issue additional instructions for the submission of travel vouchers as specifically provided by [Chapter 10, Title 67](#), Idaho Code.

Appendix "A"

Lodging

Lodging expense will be reimbursed at actual cost as long as the cost is not unreasonable or exorbitant.

Mileage and Meals

Current Rate:			
<u>Effective Date</u>	<u>Private Vehicle</u>	<u>MEALS In-State</u>	<u>MEALS Out-State</u>
1-1-06	44.5 cents private vehicle/aircraft	\$30.00	\$39.00 or Federal Rate

History of Rate Changes:			
<u>Effective Date</u>	<u>Private Vehicle</u>	<u>MEALS In-State</u>	<u>MEALS Out-State</u>
7-1-74	15 cents car		
7-1-75		\$10.00	\$14.00
7-1-78	15 cents car 17 cents air	\$12.00	\$15.00
7-1-79			\$17.00
8-15-79	17 cents car		
5-1-80	18 cents car	\$15.00	\$20.00
7-1-84	22 cents car		
1-1-85	20.5 cents car		
12-13-88	22 cents pvt vehicle/aircraft		
7-1-90	26 cents car	\$20.00	\$30.00
7-1-96	31 cents pvt vehicle/aircraft	\$20.00	\$30.00
2-13-00	32.5 cents pvt vehicle/aircraft	\$20.00	\$30.00
1-2-01	34.5 cents pvt vehicle/aircraft	\$20.00	\$30.00
7-1-01	34.5 cents pvt vehicle/aircraft	\$30.00	\$30.00 or Federal Rate
1-1-02	36.5 cents pvt vehicle/aircraft	\$30.00	\$30.00 or Federal Rate
1-1-03	36.0 cents pvt vehicle/aircraft	\$30.00	\$30.00 or Federal Rate
1-1-04	37.5 cents private vehicle/aircraft	\$30.00	\$31.00 or Federal Rate
4-12-05	40.5 cents private	\$30.00	\$31.00 or Federal Rate

	vehicle/aircraft		
9-1-05	48.5 cents private vehicle/aircraft	\$30.00	\$31.00 or Federal Rate
1-1-06	44.5 cents private vehicle/aircraft	\$30.00	\$39.00 or Federal Rate

Appendix "B"

Maximum Per Diem Reimbursement Rates

Daily Per Diem Reimbursement (see definition of "per diem" in Section [12A](#))

(a) In State \$30.00 day

(b) Out-of-State Per Diem Reimbursement Rate

\$39.00 per day is the base, but would allow the higher federal rate.

Partial Day Per Diem Reimbursement

Where employees are to be absent from their official station on official business for less than twenty four (24) hours, partial day per diem reimbursement is equal to a maximum of twenty-five percent (25%) of the total per diem rate for breakfast, thirty-five percent (35%) for the total per diem rate for lunch, and fifty-five percent (55%) of the total per diem rate for dinner.

	In-State	Out-of-State
Breakfast - 25%	\$7.50	\$ 9.75 or 25% of Federal Rate
Lunch - 35%	\$10.50	\$13.65 or 35% of Federal Rate
Dinner - 55%	\$16.50	\$21.45 or 55% of Federal Rate

Official Conferences or Conventions

The above limits upon partial day per diem reimbursements do not apply to official conferences or conventions as described in [11.1](#) herein whether at the official station or not. As to such conferences or conventions, only the statutory daily limits of [I.C. §67-2008](#) will apply.

Agencies may adopt maximums of lesser amounts than those established by the Board of Examiners.

FISCAL POLICIES MANUAL

P-CARD POLICY

PREFACE

The State of Idaho's P-Card (purchasing card) program was established to streamline and simplify the requisitioning, purchasing, and payment process. The program was designed to reduce the routing time required for the approval process and paperwork of procurement procedures such as petty cash, check requests, and expense reimbursements. The purchasing card works like a cash card for both the vendor and the agency personnel that use them.

There are many benefits to be derived by using the purchasing card as a payment mechanism when appropriate:

Cardholder Benefits:

- Convenience of purchasing at the point of sale.
- Expedites the delivery of goods or services to the job site.

Agency Benefits:

- Simplifies the purchasing process for many purchases, particularly those of small dollar amounts.
- Lowers the overall transaction processing cost per purchase.
- Provides management information electronically.

Vendor Benefits:

- Expedites payment.
- Reduces paperwork.
- Lowers risk for nonpayment.

POLICY

CARDHOLDERS

State purchasing cards are to be issued to state employees only. If an agency has unique circumstances where they wish to issue a card to a non-state employee, they may do so with approval from the State Controller's Office, Division of Statewide Accounting. Generally exceptions will only be approved when the cardholder is an employee of another governmental entity functioning as a state employee. Each agency determines the number and limitations set on the cards.

COMMODITIES

The purchasing card is to be used for official State of Idaho purchases wherever MasterCard is accepted and in conjunction with current state contracts. It is required that state contract merchants/vendors be used when making purchases of commodities that are available from State term or agency contracts. In addition, the purchasing card is to be used in conjunction with agency purchasing policies.

TRAVEL

The purchasing card may be used to pay travel expenses for official State business. The expenses must be in compliance with the State travel rules and regulations. All expenses must be accounted for on a travel voucher with the appropriate receipts and invoices attached. All cash advances made on the purchasing card must be accounted for and reconciled on the travel voucher. Cash advances should be reasonable in relation to the type and length of the travel.

SERVICES

Service providers can be paid using the purchasing card. Payments made with the p-card are subject to 1099 reporting requirements. The transactions must be posted to the correct vendor number in the accounting system.

UNACCEPTABLE PURCHASES

Unacceptable purchases include but are not limited to:

- Alcoholic beverages.
- Automotive gasoline for state vehicles, unless the vendor will not accept the State gas card.
- Gifts/Donations.
- Employee personal items.
- Items prohibited by agency or State policy.

ACCEPTABLE PURCHASES

- Approved state purchases as prescribed by your agency.
- Travel expenses related to official state business.
- Cash advances for circumstances where cash outlays are required by an employee conducting official State business.

AGENCY COORDINATOR

Each agency will designate a Program Coordinator. This person is responsible for:

- Card issuance, change, and cancellation.
- Maintenance of cardholder lists and documentation in a secure location at all time (locked cabinet).
- Maintenance of card limits and restrictions.
- Maintenance of cardholder agreements.
- Assisting cardholder in verifying and resolving returns, credits and discrepancies.
- Assisting cardholder in resolution of problems or questions about purchases.
- Conduct training for cardholders.
- Evaluating and documenting card distribution to ensure only those individuals with ongoing legitimate business needs receive a card, and that card limits are set accordingly.

APPROVER

Each program area will assign a supervisor or other approver(s) to review and approve cardholder purchasing card transactions including related receipts and invoices. Although only one level of approval is required as a key control, a program area may assign additional levels of approvers, as they feel necessary and appropriate.

CARDHOLDER RESPONSIBILITIES

Once the cardholder has received their card they are responsible for:

- Complying with the requirements of the Cardholder User Agreement.
- Using the card for state purchases and approved items only.
- Maintaining all supporting documentation (e.g. proper receipts, vendor order forms, cash receipts, etc.), and timely submission of support to the accounting unit as appropriate for the agency.
- Accounting for all travel related uses, including cash advances, by recording the transactions and attaching the supporting documentation on their travel reimbursement.

- Ensuring receipt of goods and following up with the vendor to resolve disputes and arranging for returns, credits, delivery problems, etc.
- Reporting lost or stolen card immediately.
- Safeguarding card security at all times. All precautions should be used to maintain confidentiality of the cardholder account number and expiration date of the purchasing card. The account number should never be left in a conspicuous place.
- Reconciling the bank statement and completing the reconciliation process as required by agency procedures. Certifying receipt of all purchases and returns should be forwarded to the cardholder's supervisor or person responsible for approving transactions within a time frame agreed upon by the agency coordinator.
- Only the person whose name appears on the face of the card may use the purchasing card. The only exception to this would be if a Group Card is used (see Group Card below). The card number must not be given to any individual other than the merchant from whom the cardholder is making a purchase.
- Immediate repayment of improper charges and accepts personal liability for misuse.
- Returning the card to the Program Coordinator immediately upon request or upon termination of employment (including retirement).

GROUP CARD

Group cards do not have an individual's name imprinted on the face of the card. These types of cards are intended to be used by multiple people.

Group cards are to be issued to one person who is held accountable for the card with all the same responsibilities as defined in the Cardholder Responsibilities above.

FISCAL IMPACT

None

ADMINISTRATIVE PROCEDURES

ACCOUNTING UNIT RESPONSIBILITIES

The agency's accounting unit is responsible for processing payments to Wells Fargo. The payment due date is established by the terms of the contract with Wells Fargo. Two business days are needed for processing the Automated Clearing House (ACH) function. If the payment date is a holiday or weekend it must be paid on the Friday before the holiday, weekend or the last business day

For users of the automated P-Card process, the following is also necessary:

- Record year end activity. To comply with federal regulations relating to the Statewide Indirect Cost Allocation Plan, it is important that the reduction of cash and recording the expenditure occur in the same year. Detailed procedures related to processing the June p-card transactions and paying the bank can be found on the State Controller's web site, in the P-Card manual.
- Reconciling P-Card transactions to the accounting system. The P-Card liability general ledger accounts must be reconciled and adjusted at least monthly. Reconciliations must be reviewed and approved by a supervisor.

INTERNAL CONTROL

The agency must establish a program of internal control to address the use of the purchasing card as a means of expending State funds.

The following is the minimum level of standards acceptable for departmental internal control systems that will be developed to guide the use of the purchasing card:

- Systems are to be clearly documented and readily available for inspection or audit.
- Those persons authorized to use cards are to be identified by name.
- All transactions are to be promptly recorded, properly classified, and promptly reconciled.
- Transactions are to be authorized by persons acting within their scope of authority.
- Key duties and responsibilities should be assigned systematically to a number of individuals to ensure that effective checks and balances exist.
- All purchasing card transactions related to travel must be accounted for on a travel voucher that must include all related receipts and invoices.
- Spending limits must be set for cardholders, including single purchase and/or monthly limits.
- Cardholder statements must be reconciled and approved at least monthly.
- Qualified and continuous supervision is to be provided to ensure that internal control objectives are achieved.
- Access to resources and records should be limited to authorized individuals as determined by the agency head.
- All cash advances must be accounted for with appropriate receipts and invoices on travel vouchers.
- Any cash advance not utilized must be returned promptly to the agency.

MISUSE OF THE P-CARD

The following types of card misuse should be reported to the appropriate agency personnel:

- Non compliance with documentation standards.
- Use of card for employee personal purchases.
- Use of card by individual other than cardholder.
- Use of the card to purchase non-allowable items.
- Use of the card in direct violation of acquisition goals (failure to use existing State contracts).
- Use of the card in excess of available budget and/or after the expiration date of a contract.
- Splitting transactions at the point of sale to avoid the single transaction limit.

Consequences of misuse shall include:

- Repayment of non-allowable charges.
- Notification to the cardholder's immediate supervisor of the P-Card misuse.

In addition, consequences of misuse may include any one or combination of the following:

- Verbal notification of the infraction.
- Written notification with copies included in the individual's personnel file.
- Temporary suspension of cardholder privileges.
- Mandatory re-training.
- Card suspension with permanent loss of privileges.

Disciplinary action up to and including dismissal, personal liability and repayment of all costs for personal expenses, prosecution, repayment of all costs incurred and any legal costs incurred by the state in the investigation and prosecution for any misuse of the card.

FISCAL POLICIES MANUAL

EXPENDITURES: EMPLOYEE RECOGNITION AWARDS

EMPLOYEE RECOGNITION AWARDS

Authority for employee recognition awards programs rests with agency management. As with other financial management matters, agency management should carefully consider internal management control systems when implementing such programs.

Management should develop a written policy outlining the scope of the awards program. Management shall limit employee recognition awards only to factors related to work performance.

APPENDIX B - P-CARD AGREEMENT AND ATTESTATION LETTER

STATE OF IDAHO CARDHOLDER USER AGREEMENT

You are being entrusted with a State of Idaho Purchasing Credit Card, issued by Wells Fargo Bank. The card is provided to you based on your need to purchase materials for the State of Idaho. It is not an entitlement nor reflective of title or position. The card may be revoked at any time without your permission. Your signature below indicates that you have and will comply with the terms of this agreement.

1. I understand that I will be making financial commitments on behalf of the State of Idaho and will strive to obtain the best value for the State of Idaho.
2. I have read and will follow the State of Idaho Purchasing Card Policies and Procedures. Failure to do so could be considered as misappropriation of funds of the State of Idaho. Failure to comply with this Agreement may result in either revocation of my use privileges or other disciplinary action, up to and including termination of employment.
3. I understand that under no circumstances will I use the State of Idaho Purchasing Card to make personal purchases, either for myself or for others. Using the card for personal charges could be considered misappropriation of funds of the State of Idaho and could result in corrective action, up to and including termination of employment.
4. I agree that should I violate the terms of this Agreement and use the State of Idaho Purchasing Card for personal use or gain, that I will reimburse the State of Idaho within thirty (30) days for all incurred charges and any fees related to the collection of those charges.
5. The State of Idaho Purchasing Card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
6. The Purchasing Card is the property of the State of Idaho. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect the assets of the State of Idaho. This may include being asked to produce the card to validate its existence and account number.
7. If the card is lost or stolen, I will immediately notify Wells Fargo Bank by telephone at 1-800-932-0036 and the Agency Purchasing Card Administrator.
8. I will receive a monthly statement, which will report all purchasing activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will reconcile the statement and resolve any discrepancies by either contacting the supplier or Wells Fargo Bank.
9. I agree to surrender the State of Idaho Purchasing Card immediately upon termination, whether for retirement, voluntary, or involuntary reasons.

STEVE GUERBER
Employee Name (Print)
[Signature]
Employee Signature

XXXX-XXXX-XXXX-XXXX
Purchasing Card Account Number
9/10/01
Date

Handwritten initials/signature

**State Of Idaho
Office Of The State Controller
2005 GAAP Closing Procedures Manual**

Annual Closing Package Form to State Controller, Bureau of Reporting and Review

21 Attestation Letter

Due Date: October 14

CONTROLLER OFFICE
2005 OCT 12 AM 11:13

Agency Code:
522

Name of Agency:
Historical Society

STATE OF IDAHO

All state agencies and executive offices are required to submit this closing package. Agencies submitting an authorized independent contract audit need to submit only the Internal Control Structures Section.

The Office of the State Controller strongly advises (and requests) no changes be made to the text of the attestation letter. If changes are made, however, you must include the reason for the change in the comment box.

PURPOSE AND OBJECTIVES

The purpose of this closing package is to provide instructions for agency management in preparation of its annual Attestation Letter to the State Controller and provide evidence that the agencies have complied with statute. **Review of the internal controls within your agency should not be a year-end process; the process should be ongoing with an evaluation of the process completed at year-end.**

To enable the State Controller to issue the management representation letter, a separate attestation letter from the management of each agency or executive office is required. The attestation letters will be supporting documentation for the management representation letter and, as such, will be made available to the Legislative Services Office auditors.

ACCOUNTING PRINCIPLES AND POLICIES

The State Controller has adopted statewide internal control standards, based on the National Committee of Sponsoring Organizations report issued in 1992. Those standards have been issued in the format of a statewide management control system and training has been provided to all interested state agencies. Agencies are expected to adopt these standards and to report on the effectiveness of internal control standards established in their individual operations. The attestation letter includes a statement of compliance with the statewide internal control standards. In addition to the MCS requirements, agencies must also attest to their financial accounting systems internal control.

SUBMITTING THE ATTESTATION LETTER

Only one letter is required per agency, signed by both the agency head and primary fiscal staff member. Agencies with an IT Manager should have their IT Manager sign the section on "Financial Accounting Systems Internal Control Structure." If your agency does not have an IT manager, please have an appropriate management representative sign. The attestation letter is provided for completion in the same manner as internet closing packages, with the exception that upon completion of the attestation letter it must be printed out at the agency, signed and then submitted as a hardcopy document. Please do not make revisions to text in the attestation letter.

At the bottom of each section (General Representations, Internal Control Structures, Single Audit Requirements, and Statement of Compliance/Attestation) will be a comment box. Management shall use the comment boxes to respond to any questions or statements, relating to the preceding section, as it deems necessary.

The Single Audit Requirement section. If your agency is not required to complete a Schedule of Expenditures and Federal Awards check N/A on the form.

Submit the completed and signed letter with all applicable sections to the Office of the State Controller by October 14. **Please mail paper copies; do not e-mail. Actual signatures are required. Please do not rubber-stamp or type these names.**

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10/11/2005

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71-16

ATTESTATION/SUBSEQUENT EVENT LETTER FOR
Idaho State Historical Society
FISCAL YEAR 2005

The Honorable Keith Johnson
State Controller
P.O. Box 83720
Boise, ID 83720-0011

Agency management is responsible for the accuracy of the financial information submitted to you by our agency for inclusion in the 2005 statewide Comprehensive Annual Financial Report (CAFR). Agency management is also responsible for the effectiveness of the underlying internal control structure used to provide reasonable assurance that accurate accountability will be achieved.

The following specific representations, made to the best of our knowledge and belief, are being provided to you in connection with the information this agency has provided to you in preparation for the fiscal year 2005 statewide financial audit of the CAFR, as mandated by *Idaho Code 67-429(13)*.

General Representations

1. Agency management will make all financial records and related data available to the auditors.
2. There has been no:
 - a. Knowledge of fraud involving (1) management, (2) employees who have significant roles in the internal control structure, or (3) others where the fraud could have a material effect on the Agency's information recorded for inclusion in the Statewide financial reports; or
 - b. Communications from federal agencies concerning noncompliance with, or deficiencies in, financial reporting practices that could have a significant effect on the Agency's information submitted for inclusion in the CAFR.
 - c. Knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, or others.
3. Agency management has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
4. The following have been properly recorded or disclosed in the fiscal year-end closing packages:
 - a. Related party transactions and related amounts receivable or payable, including sales, purchases, loans, transfers, leasing arrangements, and guarantees;
 - b. Guarantees, whether written or oral, under which the State is contingently liable;
 - c. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances and lines-of-credit or similar arrangements;
 - d. Arrangements to repurchase assets previously sold.
5. Agency management acknowledges that:
 - a. It is responsible for the Agency's compliance with applicable laws and regulations.
 - b. It has identified and will disclose, upon request of the Legislative Auditor, all laws and regulations that have a direct and substantial effect on the financial information reported in the Agency's fiscal year-end closing package.
 - c. It is responsible for the design and implementation of programs and controls to prevent and detect fraud.
6. There are no:
 - a. Violations or probable violations of laws or regulations whose effects should be considered, except as provided to you in our fiscal year-end closing packages, as a basis for recording a loss contingency;
 - b. Other significant liabilities or gain or loss contingencies; or
 - c. Unasserted claims or assessments that our lawyer has advised Agency management are probable of assertion.
7. All material transactions have been properly recorded in the accounting records of the Agency.

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8. The Agency has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral.
9. Agency management has complied with all aspects of contractual agreements that would have a significant effect on the CAFR.

Comments	None

INTERNAL CONTROL STRUCTURES

The concept of reasonable assurance recognizes that the cost of management control should not exceed the benefits expected to be derived therefrom. The expected benefits consist of reductions in the risks of failing to achieve the stated objectives. Estimates and judgments are required to assess the expected benefits and related costs of control procedures. Furthermore, errors or irregularities may occur and not be detected because of inherent limitations in any system of administrative and financial management control, including those limitations resulting from resource constraints, legislative restrictions, and other factors.

Projection of any evaluation of the internal controls to future periods is subject to the risk procedures and may be inadequate because of changes in conditions, or the degree of compliance with the procedures may deteriorate. Nevertheless, necessary measures have been taken to assure that the evaluations have been conducted in a thorough and conscientious manner.

Financial Management Internal Control Structure

The objective is to provide reasonable assurance that Agency management encourages and promotes standards to enhance the following:

- Control Environment
- Risk Assessment

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- Control Activities
- Information and Communication
- Monitoring

... objectives of control over financial accounting provide reasonable assurance of the following:

1. Employee duties are segregated as may be necessary to assure the proper safeguarding of State assets.
2. Restrictions have been effected, limiting access to State assets only by authorized persons in the performance of their assigned duties.
3. Adequate authorization and record keeping procedures have been established providing effective control over the assets, liabilities, revenues, and expenditures.
4. Agency personnel are of the quality and integrity commensurate with their assigned responsibilities.
5. The Agency has implemented a process of internal review and adjustment for changes in conditions.
6. Resources are utilized in compliance with applicable federal and state laws and regulations.
7. Obligations and costs are in compliance with applicable federal and state laws and regulations.
8. Funds held outside the State Treasury are managed, used, and obtained in accordance with the terms of their enabling authorities and no unauthorized funds exist.

Financial Accounting Systems Internal Control Structure

Agency Management is responsible for the financial systems internal control structure and has used a variety of appropriate authoritative reference materials when considering and evaluating internal controls related to its computer environment, such as: Control Objectives for Information and Related Technology (COBIT); Statement on Auditing Standard 55/78; Statement on Auditing Standard 70; *Audits of State and Local Governmental Units*, published by the AICPA (particularly Appendix B).

As mentioned under the "Internal Control Structures" of this letter, the concept of reasonable assurance applies. This means that: the cost to implement a control should not exceed its benefits; and there is recognition that *absolute* assurance that risks are controlled is not reasonable. Given the constraints of reasonable assurance it is still incumbent upon management to control their agency's exposure to risk by exercising appropriate due diligence.

Agency Management's attestations in this letter encompass the computing environment for the following agency financial systems (list all systems, e.g., STARS*; accounts receivable, licensing, etc. that interface with STARS or systems used to provide financial information included in the CAFR).

*Note: for agencies using STARS, your agency is not expected to attest to controls that SCO has over STARS, only your own computing environment.

	System Title
System 1	Invoices & Estimates Pro (accounts receivable program)
System 2	
System 3	
System 4	
System 5	
System 6	
System 7	
System 8	
System 9	
System 10	

Specifically, management has considered the following when evaluating the computing environment, which include but are not limited to:

1. Management has implemented a division of roles and responsibilities, which reduce the likelihood for a single individual to subvert a critical process. Management has made sure that personnel are performing only those duties stipulated for their respective jobs and positions. In particular, segregation of duties is maintained (to the extent staffing constraints allow) between the following functions: information systems use, data entry, computer operation, network management, system administration, systems development and maintenance, change management, security administration, and security audit.
2. Mechanisms are in place to prevent the likelihood of unauthorized personnel from accessing computer resources. Procedures are also in place to keep authentication and access mechanisms effective (e.g., regular password changes).
3. Operational security and internal control assurance are established and periodically reviewed, with self-assessment or independent security assessment of information technology.
4. Transaction data entered for processing (people-generated, system-generated, or interfaced inputs) are subject to a variety of controls to check for accuracy, completeness, and validity. Management has established data processing error correction procedures that require timely follow-up.
5. Procedures are in place to reasonably assure original source documents are retained or are reproducible by the organization for an adequate amount of time to facilitate retrieval or reconstruction of data as well as to satisfy legal requirements.
6. Management has established policies and procedures to provide reasonable assurance that output is routinely reconciled to relevant control totals. Audit trails are provided to facilitate the tracing of transaction processing.
7. Management has formally assigned the responsibility for assuring both the logical and physical security of the organization's information assets.
8. Organizational policies and procedures provide reasonable assurance that privacy and security of sensitive data is adequately addressed.
9. Management has established policies and procedures for timely management of user accounts.
10. Management has established policies and procedures to reasonably assure information systems under their control are adequately protected from computer viruses and other system corrupting elements (such as spy-ware, ad-ware, trojans, worms, etc...)

Comments	

The Accounts Receivables computer program enables us to maintain a system of receivables due and to maintain our small inventory of publications. The program was utilized to locate the billing and payment of the Operating Leases for the last fiscal year.

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OK

SINGLE AUDIT REQUIREMENTS

In regards to the Single Audit Act, if your agency does not receive any federal grants, please indicate by checking the N/A space (if your agency does not receive any Federal grants skip to the Statement of Compliance/Attestation section): N/A

Agency management is responsible for compliance and has complied with the requirements of OMB Circular A-133. Management is responsible for complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of its federal programs. Management is responsible for establishing and maintaining effective internal controls that provide reasonable assurance that the Agency is managing federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on its federal programs.

1. Management has provided a schedule of expenditures of federal awards in accordance with Circular A-133 and has included expenditures made during the period being audited for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loans, loan agreements, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance to the Office of the State Controller [except as follows:]
2. Management will identify and disclose to the auditor the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each federal program [except as follows:]
3. Management will make available to the auditor all contracts and grant agreements (including amendments, if any) and any other correspondence that have taken place with federal agencies or pass-through entities and are related to federal programs [except as follows:]
4. Management has complied, in all material respects, with the compliance requirements in connection with federal awards [except as follows:]
5. Management has identified and disclosed all amounts questioned and any known noncompliance with the

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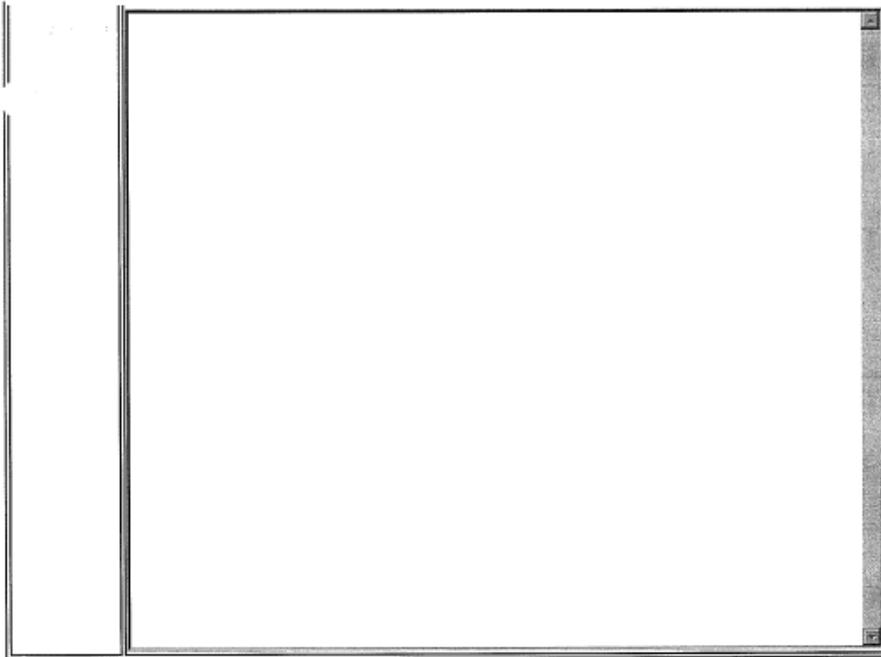
- requirements of federal awards, including the results of the other audits or program reviews [except as follows:]
6. Management will provide copies of interpretations of any compliance requirements that have varying interpretations [except as follows:]
7. Management will make available all documentation related to the compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements [except as follows:]
8. Federal program financial reports and claims for all advances and reimbursements are supported by the financial management system and agree with the information provided to the State Controller in the closing package [except as follows:]
9. If applicable, management has monitored subrecipients to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and have met the requirements of Circular A-133 [except as follows:]
10. If applicable, management has issued management decisions on a timely basis after their receipt of subrecipients' auditor's reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements, and has ensured that subrecipients have taken the appropriate and timely corrective action on findings [except as follows:]
11. If applicable, management has considered the results of subrecipient audits and has made necessary adjustments to their own books and records [except as follows:]
12. Management will provide information to the auditor, including prior audit findings, to allow the auditor to accurately prepare a summary schedule that lists all findings as required by Circular A-133 [except as follows:]
13. If applicable, management has disclosed all contract agreements with service organizations [except as follows:]
14. If applicable, management has disclosed to the auditor all communications from service organizations relating to noncompliance at the service organization [except as follows:]
15. Management has disclosed any known noncompliance occurring subsequent to the period for which compliance was audited [except as follows:]
16. Management has disclosed whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action taken by management with regard to reportable conditions (including material weaknesses), have occurred subsequent to the date as of which compliance is audited [except as follows:]
17. Amounts claimed or used for matching were determined in accordance with the guidelines in OMB Circular A-87, Cost Principles for State, Local, and Tribal Governments and OMB's Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments [except as follows:]
18. Management received no requests for a Federal agency to audit one or more specific programs as a major program [except as follows:]
19. Copies of reports showing federal awards, provided during the audit, are true copies and are supported by the accounting records from which the financial statements were prepared [except as follows:]
20. Management has provided an accurate and complete schedule of expenditures of Federal awards to prepare the data collection form required by OMB Circular A-133 [except as follows:]

Comments	

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STATEMENT OF COMPLIANCE/ATTESTATION

1. The following evaluations were completed by June 30, 2005 (in accordance with *Idaho Code 67-1001*). A summary of the evaluation process and the results shall be made available for review by the legislative auditors.

- Financial Management Internal Controls Yes No
- Financial Accounting Systems Yes No

2. The following guides were used for this evaluation:

- Evaluation Toolkit Yes No
- Internal Control Checklist Yes No

3. The internal control structure evaluation revealed material weaknesses

- *[If the evaluation revealed any material weaknesses please discuss the material weaknesses, the plan of action and proposed schedule to correct each weakness in the comment section below.]*

4. In addition to the above representations, to the best of our knowledge and belief, no events have occurred subsequent to June 30, 2005 and through the date of this letter, that would require adjustment to our CAFR closing package information previously provided.

Subsequent Events

- HAVE NOT Occurred
- HAVE Occurred

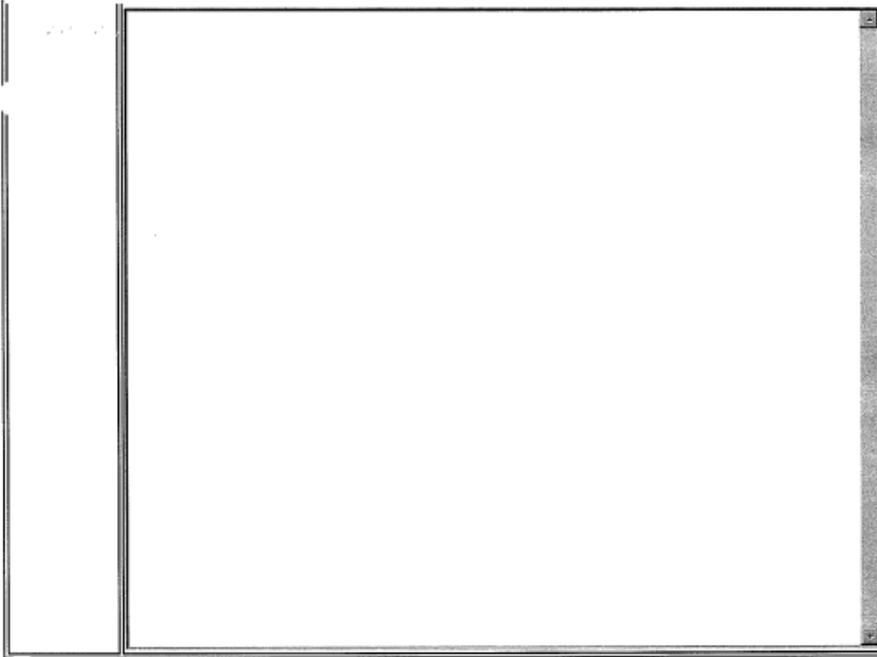
(... subsequent events have occurred explain in comment box)

Comments	
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Note: It is important that the agency head, primary fiscal staff member, and IT Manager or appropriate management representative, sign the attestation letter. Print out this completed letter, sign the letter, and submit to the State Controller's Office, Bureau of Reporting and Review.

The undersigned attests to agency compliance and understanding of all applicable aspects of the "Financial Accounting Systems Internal Control Structure" section.

Christine Brady
IT Manager or appropriate management representative
(signature)

10/12/05
Date

Christine Brady
Printed Name

The undersigned attests to agency compliance and understanding of all aspects of the Attestation Letter (General Representation, Internal Control Structures, Single Audit Act Requirements, and Statement of Compliance Attestation). The undersigned also attests that any changes or revisions to the text of this document from its original version (as presented by the Office of the State Controller) are described in the comment box..

Jeanne Marshall
Agency Primary Fiscal Staff Member (signature)

10/12/05
Date

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10/11/2005

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Jeanne Marsh
Printed Name

The undersigned attests to agency compliance and understanding of all aspects of the Attestation Letter (General Representation, Internal Control Structures (including the "Financial Accounting Systems Internal Control Structure" section), Single Audit Act Requirements, and Statement of Compliance Attestation. The undersigned also attests that any changes or revisions to the text of this document from its original version (as presented by the Office of the State Controller) are described in the comment box.

Steve Guerber
Agency Head (signature)

Oct. 12, 2005
Date

STEVE GUERBER
Printed Name

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APPENDIX C - MEETING MEALS

Meals Schedule

Date	Vendor	Claimed on voucher or charged on Pcard	Invoice/Documentation	P-Card	Findings	Total Not Allowed
11/30/01	Tepanyaki	38.52	Charge slip not itemized. Dinner for SG and Dennis Colson	38.52	Dinner before board meeting. Over per diem. Allowable is - 2*16.5=33.00.	5.52
	Plaza Grill	53.67	Trustee (Board) lunch	53.67	6 or 7 attendees. Either number would make lunch less than per diem. Board meeting normally last all day. Allowable is - 6*10.50=63.00.	0.00
05/22/02	Gamekeeper	35.46	Horticulture Program	35.46	Only 3 Attendees. Informal meeting meal. Does not qualify per Travel Policy 12-C.	35.46
	Rock Creek	247.67	Board Dinner	247.67	9 Attendees - all in travel status. Have agenda. Above the partial day per diem allowance. Allowable is - 9*16.5=148.50.	99.17
	Jakers, Twin Falls	65.44	Board Lunch	65.44	5 Attendees. Agenda does not have expected adjournment time. Additional information listed 6 attendees. Minutes listed 9 attendees. Board meetings normally last most of the day. Allowable is - 9*10.50=94.50.	0.00
	Gamekeeper	71.37	Admin. Meeting	71.37	Refreshments for regularly scheduled staff meeting. Informal meeting meals are not allowable per Travel Policy 12-C.	71.37
06/14/02	Plaza Grill	16.15	Planning Meeting	16.15	Informal meeting meals are not allowed per Travel Policy 11-2.	16.15
01/17/02	Villano's Deli	13.75	Agency Review	13.75	Informal meeting meals are not allowed per Travel Policy 11-2.	13.75
02/18/02	Plaza Grill	25.03	SHPO Budget	25.03	3 Attendees. Informal meeting meals are not allowed per Travel Policy 11-2.	25.03
02/19/02	Table Rock	26.36	L&C Planning	26.36	3 Attendees. Informal meeting meals are not allowed per Travel Policy 11-2. Mr. Petersen submitted a travel claim for this time period. Batch 535 dated 2/26/02.	26.36
	Jamison	197.00	Board Meeting	197.00	9 attendees. Allowable is 9*16.5=148.50.	48.50

Date	Vendor	Claimed on voucher or charged on Pcard	Invoice/Documentation	P-Card	Findings	Total Not Allowed
11/21/2002	Plaza Grill in Boise	32.14	Charge slip not itemized. Annual meeting preparation meeting	32.14	Only 3 Attendees. Informal meeting meal. Does not qualify per Travel Policy 12-C.	32.14
	Angell's in Boise	254.71	Charge slip not itemized. Board meeting planning session	254.71	7 state employees and 3 non-state attendees. Non-state attendees appear to be spouses. The others were Board/Trustees. Over dinner per diem for employees. Allowable is - 7*16.5=115.50.	139.21
	Plaza Grill	76.73	Charge slip not itemized. Board Lunch	76.73	8 attendees. Allowable is 8*10.50=84.00.	0.00
4/28/2003	Angell's	26.35	Charge slip not itemized. Culture Club Luncheon - Per Ms Viker - did not meet the time requirement for a lunch.	26.35	Mr. Grueber indicated the Culture Club is a group of individuals representing Commerce, Arts, P&R, Humanities, Library, and Historical seeking legislation for funding the cultures. Did not meet time requirement for meal per Travel Policy 12-C.	26.35
5/23/2003	Angell's	151.73	Charge slip not itemized. Board Dinner	151.73	6 attendees. 4 in travel status. Over the dinner per diem. Allowable is - 4*16.5=66.00.	86.73
	Idaho Pizza	33.76	Board meeting	33.76	6 attendees. Allowable is - 6*10.5=63.00.	0.00
6/16/2003	Plaza Grill	8.63	Staff meeting	8.63	Refreshments for regularly scheduled staff meetings are not allowable per Travel Policy 12-C.	8.60
	4/19 and 5/13/03	115.20	SHPO meeting and Roots Committee, Mtn Home AFB	115.20	Wings and Roots meeting. Allowable.	0.00
10/2-10/5		58.23	Board of Ed in Lewiston Lewis and Clark in Salmon. Using \$30/day provides \$27 for lunch and dinner.		Calculated partial day allowance incorrectly.	1.00
07/28/03	Pizza Hut	20.00	no receipt	20.00	Lunch for the governor. Gifts are not allowable purchases.	20.00
8/22/2003	Lock Stock & Barrel	199.76	Charge slip not itemized. Bd of Trustees Quarterly meeting	199.76	7 attendees. Over the dinner per diem. Allowable is - 7*16.5=115.50.	84.26
10/30/2003	Plaza Grill	25.50	Lunch with elected official.	25.50	Meal expenses for informal meetings with elected officials are not allowable per Travel Policy 11-2.	25.50
	Sizzler	14.49	Charge slip not itemized. Lunch with elected official.	14.49	Meal expenses for informal meetings with elected officials are not allowable per Travel Policy 11-2.	14.49
11/19/2003	Lock Stock & Barrel	203.86	Charge slip not itemized. ISHS Board Dinner	203.86	5-Board. 1-Employee. Exceeds per diem allowance. Allowable is - 6*16.5=99.00.	104.86

Date	Vendor	Claimed on voucher or charged on Pcard	Invoice/Documentation	P-Card	Findings	Total Not Allowed
12/30/2003	Cazba	19.64	Charge slip not itemized. Culture Club Mtg. Per Ms Viker - did not meet time requirement for meal.	19.64	Mr. Grueber indicated the Culture Club is a group of individuals representing Commerce, Arts, P&R, Humanities, Library, and Historical seeking legislation for funding the cultures. Did not meet time requirement for meal per Travel Policy 12-C.	19.64
1/27/2004	LaCosta	16.32	Charge slip not itemized. Lunch with elected official ISHPACE Info	16.32	Meal expenses for informal meetings with elected officials are not allowable per Travel Policy 11-2.	16.32
02/26/04	Cazba	75.40	Charge slip not itemized. ISHPACE meeting of Culture Club. Need agenda. Meeting lasted 2.5 hours no refreshments allowed.	75.40	Informal meeting. Did not meet time requirement for meal per Travel Policy 12-C.	75.40
	City Club	12.00	No receipt available. Legislative Info.	12.00	Informal meeting. Did not meet time requirement for meal per Travel Policy 12-C.	12.00
3/30/2004	Ginos	177.44	Charge slip not itemized. Quarterly Dinner w/Board of Trustees	177.44	8 attendees. 6 in travel status. Over the dinner per diem. Allowable is - 6*16.5=99.00.	78.44
	Plaza Grill	59.06	Charge slip not itemized. Lunch for History Caucus	59.06	6 attendees. Allowable is - 6*10.5=63.00.	0.00
	5/13 and 5/18-5/21/04	42.00	Presentations to classrooms and Cub Scout troops, no receipts		Meridian (home station) meal not allowable per Travel Policy 11-2	10.50
	State Leadership Prayer Breakfast	40.00			Informal meeting. Did not meet time requirement for meal per Travel Policy 12-C.	40.00
5/4/2005	Red Lion, Pocatello	15.47	Meet with ISHS Trustee Link	15.47	No mode of travel indicated. Additional stated that Mr Guerber was on a scheduled tour of INL. Stayed in Pocatello and had breakfast with Trustee Link. Could not identify a travel form for the rest of the journey. Allowed breakfast per diem for Mr. Guerber.	7.97
6/10/2005	City Club	12.00	No receipt available Education Forum	12.00	Informal meeting. Did not meet time requirement for meal per Travel Policy 12-C.	12.00
06/20/05	Clark House	145.70	Dinner w/Judy & Steve Meyer Judy Meyer board member. Am. Assoc. for State and Local History	145.70	2 attendees. Over dinner per diem. Allowable is - 2*16.50=33.00.	112.70
9/29/2004	Orient Express	20.10	Charge slip not itemized. Refreshments, staff meeting	20.10	Refreshments for regularly scheduled staff meetings are not allowable per Travel Policy 12-C-2.	20.10

Date	Vendor	Claimed on voucher or charged on Pcard	Invoice/Documentation	P-Card	Findings	Total Not Allowed
08/25/04	Kulture Klatsch	20.16	Charge slip not itemized. Refreshments, staff meeting	20.16	Refreshments for regularly scheduled staff meetings are not allowable per Travel Policy 12-C.	20.16
09/03/04	Trolley House	15.40	Charge slip not itemized. Lunch w/Parra Byron site tour	15.40	Meals during informal meetings are not allowable under Travel Policy 11-2.	15.40
09/09/04	Orient Express	18.16	Charge slip not itemized. Museum business, lunch with Ann	18.16	Meals during informal meetings are not allowable under Travel Policy 11-2.	18.16
09/14/04	Twin Dragon	19.43	Charge slip not itemized. Sr Conf Speech prep, lunch staff meeting	19.43	Refreshments for regularly scheduled staff meetings are not allowable per Travel Policy 12-C.	19.43
09/22/04	Kulture Klatsch	17.36	Charge slip not itemized. Refreshments, staff meeting	17.36	Refreshments for regularly scheduled staff meetings are not allowable per Travel Policy 12-C.	17.36
10/01/04	Twin Dragon	18.11	No receipt available. Staff Review w/Bobbi Viker	18.11	Meals during informal meetings are not allowable under Travel Policy 11-2.	18.11
10/12/04	Kulture Klatsch	20.76	Charge slip not itemized. Refreshments, Admin meeting	20.76	Refreshments for regularly scheduled staff meetings are not allowable per Travel Policy 12-C.	20.76
10/21/04	Asiagos	230.68	Charge slip not itemized. Board of Trustee Dinner	230.68	7 attendees plus 2 spouses. 5 in travel status. Over per diem for employees. Allowable is - $5*16.5=82.50$.	148.18
10/22/04	Plaza Grill	61.25	Board of Trustee Lunch	61.25	8 attendees. Allowable is - $8*10.5=84$.	0.00
10/25/04	Plaza Grill	19.96	Charge slip not itemized. D Frazier photo project review	19.96	Meals during informal meetings are not allowable under Travel Policy 11-2.	19.96
11/2/2004	City Club	12.00	Election 04-Handicapping the Races	12.00	Informal meeting. Did not meet time requirement for meal per Travel Policy 12-C.	12.00
11/30/2004	Kulture Klatsch	17.31	Charge slip not itemized. Refreshments, Admin meeting	17.31	Refreshments for regularly scheduled staff meetings are not allowable per Travel Policy 12-C.	17.31
	Villanose	8.43	Charge slip not itemized. L&C Subcommittee Meeting	8.43	Informal meeting. Did not meet time requirement for meal per Travel Policy 12-C.	8.43
	City Club	12.00	Growth in Ada County:The Path Forward	12.00	Informal meeting. Did not meet time requirement for meal per Travel Policy 12-C.	12.00
12/22/2004	Asiagos	43.94	Charge slip not itemized. Lunch w/Archaeology Society	43.94	Meals during informal meetings are not allowable under Travel Policy 11-2.	43.94
12/20/2004	Gamekeeper	12.04	Refreshments IY staff meeting	12.04	Refreshments for regularly scheduled staff meetings are not allowable per Travel Policy 12-C-2.	12.04

Date	Vendor	Claimed on voucher or charged on Pcard	Invoice/Documentation	P-Card	Findings	Total Not Allowed
01/11/05	Plaza Grill	25.97	Charge slip not itemized. Lunch w/Tony Edmundson	25.97	Meals during informal meetings are not allowable under Travel Policy 11-2. Note 1, 3. Trustee Edmondson was in travel status. No travel claim for Mr Edmundson. His portion is okay.	15.47
1/25/2005	Kulture Klatsch	19.91	Charge slip not itemized. Admin meeting	19.91	Refreshments for regularly scheduled staff meetings are not allowable per Travel Policy 12-C-2	19.91
1/27/2005	Tablerock Brew Pub	111.20	Charge slip not itemized. Board of Trustee Dinner	111.20	6 attendees. 4 in travel status. Allowable is - 4*16.5=66.00.	45.20
2/15/2005	Plaza Grill	12.95	Charge slip not itemized. Centennial planning, Admin meeting	12.95	Refreshments for regularly scheduled staff meetings are not allowable per Travel Policy 12-C-2.	12.95
2/24/2005	Plaza Grill	32.93	Charge slip not itemized. Mtg w/board of Eagle Hist Soc	32.93	Meals during informal meetings are not allowable under Travel Policy 11-2.	32.93
2/17/2005	City Club	14.00	Public Forum Idaho's Future-A View from the Governor	14.00	Informal meeting. Did not meet time requirement for meal per Travel Policy 12-C.	12.00
2/23/2005	Plaza Grill	23.88	Charge slip not itemized. Mtg/Olson Fdn Id History	23.88	Meals during informal meetings are not allowable under Travel Policy 11-2.	23.88
2/23/2005	Plaza Grill	8.84	Charge slip not itemized. Mtg/Nal Trust Hist Pres Rep	8.84	Meals during informal meetings are not allowable under Travel Policy 11-2.	8.84
3/8/2005	Plaza Grill	10.48	Charge slip not itemized. Mtg/Olson Fdn Id History	10.48	Meals during informal meetings are not allowable under Travel Policy 11-2.	10.48
3/21/2005	Kulture Klatsch	14.46	Charge slip not itemized. Admin meeting	14.46	Refreshments for regularly scheduled staff meetings are not allowable per Travel Policy 12-C-2.	14.46
4/14/2005	Kulture Klatsch	19.64	Charge slip not itemized. Admin meeting	19.64	Refreshments for regularly scheduled staff meetings are not allowable per Travel Policy 12-C-2.	19.64
04/09/05	City Club	14.00	City Forum A Conversation with Idaho's University Presidents	14.00	Informal meeting. Did not meet time requirement for meal per Travel Policy 12-C.	14.00
4/14/2005	Marie Callendars	20.99	Charge slip not itemized. Mtg/Olson Fdn Id History	20.99	Meals during informal meetings are not allowable under Travel Policy 11-2.	20.99
5/26/2005	Kulture Klatsch	11.18	Charge slip not itemized. Admin meeting	14.46	Refreshments for regularly scheduled staff meetings are not allowable per Travel Policy 12-C-2.	11.18
5/5/2005	The Melting Pot	244.64	Itemization shows alcohol purchased. Board meeting dinner	244.64	5 attendees. 4 in travel status. Allowable is - 4*16.5=66.00	178.64

Date	Vendor	Claimed on voucher or charged on Pcard	Invoice/Documentation	P-Card	Findings	Total Not Allowed
	The Melting Pot	45.00	Board meeting dinner	45.00	Mr. Guerber indicated this charge was a correction to the 244.64.	45.00
6/20/2005	Plaza Grill	13.53	Charge slip not itemized. Mtg/Olson Fdn Id History	13.53	Informal meeting. Did not meet requirements for meal per Travel Policy 12-C.	13.53
08/09/05	Kulture Klatsch	21.56	Charge slip not itemized. Administrators meeting	21.56	Refreshments for regularly scheduled staff meetings are not allowable per Travel Policy 12-C.	21.56
9/27/2005	Plaza Grill	28.28	Charge slip not itemized. Meeting regrading security/maintenance	28.28	Meals during informal meetings are not allowable under Travel Policy 11-2.	28.28
12/5/2005	Trolley House	54.04	Charge slip not itemized. Admin/Fiscal Staff Meeting	54.04	Refreshments for regularly scheduled staff meetings are not allowable per Travel Policy 12-C-2.	54.04
12/20/2005	City Club	14.00	Tax Issues Forum Idaho Property Tax: Past, Present and Future	14.00	Informal meeting. Did not meet time requirement for meal per Travel Policy 12-C.	14.00
12/06/05	Red Lobster	34.68	SG/BV planning meeting	34.68	Meals during informal meetings are not allowable under Travel Policy 11-2.	34.68
2/1/2006	Crow Inn	118.04	Charge slip not itemized. Board meeting lunch	118.04	7 attendees. Allowable is - 7*10.5=73.50.	44.54
1/20/2006	Sizzler	29.89	Grand opening planning meeting	29.89	Meals and refreshments are not allowable for informal meeting per Travel Policy 11-2.	29.89
1/20/2006	City Club	14.00	Legislative Forum Annual Pundits Legislative Forcast	14.00	Informal meeting. Did not meet time requirement for meal per Travel Policy 12-C.	14.00
01/18/06	Koffee Klatsch	19.01	Administrators meeting	19.01	Refreshments for regularly scheduled staff meetings are not allowable per Travel Policy 12-C-2.	19.01
06/01/06	City Club	14.00	Forum Nothing Happens Until People Start Talking	14.00	Informal meeting. Did not meet time requirement for meal per Travel Policy 12-C.	14.00
						2,465.86

APPENDIX D - TRAVEL EXPENSES

Travel Schedule

Dates of Travel	Purpose of Travel	Destination	Amount Claimed	Findings	Per diem/P-Card/	3rd Party Reim.	Conf Meals	Personal Exp.	Tips	Guest or Spouse Expenses	Other	Total Over or (Under Reim)
5/10-5/11/02	Governor's Lewis & Clark Trail Committee	Lewiston and Moscow	114.32	Sales tax paid on rental car.								0.00
5/1-5/6/02	St Gertrude's, Clearwater L&C Committee, History presentation in Rathdrum	McCall and Coeur d' Alene	90.90	Addition error on claimed meals. Movie deducted twice. Pcard meal not deducted here, but was deducted on a later voucher.	(1.00)			(11.55)				(12.55)
4/10-4/19/02	Natl L&C Trail, Quarterly ISHS Board meeting	Lewiston and Twin Falls	294.10	Board dinner and Board lunch resulted in a lower per diem.	(13.61)							(13.61)
3/16-3/20/02	Natl Council of State Historical Preservation Officers	Washington DC	8.44	Tips included in per diem per Travel Policy 12-A. 2005 conference included 1 breakfast, 1 lunch and 1 dinner. Removed 1 day per diem for conference meals.			30.00		10.00			40.00
1/16-1/17/01	Indian Hills Elem presentation	Pocatello	23.29	None								0.00
11/14-11/15/02	Board of Ed meeting	Lewiston	68.65	Sales tax paid on rental car.								0.00
10/17-10/20/01	Board of Ed meeting Governor's L&C Trail Comm	Twin Falls and Salmon	203.29	Used outdated meal per diem. Pcard meals not deducted.	5.03			11.99				17.02
9/19-9/23/01	Lions Club	Twin Falls		Pcard meals not deducted	69.35							69.35

Dates of Travel	Purpose of Travel	Destination	Amount Claimed	Findings	Per diem/P-Card/	3rd Party Reim.	Conf Meals	Personal Exp.	Tips	Guest or Spouse Expenses	Other	Total Over or (Under Reim)
9/9-9/15/01	AASLH Convention	Indianapolis	8.73	Per Mapquest - Did not take most direct route from Indianapolis to Boise (1840 miles). Instead took a more northerly route through South Dakota, Montana, Coeur d'Alene and then to Boise (2371 miles). Conference meals were not deducted. Mr. Guerber to supply additional information. Based on additional, Mr. Guerber is due a reimbursement.			(16.79)					(16.79)
			862.32	Car rental only, emergency return to Boise due to 9/11 terrorist attack.								0.00
8/30-9/1/01	Dixie Mining Loop, Magruder Corridor Trail, L&C Trail, Nez Perce Trail	Elk City and Lolo MT	873.90	Over per diem on 8/30/01.	3.00							3.00
7/20-7/21/01	ISHS Trustee meeting	Franklin	57.00	Meal per diem only								0.00
7/10-7/11/01	JFAC Reception	Orofino	102.78	Sales tax paid on rental car.								0.00
8/1-8/3/01	Board of Ed meeting	Coeur d'Alene	515.75	Sales tax paid on rental car.								0.00
4/30-5/2/03	Governor's Conf on Recreation and Tourism	Spokane and Coeur d'Alene	126.55	Tips part of per diem. \$90 for golf tournament. 2005 conference included lunches.	3.79			90.00				93.79
4/19 and 5/13/03	SHPO meeting and Roots Committee	Mtn Home AFB	115.20	None								0.00
4/25-4/26/03	Lewis and Clark Committee Meeting	Lewiston	107.01	Sales tax paid on rental car.								0.00

Dates of Travel	Purpose of Travel	Destination	Amount Claimed	Findings	Per diem/P-Card/	3rd Party Reim.	Conf Meals	Personal Exp.	Tips	Guest or Spouse Expenses	Other	Total Over or (Under Reim)
4/28/2003	Natl Council of State Historical Preservation Officers	Washington DC	102.76	Tips part of per diem. ISHS did not deduct \$23.75 of Pcard charges. Six tickets to Smithsonian. Movies on hotel bill. Mr. Guerber to provide additional information. 2005 conference included 1 breakfast, 1 lunch and 1 dinner. Removed 1 day per diem for conference meals. After review of additional information, Mr. Guerber was over-reimbursed.	37.15		50.00					87.15
2/9-2/10/03	ISU College of Business/Idaho Natural History Museum - Publications	Pocatello	(20.70)	After netting against L-15 there was an under-reimbursement of \$11.54							(11.54)	(11.54)
1/14-1/21/03	Lewis and Clark Commerative Event & AASLH planning meeting for 2003 Convention	Charlottesville, VA and Providence, RI	409.76	Tips part of per diem.	(10.59)				10.00			(0.59)
11/27-12/9/02	State Historic Administrators meeting in Harrisburg PA	Philadelphia and Harrisburg	846.46	Tips part of per diem. SCO identified over-reimbursement of \$31.00. LSO has over-reimbursed \$40.95.			27.00		4.00			31.00
10/2-10/5	Board of Ed in Lewiston Lewis and Clark in Salmon	Lewiston Salmon	58.23	Over-reimbursed by \$1.00 due to miscalculation of partial per diem.	1.00							1.00
9/24-9/29/02	American Asso of State and Local History Convention	Portland	163.86	2006 conference was 4 days and included 2 breakfasts, 3 lunches and a dinner. Tips part of per diem. Calculated partial day per diem incorrectly.	50.50				40.00			90.50

Dates of Travel	Purpose of Travel	Destination	Amount Claimed	Findings	Per diem/P-Card/	3rd Party Reim.	Conf Meals	Personal Exp.	Tips	Guest or Spouse Expenses	Other	Total Over or (Under Reim)
7/31-8/2/02	ISHS Trustee Meeting	Wallace	76.50	In Wallace for Board Meeting dinner. Was at dinner and also claimed full \$30.00 per diem for 8/1. Board meeting was on Pcard. Addressed under Meals schedule. See FY03-01 Sales tax on Les Schwab bill. Additional information verified overpayment of \$18.00 on meals due to being at the 8/1/02 board meeting.			18.00					18.00
8/14/2002	Board of Ed Meeting	Rathdrum, Wallace, Coeur d' Alene	15.77	No travel voucher. Only charged expense for the trip.								0.00
4/13/2003	TV Leadership Conference	Ketchum	25.67	No travel voucher. Mr. Guerber to submit travel voucher.								0.00
4/13-4/15/03	TV Leadership Conference	Sun Valley	14.71	Long distance access charges only. No travel voucher. Mr. Guerber to submit travel voucher.								0.00
8/27-8/29/03	Historic Preservation Act meeting with Legislators	Pocatello and Idaho Falls	87.00	Pcard and room service meals not deducted. LSO Identified over-reimbursed \$14.77. SCO identifies an additional \$18.75.	22.07			11.65				33.72
9/30-10/3/03	State Board of Ed meeting ISHPACE info trip	Lewiston and Orofino	161.68	\$99.85 in phone charges. PCard meals not deducted.	79.89		4.50					84.39
6/25-6/28/03	Board of Ed in Moscow Lewis and Clark at Lolo Pass	Moscow and Lolo Pass	105.00	Movie on hotel bill. Neither Pcard meals nor hotel meals deducted.	60.29			12.71				73.00

Dates of Travel	Purpose of Travel	Destination	Amount Claimed	Findings	Per diem/P-Card/	3rd Party Reim.	Conf Meals	Personal Exp.	Tips	Guest or Spouse Expenses	Other	Total Over or (Under Reim)
6/17-6/21/03	Heritage City Awards, Assoc of Idaho Cities	Coeur d'Alene	110.00	Tips are part of per diem. Mr. Guerber stated his personal car was used so mileage reimbursement is correct. Have letter from Mrs. Guerber stating that they took their personal car to Coeur d'Alene for this trip. Claimed meals from both City of Eagle and State on 6/17 and 6/21. Was reimbursed \$57.00 from City of Eagle for those two days. Per City of Eagle form-meals were provided on 6/20. Over-reimbursed by \$125.34 plus the \$57.00 from the City of Eagle totals \$182.34.	75.34	57.00	30.00				20.00	182.34
9/13-9/22/03	AASLH annual convention	Providence, RI	70.14	Tips part of per diem. 2006 conference was 4 days and provided 2 breakfasts, 3 lunches and a dinner. Conference was from 9/16-9/20/03. Allowing for 2 travel days, possible 3 too many days of per diem claimed. LSO identified under-reimbursed \$7.30. SCO calculated \$102.00 over-reimbursed.	100.80		62.00		40.00			202.80
11/12-11/14/03	Coeur d' Alene Rotary and ISHPACE meeting	Coeur d' Alene	40.74	Tips part of per diem. Tax on movies is not allowable LSO identified over-reimbursed \$51.85. SCO identified an additional \$11.44.	27.87			25.42	10.00			63.29
11/21-11/23/03	State Historic Administrators meeting in Reno	Reno	52.13	Tips part of per diem. Lunch and dinner provided one day of the meeting. LSO has over-reimbursed \$46.75. SCO calculated over reimbursed \$37.50. Rental car used to visit historic sites in Carson City and Virginia City that included a visit to the Nevada Statehouse.			22.50		15.00			37.50

Dates of Travel	Purpose of Travel	Destination	Amount Claimed	Findings	Per diem/P-Card/	3rd Party Reim.	Conf Meals	Personal Exp.	Tips	Guest or Spouse Expenses	Other	Total Over or (Under Reim)
12/3-12/5/03	Board of Ed in Pocatello	Pocatello Blackfoot	56.05	Tips part of per diem. Informal meetings are not allowed. Movies not deducted. LSO identified over-reimbursed \$59.58. SCO identified an additional of \$17.27.	27.31			45.54	4.00			76.85
5/5-5/7/04	Governor's Conf on Recreation and Tourism	Twin Falls	75.00	2005 conference included lunches. \$41.49 Pcard meals not deducted. Movies, golf outing.	41.49		16.50	58.98				116.97
4/21-4/27/04	Coeur d' Alene for State Board of Ed Orofino for Lewis and Clark Sun Valley for TV Leadership Conf	Coeur d'Alene, Orofino and Sun Valley	198.00	Pcard meals not deducted. 3 receipts not available. LSO identified \$94.05 in over reimbursements. SCO identified an additional \$46.00 that was reimbursed from the City of Eagle that should have been paid back to the State. Have letter from Mrs. Guerber and Mayor Nancy Merrill stating that the Guerber's took their personal car to Sun Valley on this trip.	94.05	46.00						140.05
10/15-10/17/03	Legis info trip about ISHPACE proposal	Pocatello	87.00	\$110.56 Pcard meals not deducted, \$9.19 restaurant charge not deducted. Mr. Guerber indicated the meeting related to developing legislation.	119.75			22.24				141.99
3/4-3/10/04	NCSHPO annual conference	Washington DC	253.29	Tips part of per diem. Movies previously deducted. 2005 conference included 1 breakfast, 1 lunch and 1 dinner. Removed 1 day per diem for conference meals. Pcard and room service meals not deducted. Original voucher claimed form 3/4-3/10/04. Updated voucher claimed from 3/5-3/10/04. LSO identified over-reimbursed \$258.72. SCO identified an additional \$60.00.	288.72		30.00					318.72

Dates of Travel	Purpose of Travel	Destination	Amount Claimed	Findings	Per diem/P-Card/	3rd Party Reim.	Conf Meals	Personal Exp.	Tips	Guest or Spouse Expenses	Other	Total Over or (Under Reim)
9/9-9/11/04	Lewis and Clark Committee Meeting	Salmon	76.50	No Pcard meals deducted.	25.32							25.32
7/28-7/30/04 and 8/12/04	ISHS Trustee Meeting and State Board of Ed meeting	Pocatello Twin Falls	106.50	No Pcard meals deducted. Movie and restaurant charge on hotel bill. Note on form asking if Steve had reimbursed for the movie. Lunch provided on 7/29 and 7/30.	21.76		12.00	11.65				45.41
9/29-10/3/04	AASLH	St Louis	N/A	Originally no travel form. 2006 conference was 4 days and included 2 breakfasts, 3 lunches and a dinner. Based on information provided on newly submitted form, Mr. Guerber is due \$90.36.	(110.65)			29.99			(9.70)	(90.36)
12/2-12/8/04	State Historical Administrators Meeting	Charleston, SC	N/A	Purchased 8/13/04 to leave on 12/1/04 - Why 3 tickets? Purchased on 10/8/04 to leave on 12/2/04 for D Guerber. Mr. Guerber said the ticket for his wife was a billing error by Harmon Travel.	92.42					284.00	(7.50)	368.92
2/25/2005	NCSHPO 2/27-3/2/05	Washington, DC	N/A	No travel voucher. Mr. Guerber to submit travel voucher. Have agenda. Conference provide lunch on 2/28. Provided breakfast and dinner on 3/1.	(36.92)			30.34				(6.58)
6/17-6/21/04	Board of Ed in Moscow AASLH Board meet in Wallace	Moscow Wallace Coeur d' Alene Lewiston	340.33	Car on Pcard. Reimbursed to Mr. Guerber who paid it back. Paid sales tax on room. No Pcard or hotel meals deducted. LSO identified \$108.23 over-reimbursed. SCO identified an additional \$12.03	91.73			28.53				120.26
5/16/2005	Jean Baptiste Charbonneau grave dedication	Jordan Valley, OR	69.17	No Pcard meals deducted.	27.75							27.75

Dates of Travel	Purpose of Travel	Destination	Amount Claimed	Findings	Per diem/P-Card/	3rd Party Reim.	Conf Meals	Personal Exp.	Tips	Guest or Spouse Expenses	Other	Total Over or (Under Reim)
6/15/2005	Board of Ed in Moscow	Idaho Falls to Moscow	25.01	6/14/05 - dinner in IF and charged \$27.53. 6/15/05 - claimed full day per diem of \$30 in Moscow. 6/16/05 - flight from IF to Lewiston and car rental in Lewiston. City of Eagle reimbursed most of the state's portion.	50.11							50.11
8/19-9/3/04	Channel 6 Northwest Preservations Rotary	Nampa Island Park Gooding	117.00	No itemizations for any receipts. No Pcard meals deducted.	40.52							40.52
1/14-1/16/05	AASLH Conference	Pittsburgh	41.43	Tips are part of per diem. Mr. Guerber said this was for a committee meeting of which he was the chairman. Conference meal resulted in lower per diem.	0.10		18.80		15.00			33.90
2/19/2005	Meet with ISHS Trustee John Swayne while on vacation	Moscow to Orofino	98.50	None.								0.00
4/7-4/9/05	Governor's L&C Trail Committee Meeting	Orofino	257.69	Tips are part of per diem.					30.00			30.00
5/3-5/6/05	Governor's Conference on Tourism and Recreation	Idaho Falls	94.50	Claimed full prediem for the 3 days of the conference. Lunches were included in the conference. Pcard meal not deducted.	39.88		22.50					62.38
5/13/2005	Orchids and Onions Awards	Caldwell	45.25	Receipt shows 2@25=50 registration. Second ticket for Suzi Neitzel is allowable.								0.00
5/17/2006	Governor's Conference on Tourism and Recreation	Lewiston	N/A	No travel voucher. Mr. Guerber to submit travel voucher. Registration to conference includes breakfast on 5/18 and 5/19, lunch on both days, and dinner on 5/18. Based on draft voucher, Mr. Guerber is due a reimbursement.	(33.00)						(8.90)	(41.90)

Dates of Travel	Purpose of Travel	Destination	Amount Claimed	Findings	Per diem/P-Card/	3rd Party Reim.	Conf Meals	Personal Exp.	Tips	Guest or Spouse Expenses	Other	Total Over or (Under Reim)
2/2-2/5/06	Lewis & Clark presentations	Rathdrum, Couer d'Alene	N/A	No travel voucher. Based on draft voucher, Mr. Guerber is due a reimbursement.	(52.11)						(8.90)	(61.01)
3/10-3/15/06	NCSHPO	Washington DC	N/A	No travel voucher Mr. Guerber to submit travel voucher. Based on draft voucher, Mr. Guerber is due a reimbursement.	(171.70)			13.64			(8.90)	(166.96)
10/25/2005	Bicentennial Planning Meeting	Spokane	N/A	No travel voucher. Mr. Guerber to submit travel voucher. Based on draft voucher, Mr. Guerber is due a reimbursement.	3.18						(9.70)	(6.52)
8/16/2005	L&C meeting	Salmon	N/A	No travel voucher. Mr. Guerber to submit travel voucher. Based on draft voucher, Mr. Guerber is due a reimbursement.	(4.51)							(4.51)
9/20-9/25/05	AASLH annual conf	Pittsburgh	371.06	Pcard meals not deducted. Tips are part of per diem.	31.48		71.55		45.00	68.00		216.03
10/5-10/10/05	Cultural and Heritage Tourism Summit	Washington DC	342.27	Pcard meals not deducted. Informal meeting not deducted. Tips are part of per diem.	59.88				34.00			93.88
11/16-11/20/05	State Historic Administrators Meeting	Austin, TX	229.98	Pcard meals not deducted. Tips are part of per diem.	15.83				35.00			50.83
11/30-12/1/05	State Board of Ed meeting	Pocatello	11.18	Mr. Guerber repaid \$25.98 for the movies but not the \$1.30 in related sales tax.				1.30				1.30
3/24/2006	Idaho History Conf	Pocatello	16.77	Paid sales tax on room. Lunch provided on 3/25/06 so he could have claimed \$24.00 per diem.	(0.84)							(0.84)
6/24/2006	Governors L&C Committee Meeting	Cascade	81.19	Mileage and partial per diem only. Lunch was provided.			10.50					10.50
					1,172.43	103.00	409.06	382.43	292.00	352.00	(45.14)	2,665.78
											Minus amount previously reimbursed	(633.75)
											Balance	2,032.03

APPENDIX E - GIFTS**Gifts Schedule**

Date	Vendor	Amount Claimed	Invoice/Documentation	Pcard	Comments	Amount not allowed
3/24/2003	E&C Delpozso	244.70	Employee recognition of service	244.70	Have list of recipients along with years of service noted.	0.00
4/28/2003	Idaho Pizza	17.80	No receipt.	17.80	Gift to elected official.	17.80
	Rite Aide (Xmas) Gift Certificates, unknown		Xmas gifts/Employee Recognition Reg Gift Certificates \$30, Reg Ultimate Premier \$150	187.39	Have list of recipients.	0.00
7/28/2003	Western Trophy	166.50	Heritage City Plaques, ATC Presentation	166.50	Have list of recognized cities.	0.00
9/22/2003	Paypal	143.00	1879 Thomas Moran painting of Shoshone Falls	143.00	Fund raising item.	0.00
	Carmella Vineyards		Lewis and Clark Bicentennial bottles of wine.	148.40	Fund raising item.	0.00
12/23/03	Edwards	170.00	6 Ultimate Premier - 150.00 and 2 reg gift certificates for 20.00 Recognition awards	170.00	Have list of recipients.	0.00
12/23/2003	Edwards	60.00	6 Gift Certificates Recognition awards	60.00	Have list of recipients.	0.00
4/30/2004	Chesbor Music	19.73	New Best of Beach Boys-Thank you for (retirement) elected official, award artifact	19.73	Gift to elected official.	19.73
	Rose Pedal	267.41	Staff Recognition	267.41	Have list of recipients along with years of service noted.	0.00
8/24/2004	Select A Seat BSU-OSU Tickets		Dave Nicandri/Wash Hst Society	128.00	Mr. Guerber indicated this was in lieu of other compensation. Mr. Nicandri stated that he did not received any football tickets and did not visit with Mr. Guerber or any other Idaho Historical employees while he was in Boise on personal business.	128.00
9/8/2004	PayPal	41.99	ISHPACE Support, plaque for elected official	41.99	Gift to elected official.	41.99
12/17/2004	Target	21.61	Staff gift cards	21.61	Have list of recipients.	0.00
12/13/2004	Edwards	300.00	8 Ultimate Pre 10 Gift Certificates staff recognition awards	300.00	Have list of recipients.	0.00

Date	Vendor	Amount Claimed	Invoice/Documentation	Pcard	Comments	Amount not allowed
1/31/2005	Johnson Floral	41.80	Flowers Trustee recovery	41.80	Gift to associate.	41.80
4/14/2005	MetroGraphics	515.65	Employee Service Awards	515.65	Have list of recipients along with years of service noted.	0.00
12/19/2005	Walgreen	10.40	Employee Christmas cards	10.40	Have list of recipients.	0.00
12/20/2005	Edwards	258.00	13 Employee Thank Yous	258.00	Have list of recipients.	0.00
3/22/2006	FTD Johnson Floral		No receipt available. Sympathy flowers for Trustee.	46.75	Gift to associate.	46.75
3/15/2006	AMZ*Superstore	40.06	David Thompson books for elected official.	40.06	Gift to elected official.	40.06
					Total not allowed	336.13

APPENDIX F - OTHER PURCHASES

Other Purchases Schedule

Date	Vendor	Destination	Amount Claimed	Invoice/Documentation	Amount not allowed
8/30/9/1/01	St. Maries Mission	Elk City and Lolo MT	873.90	\$10 for Sacagawea's Child book	0.00
2/27/2002	Hap Tallman		156.23	ERB boots for JFAC presentation	0.00
	Equestrian Innov		100.00	No receipt available. ERB riding breeches for JFAC presentation.	0.00
	Fred Meyer		10.25	Makeup for JFAC presentation	0.00
	BL Miller Hats		160.00	Hat for ERB presentation	0.00
04/23/02	Indian Summer		74.50	JFAC Presentations	0.00
	Wandering Bull		40.95	JFAC Presentations	0.00
	October Country		175.95	JFAC Presentations	0.00
	October Country		75.67	JFAC Presentations	0.00
2/19/2003	C&C Sutlery		327.30	JFAC Costume	0.00
	Artsmith Jewelry		47.00	History Preservation, repair Charbonneau necklace	0.00
3/24/2003	Barnes & Noble		64.05	Our History' and 'John Adams' reference books for research.	0.00
	Costume Shop		5.57	Costume for JFAC presentation	0.00
7/28/2003	Lochsa Lodge	Lolo MT	75.15	History book re: Lolo Trail	0.00
2/26/2004	Adam Leathers		242.81	Canvas pants, oldwest shirt and suspenders. Characterization material.	0.00
	Clearwater Hat		102.50	Slouch hat. JFAC presentation outfitting.	0.00
3/30/2004	Paypal		55.20	Gen Grant sash for dress events. Characterization material.	0.00

Date	Vendor	Destination	Amount Claimed	Invoice/Documentation	Amount not allowed
	C Clayton Thompson		162.00	Gen Grant sword, belt and buckle. Characterization material.	0.00
7/29/2004	PayPal		21.71	Historic Map	0.00
	PayPal		16.50	Historic Photo	0.00
8/25/2004	PayPal		0.50	Artifact Collection 76 RPM Let's Choo Choo to Idaho	0.00
10/2/2004	Making History		21.51	L&C Exhibit Item	0.00
10/20/2004	PayPal		10.49	Exhibit Poster	0.00
10/20/2004	PayPal		14.45	Exhibit artifact	0.00
10/21/2004	Lathan & Assoc		11.98	Exhibit Movie Poster	0.00
12/28/2004	Fall Creek		34.45	JFAC presentation costume item	0.00
1/6/2005	PayPal		120.50	JFAC presentation material	0.00
1/21/2005	The Costume Shop		38.80	JFAC costuming	0.00
4/14/2005	Dixie Flag Mfg		1,293.04	Decorative flags ISHS/ID	0.00
5/31/2005	Dixie Flag Mfg		76.18	Flags for ISHS bldgs	0.00
6/2/2005	Alloway Lighting		1,800.00	Light bulbs for archives bldg	0.00
7/13/2005	Wal-Mart		18.49	Glasses for costume	0.00
9/27/2005	Caxton Printers		19.12	Book History of Politics Idaho	0.00
9/15/2005	Moviegoods		243.90	Posters for new building	0.00
11/1/2005	Jordan's Hallmark		17.80	Book for reception waiting room	0.00
11/28/2005	Jack and Friends		112.28	Pay phone for History Center	0.00
12/27/2005	Art.com		24.98	My Private Idaho poster for exhibit	0.00
12/22/2005	Jas Townsend and Sons		135.50	No receipt available. JFAC Costume.	0.00
2/1/2006	Jas Townsend and Sons		305.00	Costume for presentations	0.00