

UNITED NATIONS DEVELOPMENT PROGRAMME
Office of Audit and Investigations



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AUDIT

OF

UN WOMEN TRAVEL MANAGEMENT FUNCTION

Report No. 1434
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Report on the audit of UN Women's travel management function Executive Summary

The UNDP Office of Audit and Investigations (OAI) conducted an audit of the UN Women's travel management function from 9 February to 6 March 2015. The audit aimed to assess the adequacy and effectiveness of the governance, risk management and control processes relating to the following areas and sub-areas:

- (a) governance (corporate planning, delegation of authority, environmental considerations);
- (b) efficiency and effectiveness of travel management arrangements, processes and tools (travel framework, travel service delivery, travel information management, monitoring and reporting, financial management); and
- (c) compliance with existing travel policies and procedures, including duty travel related to field monitoring, travel of implementing partners/consultants and travel relating to staff entitlement.

The audit covered UN Women travel management activities from 1 January to 30 November 2014, with recorded expenditures totalling \$18 million. This was the first audit of the travel management function.

The audit was conducted in conformance with the *International Standards for the Professional Practice of Internal Auditing*.

Overall audit rating

OAI assessed UN Women's travel management function as **satisfactory**, which means, "Internal controls, governance and risk management processes were adequately established and functioning well. No issues were identified that would significantly affect the achievement of the objectives of the audited entity."

Key recommendations: Total = 4, high priority = 0

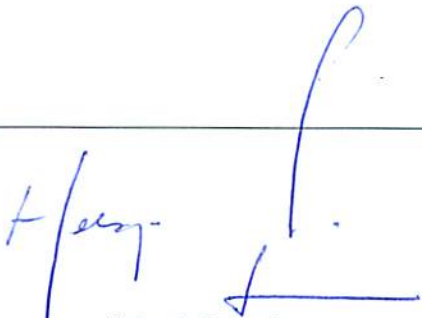
The four recommendations aim to ensure the following: (a) achievement of the organization's strategic objectives (Recommendation 1); (b) effectiveness and efficiency of operations (Recommendations 2 and 3); and (c) compliance with legislative mandates, regulations and rules, policies and procedures (Recommendation 4).

The audit did not result in any high (critical) priority recommendations. There are four medium (important) priority recommendations, which means, "Action is required to ensure that UN Women is not exposed to risks that are considered moderate. Failure to take action could contribute to negative consequences for UN Women." These recommendations include actions to implement a process for corporate oversight and monitoring over the travel activities, to improve processes, controls and procedures for the payment of Daily Subsistence Allowance to meeting participants, as well as to implement policies and procedures that facilitate accurate computation and reporting on greenhouse gas emissions and enhance compliance with UN Women travel policy.

Management comments and action plan

The Chief of Procurement and the Director a.i. of the Division of Management and Administration accepted all of the recommendations and are in the process of implementing them. Comments and/or additional information provided had been incorporated in the report, where appropriate.

Issues with less significance (not included in this report) have been discussed directly with management and actions have been initiated to address them.



Helge S. Osttveiten
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