



July 22, 2013

OFFICE OF THE PRESIDENT

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EXECUTIVE CORRESPONDENCE

JUL 24 2013

OFFICE OF THE STATE COMPTROLLER
THOMAS P. DINAPOLI
COMPTROLLER

Honorable Thomas DiNapoli
Comptroller
110 State Street
Albany, New York 12236

Dear Mr. DiNapoli:

In accordance with Section 170 of the Executive Law, this is our 90-day response showing the actions taken to address the recommendations contained in the State Comptroller's Audit Report on Selected Employee Travel Expenses, State University College at Plattsburgh (2012-S-141). Our specific comments to the recommendations follow.

Recommendation 1: Follow established travel guidelines to ensure appropriate use of the travel card and reimbursement of travel.

Response: Implented.SUC at Plattsburgh (College) developed an Internal Control check list (Internal Backup Travel Form) to document completion of specific procedures relative to the travel process. Supporting documentation is attached to the IC check list and forwarded to obtain authorized signatures. Form includes: 1) official class dates; 2) faculty travel dates, including additional travel days if required for logistical and/or safety reasons; 3) travel locations; 4) travel participants – including class rosters where applicable; 5) confirmation of completion of Authorization to Travel and Request for Travel Advance; 6) confirmation of car rental and lodging reservations; 7) estimated expenditures; and contact with Citibank to confirm trip location and travel time.

Employee training sessions are scheduled periodically to define State Travel guidelines and travel card use requirements.

If you have any questions or would like any additional information, please contact me at 518-564-2010.

Sincerely,

John Ettling
President

Copy: Mr. Homburger
Ms. Wyand