



Performance Audit

Vehicle and Travel Services

Department of Technology, Management, and Budget

**Report Number:
071-0136-14**

**Released:
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Vehicle and Travel Services (VTS) is part of the Office of Support Services, Department of Technology, Management, and Budget. VTS provides State departments and universities with vehicles and customer service solutions for their business needs. VTS's services include vehicle ordering, delivery, maintenance, fuel, radio installation, motor pools, and remarketing services. VTS leases its fleet from a private fleet management company.

Audit Objective			Audit Conclusion
Objective 1: To assess the effectiveness of VTS's efforts to ensure the efficient utilization of the State of Michigan's vehicle fleet.			Effective
Finding Related to This Audit Objective	Material Condition	Reportable Condition	Agency Preliminary Response
VTS had not implemented a process or a procedure to verify the State departments' compliance with administrative requirements for State-provided motor vehicle assignments (<u>Finding 1</u>).		X	Agrees

Audit Objective			Audit Conclusion
Objective 2: To assess the effectiveness of VTS's efforts to establish controls to ensure the accuracy and completeness of the data used in VTS's operations.			Effective
Finding Related to This Audit Objective	Material Condition	Reportable Condition	Agency Preliminary Response
VTS had not implemented effective processes and procedures to ensure the timely removal of access to motor fleet vehicles for separated employees, contractual service providers, and volunteers (<u>Finding 2</u>).		X	Agrees

Audit Objective			Audit Conclusion
Objective 3: To assess the effectiveness of VTS's efforts to monitor State fuel card purchases.			Effective
Finding Related to This Audit Objective	Material Condition	Reportable Condition	Agency Preliminary Response
VTS did not utilize available system restrictions to help prevent the inappropriate use of State fuel cards (<u>Finding 3</u>).		X	Agrees

A copy of the full report can be obtained by calling 517.334.8050 or by visiting our Web site at: <http://audgen.michigan.gov>

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