

STATE OF NEW YORK OFFICE OF THE INSPECTOR GENERAL

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Catherine Leahy Scott INSPECTOR GENERAL

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May 18, 2015

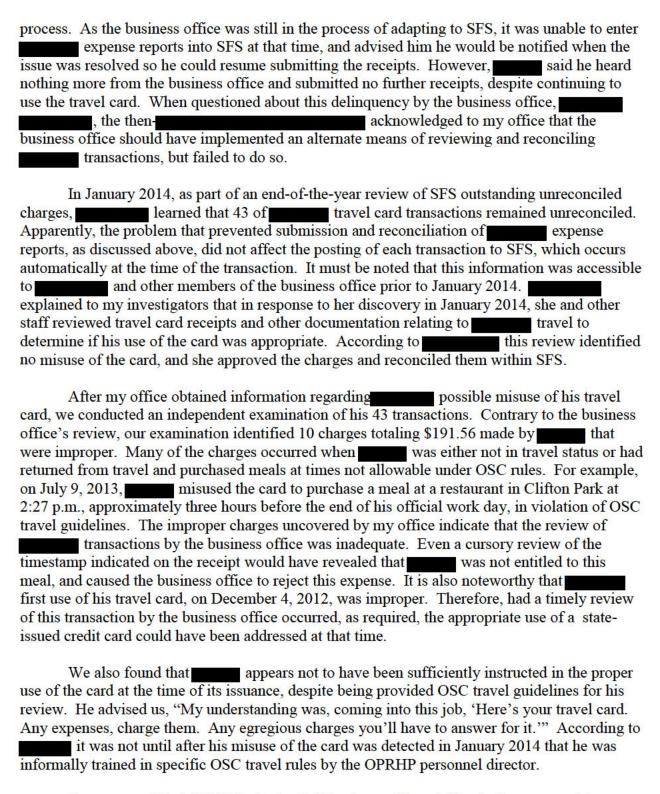
Rose Harvey Commissioner New York State Office of Parks, Recreation and Historic Preservation 625 Broadway Albany, New York 12207

RE: NYSIG 0014-010-2014

Dear Commissioner Harvey:

61 BROADWAY, SUITE 2100 NEW YORK, NEW YORK 10006 (212) 635-3150

In January 2014, my office obtained information indicating that Office of Parks,
Recreation and Historic Preservation (OPRHP)
allegedly misused his state-issued travel credit card. As described below, we found that
improperly used his travel card on at least 10 occasions, and that OPRHP failed to detect and
address this misuse in a timely manner.
began employment at OPRHP in October , and shortly thereafter was issued
a New York State Citibank travel card. Prior to his first use of the card, on December 3
2012, signed a standard form acknowledging his receipt of the card and that he had read and
understood the "terms and conditions" of its use. Specifically, the form states, among other
instructions, that the card may only be used to pay travel expenses related to official state
business, and that "it is important that you submit your travel expense report promptly in
order for all charges to be reconciled." [Emphasis in original] At the time he signed the
acknowledgement form, also was provided information regarding travel guidelines
issued by the Office of the State Comptroller (OSC).
Our investigation revealed that between December 4, 2012, and October 17, 2013,
used his state-issued credit card in 43 transactions, but the OPRHP business office did
not reconcile, or review for appropriateness, any of these transactions during this period. After
making several charges on the card, provided his receipts to the business office for entry
in the then newly implemented Statewide Financial System (SFS) as part of the reconciliation



I recommend that OPRHP reinstruct all business office staff and other appropriate employees in the procedures related to the review and reconciliation of travel expenses. Training in the proper use of travel cards should be provided to all staff at the time of their issuance and periodically thereafter. OPRHP also should conduct a thorough review of all travel expenses

incurred by and obtain reimbursement for any improper charges, including those identified by our investigation. Further, I recommend that OPRHP reiterate to agency employees their obligation to promptly notify my office of misconduct, as required by Executive Law Article 4-A, section 55(1).

It is requested that within 45 days you advise this office of any actions or decisions taken in response to the above recommendations. If you have any questions regarding this matter, you can contact Deputy Inspector General Audrey Maiello Cunningham at (518) 474-1010.

Sincerely,

Catherine Leahy Scott Inspector General