Controller's Office
Jacqueline Moore, CFE, Internal Audit Manager
Natasha Mora, Administrative Clerical
6I0.437.7527 Fax 610.439.5935
24-Hour Hot Line 610.437.7528

TO: Frank Kane, Managing Director (Administration)
Michael Hanlon, City Clerk (City Council)

CC: Bina Patel, Finance Director
Michael S. Zumas, Deputy Director Finance
Martin Velazquez III, Human Resources Director
Erika Strohler, Treas & Acct Manager
Sarrah McNeil, Purchasing Agent
Michaela Boyer, Executive Assistant to the Mayor

FROM: Jacqueline Moore, CFE, Internal Audit Manager

DATE: June 08, 2026 Jacqueline Moore

SUBJECT: Travel Request and Authorization (TRA) Form and Travel Expense Report (TER) Form

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My office recently conducted a review of the Travel Request and Authorization (TRA) Form and Travel Expense Report (TER) Form. Attached is the final report for your records.

The initial draft of the report was sent to Michael Zumas and Sarrah McNeil for their review, input and coordination of responses. All responses have been incorporated into the final report.

Thank you to everyone for their cooperation and assistance. If you have any questions regarding the attached report, please feel free to contact me directly.

Attachment: Final Report – Travel Request and Authorization (TRA) Form and Travel Expense Report (TER) Form