

DEPARTMENT OF HEALTH SERVICES

Investigations of Improper Activities by State Employees, July 2004 Through December 2004

INVESTIGATION I2003-1067 (REPORT I2005-1),
MARCH 2005

Department of Health Services' response as of November 2005

Investigative Highlights . . .

An employee with the Department of Health Services:

- Falsely indicated on at least 22 occasions that she was working in order to receive \$1,894 in wages and overtime she was not entitled to receive.*
 - Claimed and was paid \$1,173 for expenses related to her travel that she either did not incur or was not entitled to receive.*
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We investigated and substantiated an allegation that an employee of the Department of Health Services (Health Services) submitted false travel and attendance reports.

Finding: The employee submitted false travel and attendance reports in order to receive wages and travel expenses she was not entitled to receive.

The employee, whose duties require her to travel regularly throughout the State to monitor and provide training to retail businesses, improperly received \$3,067 by submitting false claims for wages and travel costs. We determined that, by misrepresenting her departure and return times on her travel and attendance reports, the employee was paid \$1,894 for overtime and regular hours she did not work. We also found that the employee claimed and was paid \$1,173 for expenses related to her travel that she either did not incur or was not entitled to receive. Specifically, the employee claimed \$253 for parking expenses that she acknowledged to us she did not incur. The employee also improperly claimed \$151 in mileage reimbursements by routinely overstating the distance to and from the airport when conducting state business. Because the employee presented false information on her travel claims, she also received \$259 for meal expenses that she was not entitled to receive. Finally, the employee improperly received \$510 for travel expenses that she claimed on days she did not work or that otherwise were not allowed.

Health Services' Action: Pending.

Health Services provided training to all its supervisors in the employee's branch so they can better understand their responsibilities for reviewing travel claims and overtime requests submitted by those under their supervision. Those working in the employee's branch will also begin using the State's automated travel claim processing system (system). Because the business rules for travel are programmed into the system, Health Services believes the submission of improper travel claims will be reduced. Finally, Health Services has prepared a recommendation for disciplinary action for the employee and the recommendation is currently under review by Health Services' staff.