

DIVISION OF LOCAL ASSISTANCE  
Office of Guidance and Oversight

# Audit Trail for Construction Invoices

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Division of Local Assistance  
California Department of Transportation



# Audit Trail Findings

- The Division of Local Assistance wants our local partners to retain reimbursed funding for their projects
- Caltrans' auditors are reviewing audit trail documentation for construction costs
  - Includes weight tickets, daily reports, any adjustments, quantity (Q) sheets, invoices remitted to Caltrans, etc.



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# Recent Audit Stats

- Since August 2020, four (4) audits questioned \$1.32 million due to a lack of an audit trail for construction costs
- AT LEAST two more DRAFT audits may question costs for lack of an audit trail



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# Preventing the Findings

- The Resident Engineers Academy [training](#) has a detailed section dedicated to [Payment](#)
- Review [Chapter 16 of the Local Assistance Procedures Manual](#)
- Develop, follow, and train new employees on construction administration procedures



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