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NEWS RELEASE

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FOR RELEASE April 9, 2020

Auditor of State Rob Sand today released a report on a special investigation of the Iowa Department of Human Services (DHS) for the period July 1, 2016 through March 31, 2019. The special investigation was requested by DHS officials as a result of alleged improprieties regarding travel claims submitted by Bobi Miller, a social worker assigned to the DHS Office located in Dallas County.

Sand reported the special investigation identified \$7,261.41 of improper disbursements and \$2,948.79 of unsupported disbursements. The \$7,261.41 of improper disbursements identified includes:

- \$3,182.01 of excess mileage claimed for destinations to which Ms. Miller traveled,
- \$3,376.23 of mileage reimbursements with no supporting documentation of any trips taken which would require reimbursement,
- \$345.93 of mileage reimbursements claimed on days where Ms. Miller recorded a full day (8 hours) of vacation time, sick time, family sick leave, or a combination of these types of paid leave,
- \$85.80 of mileage reimbursements claimed on a holiday or weekend days (Saturday or Sunday) for which Ms. Miller did not record any time worked on her time sheet, and
- \$271.44 of mileage reimbursements in excess of the maximum allowed during a fiscal year.

The \$2,948.79 of unsupported disbursements identified includes mileage reimbursements for which the propriety of the mileage claimed could not be determined based on review of available supporting documentation.

Sand also reported it was not possible to determine if additional amounts were improperly reimbursed to Ms. Miller because adequate documentation was not available. The report includes recommendations to ensure sufficient supporting documentation is maintained for all reimbursements.

Copies of the report have been filed with the Des Moines Police Department, the Division of Criminal Investigation, the Polk County Attorney's Office, and the Attorney General's Office. A copy of the report is available for review on the Auditor of State's web site at <https://auditor.iowa.gov/reports/audit-reports/>.

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**REPORT ON SPECIAL INVESTIGATION
OF THE
IOWA DEPARTMENT OF HUMAN SERVICES
FOR THE PERIOD
JULY 1, 2016 THROUGH MARCH 31, 2019**

**Report on Special Investigation
of the
Iowa Department of Human Services**

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Auditor of State's Report

To the Council Members of
the Iowa Department of Human Services,

As a result of alleged improprieties regarding travel claims submitted by Bobi Miller, a social worker assigned to the Iowa Department of Human Services (DHS) Office located in Dallas County, and at the request of DHS officials, we have applied certain tests and procedures to travel claims submitted by Ms. Miller for the period July 1, 2016 through March 31, 2019, unless otherwise noted. Based on a review of relevant information and discussions with personnel at the Iowa Department of Human Services (DHS), we performed the following procedures.

- (1) Reviewed all monthly travel claims submitted by Ms. Miller to identify any unusual activity.
- (2) Reviewed available supporting documentation for travel claims, including notations in Ms. Miller's personal planner and the JARVIS and FACS computer systems to determine the validity of mileage claimed by Ms. Miller. We also obtained assistance from DHS personnel to determine if any supporting documentation was maintained in paper files located in the DHS Dallas County Office for certain claims submitted by Ms. Miller from July 1, 2017 through February 28, 2019.
- (3) Reviewed payroll records for vacation and sick leave taken by Ms. Miller to determine if mileage reimbursements were requested on the same day leave was taken. We also reviewed payroll records to determine if time worked was recorded for certain weekend days and holidays.
- (4) Determined if the number of miles reimbursed to Ms. Miller for trips related to her job duties was reasonable based on available documentation.
- (5) Attempted to interview Ms. Miller to obtain an understanding of how she carried out her job duties and obtain explanations for certain reimbursement claims.

These procedures identified \$7,261.41 of improper disbursements and \$2,948.79 of unsupported disbursements. We were unable to determine if additional amounts were improperly reimbursed to Ms. Miller because adequate documentation was not available. Our detailed findings and recommendations are presented in the Investigative Summary and **Exhibits A** through **D** of this report.

The procedures described above do not constitute an audit of financial statements conducted in accordance with U.S. generally accepted auditing standards. Had we performed additional procedures other matters might have come to our attention that would have been reported to you.

Copies of this report have been filed with the Des Moines Police Department, the Division of Criminal Investigation, the Polk County Attorney's Office, and the Attorney General's Office.

We would like to acknowledge the assistance extended to us by officials and personnel of the Iowa Department of Human Services and the Des Moines Police Department during the course of our investigation.

A handwritten signature in black ink, appearing to read "Rob Sand". The signature is stylized with a large "R" and "S".

ROB SAND
Auditor of State

February 6, 2020

Report on Special Investigation
of the
Iowa Department of Human Services

Investigative Summary

Background Information

In accordance with section 217.1 of the *Code of Iowa*, the Iowa Department of Human Services (DHS) was established to administer programs designed to improve the well-being and productivity of the people of the state of Iowa. The Department addresses the problems of human behavior, adjustment, and daily living through the administration of programs of family, child, and adult welfare, economic assistance including costs of medical care, rehabilitation toward self-care and support, delinquency prevention and control, treatment and rehabilitation of juvenile offenders, care and treatment of persons with mental illness or an intellectual disability, and other related programs as provided by law. While the primary DHS administrative office is located in central Iowa, services are provided in each county throughout the State and DHS workers are assigned to each of the remote offices.

Bobi Miller, a social worker assigned to the DHS office in Dallas County, began employment with DHS on November 8, 2013 as a Social Worker 2 (SW2). As a SW2, Ms. Miller was to provide basic social work services and placement services for dependent, neglected and delinquent children. This includes making face-to-face contact with clients, families, and providers regarding client well-being, treatment progress, and casework plans. Each month, Ms. Miller submitted a travel payment form requesting reimbursement for travel costs she incurred related to her job duties. The travel costs were primarily reimbursements for mileage.

Rules for reimbursement established by the Iowa Department of Administrative Services (DAS) limit the reimbursement of mileage incurred when using a personal vehicle for State business to 14,000 miles per fiscal year. Such mileage is reimbursed at a rate of \$0.39 per mile. Employees submit a travel payment form, which includes the dates, location and miles traveled, to request reimbursement.

Ms. Miller contacted DHS fiscal management in April 2019 because she was nearing the yearly mileage limit and requested a waiver to claim additional miles. The request was denied and Ms. Miller was instructed to use a State vehicle assigned to the Dallas County DHS Office instead of a personal vehicle when conducting State business.

Ms. Miller then contacted the DHS Director to request the waiver. The Director discussed this with DHS fiscal management, and fiscal management staff began reviewing Ms. Miller's monthly travel claims. As a result of their review, they determined travel claims for January and February 2019 included the same times, locations, and order of locations listed, but the number of miles claimed was different between the 2 travel claims. They also reviewed Ms. Miller's June 2018 travel claim which included enough miles that she exceeded the mileage limit for the fiscal year ended June 30, 2018.

In addition, DHS officials determined there were no entries for visits recorded in the Joining Applications and Reports from Various Information Systems (JARVIS) database for which Ms. Miller claimed mileage. For each visit performed by a social worker, information regarding the visit is to be recorded in JARVIS to log their case visits, or in the Family and Children Services (FACS) system, which is the system used to track information on children in foster care and foster care providers. DHS officials also identified a day Ms. Miller took sick leave but claimed 75 miles for reimbursement.

As a result of the concerns identified, the Office of Auditor of State was requested to review the travel claims paid to Ms. Miller. We performed the procedures detailed in the Auditor of State's Report for the period July 1, 2016 through March 31, 2019.

The Department placed Ms. Miller on paid administrative leave on May 2, 2019. On May 23, 2019, Ms. Miller was granted leave under the Family Medical Leave Act (FMLA). Under FMLA, an employee is allowed to take job-protected leave for certain qualifying events. Ms. Miller used accrued personal sick leave and/or vacation time to continue receiving her regular salary while on FMLA leave. On July 31, 2019, Ms. Miller resigned from her position at DHS.

Detailed Findings

The procedures performed identified \$7,261.41 of improper disbursements and \$2,948.79 of unsupported disbursements. We were unable to determine if additional amounts were improperly reimbursed to Ms. Miller because adequate documentation was not available.

The improper disbursements identified include reimbursements to Ms. Miller for trips which were properly supported but for which the mileage claimed exceeded the actual number of miles between destinations. The improper disbursements identified also include reimbursements in excess of the maximum amount allowed within a fiscal year and reimbursements to Ms. Miller for trips for which there was not supporting documentation and trips on days for which Ms. Miller's timesheet showed she was not working because it was a holiday or weekend or because she was taking paid time off.

The \$2,948.79 of unsupported disbursements identified includes mileage reimbursements for which the propriety of the mileage claimed could not be determined based on our review of available supporting documentation. The improper and unsupported disbursements identified are summarized in **Table 1** by fiscal year.

Table 1

Description	Fiscal year ended June 30,			Total
	2017	2018	2019*	
Improper disbursements:				
Excess miles claimed	\$ 707.85	1,323.27	1,150.89	3,182.01
No support	1,254.63	941.85	1,179.75	3,376.23
Claimed while on paid time off	145.08	171.60	29.25	345.93
Claimed on a holiday or weekend	7.80	54.60	23.40	85.80
In excess of allowable maximum	-	271.44	-	271.44
Total improper disbursements	2,115.36	2,762.76	2,383.29	7,261.41
Unsupported disbursements	954.33	990.21	1,004.25	2,948.79
Total	\$ 3,069.69	3,752.97	3,387.54	10,210.20

* - Through February 28, 2019. The claim submitted by Ms. Miller for March 2019 was denied.

With the assistance of a representative of the Des Moines Police Department, we attempted to contact Ms. Miller to obtain an explanation for the improper and unsupported reimbursements identified. However, our attempts to reach her via phone and by stopping at her home were not successful.

IMPROPER DISBURSEMENTS

As previously stated, DHS officials determined travel claims Ms. Miller submitted for January 2019 and February 2019 included the same departure and return times, locations, and order of locations listed, with the exception of the destinations recorded for January 25, 2019 and February 24, 2019. However, the number of miles claimed was different between the two travel claims. Copies of the two travel claims are included in **Appendix 1**.

As illustrated by the copies in the **Appendix**, the destination was frequently cut off in the far-right portion of the cell used to identify the originating point of the trip and the destination. The travel reimbursement forms also document the “returned” time recorded by Ms. Miller was often recorded as “am” rather than “pm”. For example, the first line shown on both the January 2019 and February 2019 travel claims show Ms. Miller reported she traveled to Waukee/Urbandale leaving at 9:00am and returning at 5:00am. The return times, while not correctly recorded, did not impact conclusions drawn regarding the propriety of the mileage reimbursements issued to Ms. Miller.

Also as previously stated, Ms. Miller was to meet with clients, families, and providers regarding client well-being, treatment progress, and casework plans. She submitted a travel payment form requesting reimbursement each month for the mileage and any other costs incurred for these meetings. She was also eligible for mileage reimbursement for training. However, mileage for training is to be submitted on a special training form. Ms. Miller did not submit any training forms during the period reviewed.

Court hearings, staffing meetings, attorney meetings, and family team meetings attended by Ms. Miller were typically held at the Dallas County DHS Office or the Dallas County Courthouse, both located in Adel, IA. However, she also traveled to other locations for meetings with clients, families, and providers. While Ms. Miller’s caseload included clients, families, and providers in various locations, the child assigned to Ms. Miller who was the furthest distance from Adel was located in Nevada, IA (Story County), approximately 60 miles from the Dallas County DHS Office. As a result, it was not expected Ms. Miller would need to travel great distances for case visits.

We reviewed travel claims submitted by Ms. Miller and compared them to supporting documentation, including Ms. Miller’s personal planner and visits recorded in JARVIS and FACS, to determine if the mileage Ms. Miller claimed was appropriate for her job duties. As previously stated, information regarding visits is to be recorded in JARVIS or FACS to log each visit performed by a social worker.

According to DHS personnel we spoke with, there are situations where a visit would not be recorded in either JARVIS or FACS. These include court dates, staff meetings, attorney meetings, and family team meetings, among others and would be included in the paper case files maintained at the Dallas County DHS Office. For the instances where mileage claimed by Ms. Miller was not supported by an entry in JARVIS or FACS, DHS personnel reviewed the paper case files at our request for supporting documentation to verify the visits were made. However, DHS personnel only performed this search for certain mileage claimed by Ms. Miller during fiscal years 2017 and 2018. Because limited documentation was found in the paper files for these periods, searches were not performed for certain mileage Ms. Miller claimed during fiscal year 2016.

Mileage reimbursements to Ms. Miller were determined to be improper if:

- the information from JARVIS, FACS, the paper case file, and Ms. Miller’s personal planner did not support the destination or number of miles claimed for individual dates,
- mileage was claimed on a day where a full day of vacation or sick time was taken on Ms. Miller’s timesheet,
- mileage was claimed on a holiday or weekend day without time reported on Ms. Miller’s timesheet, or
- mileage was reimbursed to Ms. Miller in excess of the maximum amount allowed per fiscal year in accordance with requirements established by the Department of Administrative Services.

In order to determine if mileage was calculated correctly, we used Google Maps and the addresses of the meeting locations to calculate the distance between locations of Ms. Miller’s client visits.

Mileage calculations with a difference of less than 10 miles were considered reasonable and not included in the amount of improper reimbursements identified.

The improper reimbursements identified are summarized in **Table 2**.

Table 2

Period	Excess Miles Claimed	No Supporting Documentation	Mileage Claimed While on		In Excess of Allowable Maximum	Total
			Leave	Holiday or Weekend		
07/01/16 – 12/31/16	\$ 229.32	343.59	33.15	7.80	-	613.86
01/01/17 – 06/30/17	478.53	911.04	111.93	-	-	1,501.50
07/01/17 – 12/31/17	654.42	325.65	-	54.60	-	1,034.67
01/01/18 – 06/30/18	668.85	616.20	171.60	-	271.44	1,728.09
07/01/18 – 12/31/18	828.36	928.20	-	23.40	-	1,779.96
01/01/19 – 02/28/19	322.53	251.55	29.25	-	-	603.33
Total	\$ 3,182.01	3,376.23	345.93	85.80	271.44	7,261.41

The **Table** does not include reimbursements to Ms. Miller for September 2016 and July 2017 because she did not submit a travel claim for those months. Because we were unable to speak with Ms. Miller, we were unable to determine why travel claims for September 2016 and July 2017 were not submitted. In addition, costs included in Ms. Miller’s March 2019 travel claim are not included in **Table 2** because the travel request submitted by Ms. Miller was denied.

As previously stated, Ms. Miller’s travel claims for the month of June 2018 included enough miles that she exceeded the allowable annual mileage limit. In accordance with requirements established by the Department of Administrative Services (DAS), state agencies are allowed to reimburse employees \$.39 per business mile for the use of their private vehicles. However, the reimbursement is limited to 14,000 miles per fiscal year. The number of miles claimed by and reimbursed to Ms. Miller by fiscal year for July 1, 2014 through February 28, 2019 are summarized in **Table 3**.

Table 3

Fiscal Year	Total Miles Claimed
2015^	5,774
2016	6,995
2017	13,894
2018	14,696
2019*	13,115

^ - Claims not submitted or paid for May and June 2015.

* - Through February 28, 2019.

As illustrated by **Table 3**, Ms. Miller claimed 5,774 miles during ten months of fiscal year 2015. If the monthly average for this period was applied to a full year, the estimated number of miles Ms. Miller would have claimed during fiscal year 2015 would have been 6,929 miles, which is consistent with the 6,995 miles she claimed during the twelve months of fiscal year 2016.

However, the number of miles Ms. Miller claimed increased significantly from fiscal year 2016 to fiscal year 2017. As illustrated by the **Table**, the number of miles claimed almost doubled between the two fiscal years. In addition, **Table 3** illustrates Ms. Miller was close to reaching the 14,000-mile limit for fiscal year 2017.

As stated previously, we tested the travel reimbursement claims submitted by Ms. Miller for travel she reported from July 1, 2016 through February 28, 2019. Because the number of miles claimed by Ms. Miller during the fiscal year ended June 30, 2016 appeared reasonable, we did not test claims prior to July 1, 2016.

Excess Miles Claimed

As illustrated by **Table 2**, the amount of improper reimbursements to Ms. Miller for excess miles claimed increased from \$229.32 for the six-month period ended December 31, 2016 to \$828.36 for the six-month period ended December 31, 2018. Detailed information for the improper reimbursements to Ms. Miller identified for excess mileage claimed are listed in **Exhibit A**.

As illustrated by the **Exhibit**, we identified 183 instances for which Ms. Miller claimed miles in excess of a reasonable amount based on the destination identified on her travel claim and the supporting documentation available from DHS. The number of excess miles claimed by Ms. Miller ranged from 10 to 148 miles on individual days.

As illustrated by **Exhibit A**, Ms. Miller claimed mileage to multiple destinations for some days. For example, she claimed 90 miles for trips to Adel and Creston on November 22, 2017. However, we determined only 4 miles was reasonable to claim for this date because only the trip to the courthouse in Adel could be supported. There was no support available for the miles reported for a trip to Creston on November 22, 2017. As a result, 86 excess miles were identified for this date.

In other cases, Ms. Miller reported only one destination for the day, but the number of miles she claimed for the destination was not reasonable. For example, she claimed 90 miles for a trip to Granger on December 13, 2017. However, only 10 miles round trip was determined to be reasonable based on the documentation available from DHS.

We identified three instances for which Ms. Miller claimed over 100 excess miles on individual days. Specifically, she claimed 148 excess miles on January 23, 2019 when the destinations on her travel claim included Perry, Woodward, and Des Moines but only a trip to Waukee was supported by documentation obtained from DHS. In addition, she claimed 133 excess miles on September 18, 2017 when she claimed mileage to Nevada and Adel, but only travel to the Dallas County Courthouse was supported.

The \$3,182.01 of improper reimbursements to Ms. Miller for instances where she claimed excess miles is included in **Table 1**.

Claims for Which There Is No Supporting Documentation

As illustrated by **Table 2**, the amount of improper reimbursements to Ms. Miller for claims for which supporting documentation was not available from JARVIS, FACS, Ms. Miller's personal planner, or other Department documentation increased from \$343.59 for the six-month period ended December 31, 2016 to \$928.20 for the six-month period ended December 31, 2018. The **Table** also illustrates we identified claims of this nature totaling \$911.04 for the six months ended June 30, 2017. Detailed information for the improper reimbursements to Ms. Miller for claims for which there was no supporting documentation are listed in **Exhibit B**.

The **Exhibit** includes the 132 instances for which Ms. Miller claimed reimbursement for mileage when we were not able to locate any documentation in JARVIS, FACS, her personal planner, or other documentation which supported her claim. The number of miles claimed by Ms. Miller for these instances ranged from 15 to 165 miles and included 10 instances for which 100 miles or more were claimed. The 10 instances were claimed between March 2, 2017 and January 29, 2019.

The \$3,376.23 of improper reimbursements to Ms. Miller for the 132 instances identified is included in **Table 1**.

Mileage Claimed While on Leave

We reviewed Ms. Miller's payroll records for vacation and sick leave taken to determine if she claimed mileage on any days leave was taken. We identified 18 days Ms. Miller recorded a full day (8 hours) of vacation time, sick time, family sick leave, or a combination of these types of paid leave on her timesheet, but also claimed mileage reimbursement. **Exhibit C** lists the days mileage was claimed while Ms. Miller was on leave.

As illustrated by **Exhibit C**, we identified several instances where paid leave was taken for multiple days within a short period of time yet miles were claimed on each of the days. Specifically, Ms. Miller claimed a total of 125 miles on March 1 and March 2, 2018. The next month she claimed a total of 150 miles on 3 paid days off from April 3, 2018 through April 6, 2018. She also claimed an additional 100 miles on May 2 and May 3, 2018 when she was on paid leave.

Because it is not reasonable Ms. Miller traveled for her job duties on days when a full day of leave was taken, the \$345.93 reimbursed to Ms. Miller for these days is improper and included in **Table 1**.

Mileage Claimed on Weekends and a Holiday

We also reviewed Ms. Miller’s timesheets to determine if mileage reimbursement was claimed on any holidays or weekend days (Saturday or Sunday) where Ms. Miller had not recorded hours worked on her timesheet and there was not a notation included in JARVIS, FACS or the paper case file. According to DHS personnel we spoke with, it is possible Ms. Miller could be called for an emergency removal on a holiday or weekend and incur mileage. However, any time worked on a holiday or weekend should be recorded on her timesheet. The holiday and weekend days we identified for which Ms. Miller claimed for mileage reimbursement without corresponding hours on her timesheet or notations in JARVIS, FACS or paper case file are listed in **Table 4**.

Table 4

Date	Description	Destination	Miles Claimed	Amount Reimbursed
11/11/16	Veterans Day	Adel	20	\$ 7.80
08/05/17	Saturday	DSM/Johnston	65	25.35
12/30/17	Saturday	Boone/P(erry)	75	29.25
02/24/19	Sunday	Waukee/We(st Des Moines)	60	23.40
Total			220	\$ 85.80

(Auditor’s notations in italics.)

Because Ms. Miller’s timesheets for the holiday and weekends identified did not include any time recorded as worked, the \$85.80 reimbursed to Ms. Miller for these dates is improper and included in **Table 1**.

Mileage Paid in Excess of Allowable Maximum

In accordance with requirements established by DAS, state agencies are allowed to reimburse employees \$.39 per business mile for the use of their private vehicles. However, the reimbursement is limited to 14,000 miles per fiscal year without a “Request for Reasonable Accommodation” which is submitted to the Vehicle Accommodation Review Committee established by the DAS Central Procurement and Fleet Services Enterprise (CPFSE). A request was not submitted to DAS-CPFSE on behalf of Ms. Miller.

As previously stated, DHS officials reviewed Ms. Miller’s June 2018 travel claim and determined it included enough miles that she exceeded the mileage limit for fiscal year 2018. We confirmed Ms. Miller was reimbursed for 1,320 miles based on the mileage reimbursement claim she submitted for June 2018. We determined the claim was recorded as fiscal year 2019 activity rather than fiscal year 2018; however, DHS identified the error and subsequently corrected it.

The number of miles included in her June 2018 claim brought the total miles reimbursed to her during fiscal year 2018 to 14,696. In accordance with requirements established by DAS, Ms. Miller should not have received reimbursement for 696 of the miles she claimed in June. Because she was reimbursed \$.39 per mile, she was improperly reimbursed \$271.44 in excess of the maximum allowed. This amount is included in **Table 1**.

UNSUPPORTED DISBURSEMENTS

As previously stated, reimbursements to Ms. Miller for claims for which supporting documentation was not available from JARVIS, FACS, Ms. Miller's personal planner, or other Department documentation are improper. However, we also identified reimbursements to Ms. Miller for claims which were supported only by a notation in her personal planner. For these instances, there was not any documentation which is to be maintained by DHS in JARVIS, FACS, or a paper file to support the claim submitted by Ms. Miller.

Because there was a notation in Ms. Miller's personal planner which supported a meeting or trip to the destination claimed but there was not any notation of a similar nature in records Ms. Miller was to maintain for DHS, we are unable to determine the propriety of the mileage claimed by Ms. Miller for these instances. The instances identified are listed by date in **Exhibit D**.

As illustrated by **Exhibit D**, the number of miles Ms. Miller claimed for the 145 instances identified ranged from 10 to 366 miles. Specifically, Ms. Miller claimed 366 miles for trips to Waukee and Spencer on December 27, 2016. We also identified seven additional instances where Ms. Miller claimed 100 miles or more for days when there was no supporting documentation maintained by DHS to support the destinations, but there were notations in Ms. Miller's personal planner.

We were unable to determine why supporting documentation was not available in JARVIS, FACS, and/or the DHS paper files for these trips because we were unable to speak with Ms. Miller. Because we were unable to determine the propriety of the claims submitted by Ms. Miller for these days, the reimbursements of \$2,948.79 issued to Ms. Miller are included in **Table 1** as unsupported disbursements.

OTHER ADMINISTRATIVE ISSUES

DHS officials reported they reviewed mileage claims for other employees at the Dallas County DHS Office and did not identify any irregularities. Some employees had higher mileage claims because they had more cases located outside of Dallas County, which resulted in traveling longer distances for case visits. If a child assigned to a social worker moves to another county, the case is not reassigned to a social worker in the new county. Instead, the current social worker remains responsible for the child's case.

In addition, DHS officials reviewed mileage claims for employees at other county DHS offices. Several employees at the Marshall County DHS Office were identified to have high mileage. However, the DHS vehicles at Marshall County were destroyed by a tornado in July 2018. As a result, it is reasonable those employees would use their personal vehicle more frequently for travel and incur higher mileage claims. We reviewed the procedures performed by DHS for other DHS County Office employees and determined additional testing was not needed.

Prior to the start of our investigation, DHS developed new protocols regarding review and approval of travel claims. All business managers at DHS field offices must review a sample of travel claims chosen by DHS Fiscal Management staff. The review includes verifying time off and visits recorded in JARVIS and/or FACS. A refresher training course on travel will also be provided to all employees. Fiscal Management staff will also periodically select a random sample of mileage claims from all field offices to review.

Recommended Control Procedure

As part of our investigation, we reviewed the procedures used by the Iowa Department of Human Services to process travel claims. An important aspect of internal control is to establish procedures which provide accountability for assets susceptible to loss from error and irregularities. These procedures provide the actions of one individual will act as a check on those of another and provide a level of assurance errors or irregularities will be identified within a reasonable time during the course of normal operations. Based on our finding and observation detailed below, the following recommendation is made to strengthen the DHS's internal controls.

- A. Travel Payment Review – During our review, we identified travel payments were not consistently supported by documentation to verify mileage claimed was reasonable. We also determined a travel reimbursement issued to Ms. Miller was not recorded in the correct fiscal year which resulted in a reimbursement in excess of the maximum amount of miles allowed to be claimed during a fiscal year.

Recommendation – Individuals reviewing travel payments should periodically compare mileage claimed to supporting documentation, such as records in JARVIS, FACS, paper case files, and timesheets, to ensure the mileage claimed is reasonable. In addition, individuals in a supervisory position should monitor the cumulative amount of mileage claimed by staff during a fiscal year in order to determine if any totals appear unusually excessive in a timely manner and ensure reimbursements are recorded in the correct fiscal year.

**Report on Special Investigation
of the
Iowa Department of Human Services**

Exhibits

Report on Special Investigation
of the
Iowa Department of Human Services

Reimbursements to Bobi Miller for Excess Milage Claimed
For the Period July 1, 2016 through March 31, 2019

Per Travel Claim		
Date	Travel Claim Destination	Supported Destination
08/05/16	Adel	Dallas County Courthouse
08/11/16	DSM	Adel, Waukee
08/17/16	La Grande	Adel, Waukee, Le Grand
08/23/16	perry	Perry
08/31/16	Ankeny	Ankeny, Waukee
10/03/16	DSM	Dallas County Courthouse
10/07/16	Adel	<i>None</i>
10/12/16	Adel	<i>None</i>
10/17/16	Adel	Dallas County Courthouse
10/19/16	DSM	Dallas County Courthouse
10/20/16	DSM	Dallas County Courthouse
10/31/16	Adel	Dallas County Courthouse
11/14/16	DSM	Dallas County Courthouse
11/16/16	Adel	Dallas County Courthouse
11/22/16	Perry	Perry, Granger
11/28/16	DSM	Dallas County Courthouse
12/12/16	DSM	Dallas County Courthouse
12/13/16	Adel/Perry	Dallas County Courthouse
Subtotal for 07/01/16 - 12/31/16		
01/04/17	Nevada	Dallas County Courthouse, Winterset, Van Meter
01/09/17	DSM	Dallas County Courthouse
01/11/17	Perry	Dallas County Courthouse
01/25/17	Perry	Des Moines
02/06/17	Perry	Dallas County Courthouse
02/14/17	Nevada	Story County Courthouse (Nevada)
02/15/17	DSM	Dallas County Courthouse
03/06/17	Nevada/WDSM	Story County Courthouse (Nevada)
03/08/17	Perry	Dallas County Courthouse

Number of Miles			Excess Reimbursement^
Claimed	Reasonable	Excess	
20	7	13	\$ 5.07
90	28	62	24.18
250	182	68	26.52
70	36	34	13.26
80	54	26	10.14
46	7	39	15.21
20	-	20	7.80
20	-	20	7.80
20	7	13	5.07
46	17	29	11.31
46	7	39	15.21
20	7	13	5.07
46	7	39	15.21
25	7	18	7.02
70	36	34	13.26
46	7	39	15.21
46	7	39	15.21
50	7	43	16.77
1,011	423	588	229.32
70	46	24	9.36
50	7	43	16.77
40	7	33	12.87
70	55	15	5.85
35	7	28	10.92
170	115	55	21.45
46	7	39	15.21
150	115	35	13.65
46	7	39	15.21

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Reimbursements to Bobi Miller for Excess Milage Claimed
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Per Travel Claim		
Date	Travel Claim Destination	Supported Destination
03/14/17	DSM	Waukee
03/22/17	DSM/Waukee	Des Moines, Waukee, Van Meter
03/28/17	Nevada/DSM	Story County Courthouse (Nevada)
04/03/17	Nevada	Story County Courthouse (Nevada)
04/04/17	Adel	Dallas County Courthouse
04/11/17	Adel/Waukee	Waukee, West Des Moines
04/13/17	Bagley	Dallas County Courthouse
04/24/17	DSM/Waukee	Urbandale, Dexter
04/26/17	DSM/WDSM/Gran(ger)	Adel, Van Meter
05/03/17	Bagley	Dallas County Courthouse
05/08/17	Perry	Perry
05/10/17	DSM	Van Meter
05/15/17	Waukee/Perry/M*	Dallas County Courthouse
05/17/17	DSM	Dallas County Courthouse
05/19/17	DSM/Urbandale	Ankeny
05/24/17	DSM/WDSM/Gran(ger)	Waukee
05/26/17	Nevada/DSM	Dexter, Waukee, Urbandale
05/30/17	Granger/DSM	Bagley, Perry
06/07/17	DSM/Perry	Dallas County Courthouse
06/09/17	Perry	Urbandale
06/13/17	Bagley	Urbandale
06/19/17	DSM	Des Moines
06/20/17	DSM	Van Meter, Perry
06/22/17	DSM/Urbandale	Dallas County Courthouse
Subtotal for 01/01/17 - 06/30/17		
08/02/17	DSM	Dallas County Courthouse
08/16/17	Perry/Madrid/*	Adel, Perry, Urbandale
08/21/17	DSM/Al*	Dallas County Courthouse

Number of Miles			Excess Reimbursement^
Claimed	Reasonable	Excess	
46	28	18	7.02
70	49	21	8.19
165	115	50	19.50
140	115	25	9.75
40	7	33	12.87
50	30	20	7.80
50	7	43	16.77
70	51	19	7.41
80	22	58	22.62
50	7	43	16.77
46	34	12	4.68
46	14	32	12.48
90	7	83	32.37
46	7	39	15.21
90	56	34	13.26
80	12	68	26.52
165	82	83	32.37
80	52	28	10.92
60	7	53	20.67
40	30	10	3.90
50	25	25	9.75
46	22	24	9.36
60	48	12	4.68
90	7	83	32.37
2,427	1,200	1,227	478.53
70	7	63	24.57
90	76	14	5.46
60	7	53	20.67

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Per Travel Claim		
Date	Travel Claim Destination	Supported Destination
08/29/17	Prairie <i>C(ity)</i>	Prairie City
09/05/17	Nevada/A*	Dallas County Courthouse
09/06/17	Adel	Dallas County Courthouse
09/07/17	Waukee/J*	Adel
09/08/17	Adel/Wa(<i>ukee</i>)	Dallas County Courthouse, Waukee
09/15/17	Perry/Ames/*	West Des Moines
09/18/17	Nevada/Ade(l)	Dallas County Courthouse
09/19/17	Adel/W*	Waukee
09/26/17	Perry/Gran(<i>ger</i>)	Granger, Perry
09/29/17	Perry/Nev(<i>ada</i>)	Adel, Waukee, Urbandale
10/02/17	DSM	Dallas County Courthouse
10/04/17	Indianola	Dallas County Courthouse
10/11/17	WDSM/A*	Dallas County Courthouse
10/16/17	DSM/Wa(<i>ukee</i>)	Waukee
10/17/17	Adel/Wa(<i>ukee</i>)	Waukee, Adel
10/23/17	Perry	Dallas County Courthouse
11/03/17	Perry/Ad(<i>el</i>)	Perry
11/06/17	Perry, *	Dallas County Courthouse
11/08/17	Waukee	Waukee
11/09/17	Prairie City, W*	Prairie City, Perry
11/13/17	DSM	West Des Moines
11/14/17	Madrid/*	Granger, Madrid
11/17/17	Waukee/*	Waukee
11/21/17	Perry/A*	Perry, Adel, Waukee
11/22/17	Adel/Cres(<i>ton</i>)	Adel
12/06/17	Perry, *	Dallas County Courthouse
12/11/17	Prairie City, W*	Dallas County Courthouse

Number of Miles			Excess Reimbursement^
Claimed	Reasonable	Excess	
150	105	45	17.55
90	7	83	32.37
30	7	23	8.97
56	17	39	15.21
80	60	20	7.80
120	24	96	37.44
140	7	133	51.87
90	12	78	30.42
90	33	57	22.23
70	40	30	11.70
70	7	63	24.57
100	7	93	36.27
65	7	58	22.62
50	12	38	14.82
60	20	40	15.60
30	7	23	8.97
55	32	23	8.97
55	7	48	18.72
40	11	29	11.31
100	73	27	10.53
70	51	19	7.41
90	41	49	19.11
70	14	56	21.84
55	43	12	4.68
90	4	86	33.54
55	7	48	18.72
100	7	93	36.27

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Per Travel Claim		
Date	Travel Claim Destination	Supported Destination
12/13/17	Granger	Dallas County Courthouse, Adel
12/21/17	Adel/Cres(ton)	Waukee
Subtotal for 07/01/17 - 12/31/17		
01/10/18	Adel/W*	Van Meter
01/17/18	Adel/DS(M)	Dallas County Courthouse
01/18/18	Perry/Bag(ley)	Dallas County Courthouse
01/22/18	Boone/W*	Perry
01/30/18	Adel/Win(terset)	Adel, Earlham
01/31/18	DSM/Urb(andale)	Dallas County Courthouse, Urbandale
02/07/18	DSM/Pe(rry)	Dallas County Courthouse, Perry
02/13/18	Madrid/*	Granger, Adel
02/14/18	Adel/DS(M)	Adel, Urbandale
02/15/18	Perry/Joh(nston)	Waukee
02/21/18	Adel/Wau(kee)	Adel, Perry
02/26/18	Woodwa(rd)	Nevada
03/05/18	DSM/Adel	Des Moines
03/06/18	Adel/DS(M)	Dallas County Courthouse
03/07/18	DSM/Pe(rry)	Dallas County Courthouse
03/13/18	Johnston	Urbandale, Waukee
03/14/18	Adel/DS(M)	Adel
03/16/18	Adel/Perr(y)	Dallas County Courthouse
03/19/18	Adel/Wau(kee)	Dallas County Courthouse
03/21/18	Adel/DS(M)	West Des Moines
03/23/18	Adel/Boo(ne)	Boone
03/26/18	Adel/Wau(kee)	Adel
03/27/18	DSM/Ad(el)	Adel, Waukee
03/28/18	Perry/DS(M)	Perry, West Des Moines
03/30/18	Adel/DSM	Dallas County Courthouse

Number of Miles			Excess Reimbursement^
Claimed	Reasonable	Excess	
90	10	80	31.20
90	31	59	23.01
2,471	793	1,678	654.42
40	28	12	4.68
85	7	78	30.42
80	7	73	28.47
85	30	55	21.45
75	20	55	21.45
55	35	20	7.80
70	33	37	14.43
90	72	18	7.02
85	26	59	23.01
80	15	65	25.35
55	45	10	3.90
80	55	25	9.75
50	33	17	6.63
55	7	48	18.72
70	7	63	24.57
70	24	46	17.94
60	18	42	16.38
55	7	48	18.72
40	7	33	12.87
50	33	17	6.63
80	66	14	5.46
45	10	35	13.65
80	50	30	11.70
70	49	21	8.19
70	7	63	24.57

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Date	Travel Claim Destination	Supported Destination
04/02/18	Adel/Woodw(ard)	Nevada
04/09/18	Nevada	Dallas County Courthouse
04/11/18	Adel/Perry	Dallas County Courthouse, Adel
04/18/18	Adel/Wau(kee)	West Des Moines
04/19/18	Adel/Wau(kee)	Waukee, Adel
04/25/18	DSM/Wau(kee)	Waukee, Van Meter, Urbandale
04/30/18	DSM/Wau(kee)	Waukee
05/04/18	Adel/DS(M)	Waukee
05/07/18	Adel/DS(M)	Dallas County Courthouse
05/09/18	Perry/Waukee	Dallas County Courthouse
05/14/18	Adel/Urb(andale)	Urbandale
05/17/18	Adel/DSM	Adel
05/23/18	Adel/Bagl(ey)	Bagley
05/30/18	Adel/Johns(ton)	West Des Moines, Waukee, Adel, Van Meter
06/05/18	Adel/Wauk(ee)	Dallas County Courthouse
06/07/18	Osceola/*	Osceola
06/12/18	DSM/Bagby/G*	Bagley, Granger, Urbandale
06/14/18	Adel/Wauk(ee)	Waukee
06/18/18	Adel/Per(ry)	Perry
06/25/18	DSM/Perry	Perry, Waukee
06/26/18	DSM/WDS(M)	Des Moines, West Des Moines
Subtotal for 01/01/18 - 06/30/18		
07/13/18	DSM/Per(ry)	Perry, Bagley
07/17/18	DSM/Bagby/G*	Waukee
07/18/18	Adel/Wauk(ee)	Dallas County Courthouse, Ankeny, Des Moines, Bagley
07/20/18	Woodwa(rd)	Woodward
07/23/18	Perry/DS(M)	Perry
07/24/18	Maxwell/P*	Waukee, Maxwell

Number of Miles			Excess Reimbursement^
Claimed	Reasonable	Excess	
70	56	14	5.46
90	7	83	32.37
45	17	28	10.92
55	28	27	10.53
45	34	11	4.29
70	45	25	9.75
85	31	54	21.06
55	24	31	12.09
50	7	43	16.77
65	7	58	22.62
60	28	32	12.48
45	9	36	14.04
90	33	57	22.23
90	50	40	15.60
55	7	48	18.72
140	121	19	7.41
85	55	30	11.70
45	29	16	6.24
80	49	31	12.09
75	45	30	11.70
90	72	18	7.02
3,160	1,445	1,715	668.85
75	40	35	13.65
90	14	76	29.64
75	65	10	3.90
80	41	39	15.21
80	30	50	19.50
135	123	12	4.68

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Per Travel Claim		
Date	Travel Claim Destination	Supported Destination
07/25/18	Adel/DS(M)	Adel
07/31/18	DSM/WDS(M)	West Des Moines
08/03/18	West DSM/*	Urbandale
08/07/18	DSM/Pe(rry)	Dallas County Courthouse, Waukee
08/08/18	Adel/We(st Des Moines)	Dallas County Courthouse
08/09/18	DSM/Bagby/G*	Granger
08/10/18	Maxwell/A*	Waukee, Van Meter, West Des Moines
08/14/18	Woodwa(rd)	Waukee
08/15/18	Perry/DS(M)	Adel, Waukee, Urbandale
08/29/18	Adel/Altoon(a)	West Des Moines
09/05/18	West DSM/*	Dallas County Courthouse, Adel
09/07/18	Adel, G*	Waukee
09/10/18	West DSM*	West Des Moines
09/11/18	Adel/We(st Des Moines)	Granger
09/14/18	West DSM*	Waukee
09/18/18	Perry/DS(M)	West Des Moines, Urbandale
09/19/18	Nevada/P*	Dallas County Courthouse, Des Moines
09/21/18	Perry/W*	Waukee, Des Moines
09/24/18	Adel/Wauk(ee)	Dallas County Courthouse
09/25/18	Waukee/*	Waukee
10/08/18	Adel/We(st Des Moines)	Waukee
10/22/18	Waukee/*	West Des Moines
10/23/18	Adel/Perr(y)	Dallas County Courthouse, Van Meter
10/31/18	Adel/Wau(kee)	Clive, Des Moines, West Des Moines
11/05/18	West DSM*	Dallas County Courthouse
11/07/18	Adel/P*	Dallas County Courthouse, Adel
11/13/18	DSM/Bagby/G*	Granger
11/14/18	Maxwell/A*	Perry, Des Moines
11/21/18	Waukee/*	Waukee, Windsor Heights

Number of Miles			Excess Reimbursement^
Claimed	Reasonable	Excess	
85	9	76	29.64
90	46	44	17.16
65	32	33	12.87
75	45	30	11.70
75	7	68	26.52
85	16	69	26.91
140	94	46	17.94
85	14	71	27.69
80	57	23	8.97
80	24	56	21.84
70	17	53	20.67
75	12	63	24.57
75	26	49	19.11
80	16	64	24.96
50	26	24	9.36
90	22	68	26.52
135	39	96	37.44
70	55	15	5.85
65	7	58	22.62
75	12	63	24.57
80	12	68	26.52
75	16	59	23.01
85	31	54	21.06
90	57	33	12.87
75	7	68	26.52
60	19	41	15.99
85	16	69	26.91
150	107	43	16.77
95	29	66	25.74

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Reimbursements to Bobi Miller for Excess Milage Claimed
For the Period July 1, 2016 through March 31, 2019

Per Travel Claim		
Date	Travel Claim Destination	Supported Destination
11/26/18	Perry/Wo(odward)	Dallas County Courthouse
12/03/18	Waukee/Da*	Dallas County Courthouse
12/11/18	DSM/Bagby/G*	Indianola
12/17/18	Perry/DS(M)	Dallas County Courthouse
12/18/18	Nevada/P*	West Des Moines
12/28/18	Adel/Perry*	Perry, Altoona
Subtotal for 07/01/18 - 12/31/18		
01/07/19	Waukee, A*	Dallas County Courthouse
01/09/19	Nevada	Dallas County Courthouse
01/10/19	DSM/Bagby/G*	Dallas County Courthouse
01/18/19	Adel/Johns(ton)	Waukee
01/23/19	Perry/Wo(odward); DSM/Perr(y)	Waukee
01/28/19	Adel, Pe(rry)	Dallas County Courthouse, Indianola
02/04/19	Adel/Wauk(ee)	West Des Moines
02/06/19	Waukee, A*	Dallas County Courthouse
02/11/19	DSM/Bagby/G*	Granger
02/13/19	Adel/Wauk(ee)	West Des Moines
02/14/19	Adel/Pe(rry)	Des Moines
02/15/19	Adel/DSM	Waukee
02/20/19	Perry/Wo(odward)	Dallas County Courthouse
Subtotal for 01/01/19 - 02/28/19		
Total		

* - Information on reimbursement request was not sufficient to determine destination.

^ - Based on \$.39 per mile reimbursement rate.

Auditor's notations in italics.

Number of Miles			Excess Reimbursement^
Claimed	Reasonable	Excess	
75	7	68	26.52
65	7	58	22.62
85	71	14	5.46
70	7	63	24.57
135	26	109	42.51
85	65	20	7.80
3,490	1,366	2,124	828.36
70	7	63	24.57
95	7	88	34.32
85	7	78	30.42
55	11	44	17.16
160	12	148	57.72
75	53	22	8.58
65	26	39	15.21
70	7	63	24.57
85	16	69	26.91
55	27	28	10.92
85	60	25	9.75
90	13	77	30.03
90	7	83	32.37
1,080	253	827	322.53
13,639	5,480	8,159	\$ 3,182.01

Exhibit B

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Reimbursements to Bobi Miller for Mileage Claimed for Which
There Is No Supporting Documentation
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Per Travel Claim			
Date	Destination	Number of Miles Claimed	Amount^
07/07/16	DSM	46	\$ 17.94
07/29/16	Perry	50	19.50
08/03/16	Adel	20	7.80
08/04/16	Perry	40	15.60
08/19/16	DSM	46	17.94
08/24/16	DSM	50	19.50
08/25/16	Perry	40	15.60
10/06/16	Dexter	35	13.65
10/14/16	DSM	46	17.94
10/21/16	DSM	46	17.94
11/01/16	DSM	46	17.94
11/03/16	DSM	46	17.94
11/07/16	DSM	50	19.50
11/17/16	DSM	46	17.94
11/18/16	DSM	46	17.94
12/01/16	DSM	46	17.94
12/05/16	DSM	46	17.94
12/06/16	Dexter	35	13.65
12/08/16	DSM	46	17.94
12/09/16	Perry	40	15.60
12/16/16	Adel	15	5.85
Subtotal for 07/01/16 - 12/31/16		881	343.59
01/12/17	DSM	46	17.94
01/13/17	DSM	50	19.50
01/20/17	DSM	46	17.94

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Reimbursements to Bobi Miller for Mileage Claimed for Which
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Per Travel Claim			
Date	Destination	Number of Miles Claimed	Amount^
01/26/17	Perry	50	19.50
01/27/17	Nevada	80	31.20
02/02/17	Perry	30	11.70
02/03/17	Bagley	60	23.40
02/07/17	DSM	50	19.50
02/09/17	Perry	40	15.60
02/13/17	DSM	46	17.94
02/16/17	Bagley	60	23.40
02/20/17	Adel	15	5.85
03/02/17	Nevada/Adel	140	54.60
03/07/17	DSM	50	19.50
03/10/17	DSM	46	17.94
03/13/17	Bagley	50	19.50
03/17/17	DSM	46	17.94
03/24/17	DSM/WDSM/Gran(ger)	80	31.20
03/27/17	Bagley	60	23.40
04/06/17	Des Moines	60	23.40
04/07/17	Des Moines	60	23.40
04/10/17	Perry	46	17.94
04/14/17	DSM	46	17.94
04/21/17	DSM/Urbandale	90	35.10
04/28/17	Nevada/DSM	165	64.35
05/01/17	DSM	46	17.94
05/02/17	Nevada/Adel	140	54.60
05/09/17	Perry	40	15.60
05/11/17	Bagley	50	19.50

Exhibit B

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Per Travel Claim			
Date	Destination	Number of Miles Claimed	Amount[^]
05/12/17	DSM	46	17.94
05/25/17	Bagley	60	23.40
06/01/17	DSM/Perry	70	27.30
06/02/17	Nevada/Adel	140	54.60
06/08/17	Perry	46	17.94
06/14/17	DSM	46	17.94
06/15/17	Waukee/Perry/M*	90	35.10
06/16/17	DSM/Adel	50	19.50
Subtotal for 01/01/17 - 06/30/17		2,336	911.04
09/13/17	Waukee/J(ohnston)	65	25.35
09/25/17	Johnston/W*	65	25.35
10/03/17	DSM/John(ston)	65	25.35
10/09/17	Perry, *	55	21.45
10/10/17	Adel/Nev(ada)	150	58.50
10/12/17	Perry/Madrid/*	90	35.10
10/13/17	DSM	70	27.30
11/02/17	DSM/John(ston)	65	25.35
11/07/17	DSM/Per(ry)	70	27.30
12/01/17	DSM	70	27.30
12/07/17	DSM/Per(ry)	70	27.30
Subtotal for 07/01/17 - 12/31/17		835	325.65
01/03/18	DSM	70	27.30
01/04/18	DSM/mad(rid)	65	25.35
01/05/18	Perry/Ad(el)	55	21.45

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Per Travel Claim			
Date	Destination	Number of Miles Claimed	Amount[^]
01/08/18	Adel/W*	55	21.45
01/09/18	DSM/Pe(rry)	70	27.30
01/11/18	Prairie City, W*	100	39.00
01/12/18	DSM	70	27.30
01/16/18	Madrid/*	90	35.10
01/19/18	Perry/Wa(ukee)	85	33.15
02/02/18	Madrid/Pe(rry)	65	25.35
02/05/18	Adel/Wau(kee)	45	17.55
02/23/18	Boone/Ba(gley)	60	23.40
03/08/18	DSM/W*	55	21.45
03/09/18	Perry/Waukee	65	25.35
03/20/18	Boone/W*	95	37.05
04/10/18	Perry/Waukee	65	25.35
04/13/18	Johnston	70	27.30
04/16/18	adel/DS(M)	60	23.40
05/08/18	Nevada	90	35.10
05/29/18	Perry/Ad(el)	85	33.15
06/04/18	waukee/urb(andle)	50	19.50
06/22/18	Perry/Wo*	70	27.30
06/27/18	Adel/Wauk(ee)	45	17.55
Subtotal for 01/01/18 - 06/30/18		1,580	616.20
07/09/18	waukee/urb(andle)	50	19.50
07/16/18	Adel/W*	70	27.30
07/26/18	Perry/W*	70	27.30
07/30/18	DSM/Perry*	75	29.25

Exhibit B

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Reimbursements to Bobi Miller for Mileage Claimed for Which
There Is No Supporting Documentation
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Per Travel Claim			
Date	Destination	Number of Miles Claimed	Amount[^]
08/02/18	granger/A*	65	25.35
08/06/18	Waukee*	70	27.30
08/23/18	Adel/Perr(y)	55	21.45
08/24/18	Waukee/*	50	19.50
08/30/18	Adel/wauk*	55	21.45
09/04/18	Waukee/Da*	55	21.45
09/06/18	West DSM/*	65	25.35
09/12/18	DSM/bagby/g*	85	33.15
09/13/18	Maxwell/A*	140	54.60
09/17/18	Woodwa(rd)	85	33.15
10/01/18	Waukee/Da*	65	25.35
10/02/18	West DSM*	70	27.30
10/04/18	Adel, G*	75	29.25
10/05/18	West DSM*	80	31.20
10/09/18	DSM/bagby/g*	85	33.15
10/10/18	Maxwell/A*	140	54.60
10/11/18	West DSM*	70	27.30
10/30/18	Adel/Wau(kee)	45	17.55
11/01/18	Waukee/Da*	65	25.35
11/08/18	West DSM*	80	31.20
11/09/18	Adel/We(st Des Moines)	85	33.15
11/30/18	Waukee/*	75	29.25
12/04/18	West DSM*	120	46.80
12/06/18	Adel, G*	80	31.20
12/07/18	West DSM*	80	31.20

Report on Special Investigation
of the
Iowa Department of Human Services

Reimbursements to Bobi Miller for Mileage Claimed for Which
There Is No Supporting Documentation
For the Period July 1, 2016 through March 31, 2019

Per Travel Claim			
Date	Destination	Number of Miles Claimed	Amount[^]
12/14/18	Woodwa <i>(rd)</i>	95	37.05
12/20/18	Perry/Wo*	80	31.20
Subtotal for 07/01/18 - 12/31/18		2,380	928.20
01/02/19	waukee/urb(<i>andale</i>)	50	19.50
01/03/19	adel/wauk(<i>ee</i>)	55	21.45
01/04/19	adel/altoon(<i>a</i>)	60	23.40
01/08/19	DSM/Ad(<i>el</i>)	65	25.35
01/29/19	Adel/Wauk(<i>ee</i>)	160	62.40
01/30/19	adel, wa(<i>ukee</i>)	75	29.25
02/01/19	waukee/urb(<i>andale</i>)	50	19.50
02/07/19	DSM/Ad(<i>el</i>)	70	27.30
02/18/19	Adel/Johns(<i>ton</i>)	60	23.40
Subtotal for 01/01/19 - 02/28/19		645	251.55
Total		8,657	\$ 3,376.23

* - Information on reimbursement request was not sufficient to determine destination.

[^] - Based on \$.39 per mile reimbursement rate.

Auditor's notations in italics.

**Report on Special Investigation
of the
Iowa Department of Human Services**

Report on Special Investigation
of the
Iowa Department of Human Services

Reimbursements to Bobi Miller for
Mileage Claimed While on Leave
For the Period July 1, 2016 through March 31, 2019

Per Travel Claim			
Date	Destination	Number of Miles Claimed	Amount[^]
07/20/16	Adel	15	\$ 5.85
11/04/16	Adel	20	7.80
12/23/16	Perry	50	19.50
Subtotal for 07/01/16 - 12/31/16		85	33.15
01/17/17	DSM	46	17.94
01/18/17	DSM	46	17.94
02/24/17	WDSM	25	9.75
03/03/17	Bagley	50	19.50
06/12/17	DSM/Perry	50	19.50
06/23/17	DSM/Waukee	70	27.30
Subtotal for 01/01/17 - 06/30/17		287	111.93
03/01/18	WDSM	60	23.40
03/02/18	Madrid/ <i>Pe(rry)</i>	65	25.35
04/03/18	Adel/ <i>Wauk(ee)</i>	45	17.55
04/05/18	Adel/ <i>DS(M)</i>	55	21.45
04/06/18	Adel/ <i>DS(M)</i>	50	19.50
05/02/18	Adel/ <i>Wauk(ee)</i>	55	21.45
05/03/18	Adel/ <i>Wauk(ee)</i>	45	17.55
06/08/18	Adel/ <i>Per(ry)</i>	65	25.35
Subtotal for 01/01/18 - 06/30/18		440	171.60
02/12/19	Adel/ <i>Wauk(ee)</i>	75	29.25
Subtotal for 01/01/19 - 02/28/19		75	29.25
Total		887	\$ 345.93

[^] - Based on \$.39 per mile reimbursement rate.

Auditor's notations in italics.

Exhibit D

Report on Special Investigation
of the
Iowa Department of Human Services

Reimbursements to Bobi Miller for
Unsupported Disbursements
For the Period July 1, 2016 through March 31, 2019

Per Travel Claim			
Date	Destination	Number of Miles Claimed	Amount^
07/08/16	Dexter	35	\$ 13.65
07/12/16	DSM	17	6.63
07/14/16	DSM	46	17.94
07/18/16	DSM	46	17.94
07/19/16	DSM	46	17.94
07/25/16	DSM	46	17.94
08/15/16	Dexter	14	5.46
08/16/16	DSM	40	15.60
08/18/16	Bagley	57	22.23
08/26/16	DSM	14	5.46
08/30/16	DSM	46	17.94
10/11/16	DSM	14	5.46
10/13/16	Granger	34	13.26
10/24/16	Dexter/DSM/Wau(kee)	28	10.92
10/28/16	Bagley	50	19.50
11/08/16	DSM	27	10.53
11/10/16	DSM	46	17.94
11/21/16	DSM	21	8.19
11/23/16	Perry	25	9.75
11/30/16	DSM/Waukee	28	10.92
12/02/16	Mitchelville	55	21.45
12/15/16	DSM	46	17.94
12/19/16	Granger	18	7.02
12/27/16	Waukee/Spence(r)	366	142.74
12/30/16	DSM	50	19.50
01/05/17	Panora	40	15.60
01/06/17	DSM	33	12.87
01/23/17	DSM	46	17.94
01/24/17	DSM	13	5.07

Report on Special Investigation
of the
Iowa Department of Human Services

Reimbursements to Bobi Miller for
Unsupported Disbursements
For the Period July 1, 2016 through March 31, 2019

Per Travel Claim			
Date	Destination	Number of Miles Claimed	Amount^
01/30/17	DSM/Perry	36	14.04
02/01/17	Urbandale	23	8.97
02/08/17	DSM	29	11.31
02/22/17	Madrid/Perry/Bo*	58	22.62
02/27/17	Perry	16	6.24
02/28/17	DSM/WDSM/Gran(ger)	17	6.63
03/01/17	DSM	29	11.31
03/20/17	DSM	28	10.92
03/21/17	DSM/Urbandale	38	14.82
03/29/17	Granger/DSM	63	24.57
03/30/17	Boone	65	25.35
04/05/17	Adel	12	4.68
04/12/17	Perry	46	17.94
04/17/17	Waukee/Perry/M*	90	35.10
04/20/17	DSM	60	23.40
04/25/17	Perry	50	19.50
05/04/17	Nevada/WDSM	150	58.50
05/05/17	DSM	50	19.50
05/16/17	DSM/Adel	33	12.87
05/31/17	Adel/DSM/Perry	25	9.75
06/05/17	Waukee/Johnston	48	18.72
06/06/17	Nevada/WDSM	134	52.26
Subtotal for fiscal year 2017		2,447	954.33
08/11/17	Ames	85	33.15
08/14/17	Adel/Nevada	94	36.66
08/17/17	Granger/W*	23	8.97
08/22/17	DSM/Perry	95	37.05
09/01/17	Bagley	37	14.43

Exhibit D

Report on Special Investigation
of the
Iowa Department of Human Services

Reimbursements to Bobi Miller for
Unsupported Disbursements
For the Period July 1, 2016 through March 31, 2019

Per Travel Claim			
Date	Destination	Number of Miles Claimed	Amount^
09/20/17	Adel/Madrid*	73	28.47
09/21/17	DSM/Adel	33	12.87
09/27/17	Perry/M*	79	30.81
10/20/17	Johnston	83	32.37
10/27/17	DSM/P*	32	12.48
11/15/17	DSM/V*	52	20.28
11/16/17	Perry/Bag(<i>ley</i>)	61	23.79
11/20/17	Boone/W*	51	19.89
11/27/17	Waukee	64	24.96
12/04/17	DSM/John(<i>ston</i>)	65	25.35
12/05/17	Perry/Ad(<i>el</i>)	55	21.45
12/15/17	Perry/Bag(<i>ley</i>)	69	26.91
12/18/17	Granger/W*	90	35.10
12/19/17	Boone/W*	72	28.08
12/20/17	Perry/A(<i>del</i>)	29	11.31
01/23/18	Johns(<i>ton</i>)	55	21.45
01/24/18	Adel/Wau(<i>kee</i>)	45	17.55
02/01/18	WDSM	60	23.40
02/06/18	Adel/W*	55	21.45
02/08/18	DSM/W*	31	12.09
02/09/18	WDSM/Perry	65	25.35
02/12/18	DSM/Prairi(<i>e City</i>)	100	39.00
02/16/18	Van Meter*	90	35.10
02/20/18	Adel	15	5.85
02/27/18	DSM/Ade(<i>l</i>)	55	21.45
03/22/18	Perry/Ade(<i>l</i>)	33	12.87
03/29/18	DSM/Wau(<i>kee</i>)	85	33.15
04/17/18	Adel/Perr(<i>y</i>)	30	11.70
04/23/18	Perry/Ade(<i>l</i>)	30	11.70

Report on Special Investigation
of the
Iowa Department of Human Services

Reimbursements to Bobi Miller for
Unsupported Disbursements
For the Period July 1, 2016 through March 31, 2019

Per Travel Claim			
Date	Destination	Number of Miles Claimed	Amount^
04/24/18	DSM/Gra(nger)	28	10.92
04/27/18	Boone/Ad(el)	90	35.10
05/01/18	Adel/Wauk(ee)	45	17.55
05/10/18	Adel/DSM	50	19.50
05/11/18	Adel/Wau(kee)	21	8.19
05/15/18	DSM/Ade(l)	12	4.68
05/16/18	Adel/Wau(kee)	38	14.82
05/24/18	DSM/Adel	85	33.15
06/13/18	Adel/Wauk(ee)	20	7.80
06/19/18	Adel/DSM*	68	26.52
06/20/18	Adel/Johns(ton)	24	9.36
06/21/18	Adel/DSM*	24	9.36
06/28/18	Woodwa(rd)	43	16.77
Subtotal for fiscal year 2018		2,539	990.21
07/19/18	Perry/We(st Des Moines)	28	10.92
08/01/18	Waukee/Da*	38	14.82
08/16/18	Nevada/P(erry)	17	6.63
08/17/18	Waukee/*	73	28.47
08/20/18	Perry/W*	55	21.45
08/21/18	Adel/Wauk(ee)	31	12.09
08/22/18	Waukee/*	43	16.77
08/27/18	Adel/West (Des Moines)	60	23.40
08/28/18	Perry/DSM/*	70	27.30
09/27/18	Waukee/*	37	14.43
10/03/18	West DSM*	31	12.09
10/15/18	Perry/DSM/*	70	27.30
10/16/18	Nevada/P*	87	33.93
10/17/18	Waukee/*	64	24.96

Exhibit D

Report on Special Investigation
of the
Iowa Department of Human Services

Reimbursements to Bobi Miller for
Unsupported Disbursements
For the Period July 1, 2016 through March 31, 2019

Per Travel Claim			
Date	Destination	Number of Miles Claimed	Amount^
10/18/18	Perry/W*	75	29.25
10/25/18	Adel/West (<i>Des Moines</i>)	46	17.94
10/26/18	Adel/DSM*	60	23.40
10/29/18	Adel/Wauk(<i>ee</i>)	15	5.85
11/06/18	West DSM*	70	27.30
11/16/18	Fort Dodg(<i>e</i>)	128	49.92
11/19/18	Perry/DS(<i>M</i>)	53	20.67
11/20/18	Nevada/P*	89	34.71
11/27/18	Adel/Wauk(<i>ee</i>)	18	7.02
11/28/18	Waukee/*	40	15.60
11/29/18	Adel/Perr(<i>y</i>)	47	18.33
12/05/18	West DSM*	40	15.60
12/10/18	Adel/We(<i>st Des Moines</i>)	80	31.20
12/12/18	Maxwell/A*	113	44.07
12/13/18	West DSM*	26	10.14
12/19/18	Waukee/*	38	14.82
12/27/18	Waukee/*	52	20.28
12/31/18	Waukee/*	62	24.18
01/14/19	Adel/Wauk(<i>ee</i>)	27	10.53
01/15/19	Adel/Wauk(<i>ee</i>)	24	9.36
01/16/19	Adel/Pe(<i>rry</i>)	46	17.94
01/17/19	Adel/DSM*	51	19.89
01/22/19	Adel/DSM*	21	8.19
01/24/19	DSM/WDS(<i>M</i>)	67	26.13
01/25/19	Adel/Wauk(<i>ee</i>)	11	4.29
01/31/19	Denniso(<i>n</i>)	10	3.90
02/05/19	Adel/Altoon(<i>a</i>)	65	25.35
02/08/19	Nevada	95	37.05
02/19/19	Adel/DSM	69	26.91

Report on Special Investigation
of the
Iowa Department of Human Services

Reimbursements to Bobi Miller for
Unsupported Disbursements
For the Period July 1, 2016 through March 31, 2019

Per Travel Claim			
Date	Destination	Number of Miles Claimed	Amount[^]
02/25/19	Adel, Pe(<i>rry</i>)	75	29.25
02/26/19	Adel, Wauk(<i>ee</i>)	101	39.39
02/27/19	Adel, Wa(<i>ukee</i>)	51	19.89
02/28/19	Denniso(<i>n</i>)	106	41.34
Subtotal for fiscal year 2019		2,575	1,004.25
Total		7,561	\$ 2,948.79

Note: March 2019 is not included in total because Ms. Miller's mileage reimbursement request was denied.

[^] - Based on \$.39 per mile reimbursement rate.

Auditor's notations in italics.

Report on Special Investigation of the
Iowa Department of Human Services

Staff

This special investigation was performed by:

Jennifer L. Wall, CPA, Manager
Drew H. Carter, Staff Auditor



Annette K. Campbell, CPA
Deputy Auditor of State

Appendix

Appendix 1

Report on Special Investigation
of the
Iowa Department of Human Services

Copies of January and February 2019 Reimbursement Claims

Attach supporting documentation to the back of this form

Reset Form **TP**

OFFICIAL DOMICILE Dallas County DHS		STATE OF IOWA TRAVEL PAYMENT		DOCUMENT NUMBER			
PURPOSE OF TRAVEL <input checked="" type="checkbox"/> NORMAL JOB DUTIES <input type="checkbox"/> CONFERENCE/SEMINAR <input type="checkbox"/> OTHER (specify to right) ----->		If other, specify here					
NAME AND HOME ADDRESS		ALTERNATE ADDRESS (send warrant to)		ACCOUNTING USE ONLY-REFERENCE ALL OTHER RELATED DOCUMENTS			
Bobl Miller		Dallas County DHS 25747 N. Ave Suite A Adel Iowa, 50003		DOC #	DATE PAID		
				DOC #	DATE PAID		
YEAR	TIME	TRAVEL		MEALS			
2019							
MM/DD	LEFT	RETURNED	FROM (RT = Round Trip)	TO	MILES		
01/02	09:00 am	05:00 am	Adel	waukee/urb	50		
01/03	09:00 am	06:00 pm	Adel	adel/wauk	55		
01/04	09:00 am	06:00 am	Adel	adel/altoon	60		
01/07	09:00 am	06:00 pm	Adel	Waukee, Ad	70		
01/08	09:00 am	05:00 am	Adel	DSM/Ad	65		
01/09	09:00 am	05:30 am	Adel	Nevada	95		
01/10	09:00 am	06:00 am	Adel	DSM/bagbylg	85		
01/14	09:00 am	05:00 am	Adel	Adel/Wauk	70		
01/15	08:30 am	06:00 am	Adel	Adel/wat	45		
01/16	09:00 am	06:00 am	Adel	Adel/Pe	85		
01/17	09:00 am	07:00 am	Adel	Adel/DSN	90		
01/18	08:30 am	06:00 am	Adel	Adel/John	55		
01/22	09:00 am	05:00 am	Adel	adel/DSM	85		
01/23	08:30 am	07:00 am	Adel	PerryW	85		
TOTALS					995	388.05	
TRANSIT OTHER EXPENSE		A - AIR	B - BAGGAGE	C - CAB/BUS	F - FUEL	G - GROCERIES	
		H - HOTEL	I - INCIDENT	L - LAUNDRY	P - PARKING	R - REGISTRATION	
		S - SUPPLIES	T - TOLLS	U - POSTAGE/SHIPPING	O - OTHER ----->		
		If other, specify here				DOCUMENT TOTAL	
						388.05	
						LESS Travel Advances	
						LESS Travel Card Payments	
						LESS Agency Paid Expenses	
						Reimbursement Requested	
						388.05	
CLAIMANT'S CERTIFICATION				DEPARTMENT CERTIFICATION			
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT/REIMBURSEMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN REIMBURSED OR PAID BY THE STATE, EXCEPT ADVANCES SHOWN, AND I UNDERSTAND THE ROUTINE USES OF THIS FORM.				I CERTIFY THAT THE ABOVE EXPENSES WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: CODE OR CHAPTER SECTIONS:			
COMMUTING MILES EXCLUDED?		TRAVEL INCLUDES VICTIM'S MILES?		DIRECT DEPOSIT?		WARRANT TOTAL ADJUST?	
<input checked="" type="checkbox"/> Y <input type="checkbox"/> N		<input checked="" type="checkbox"/> Y <input type="checkbox"/> N		<input checked="" type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
TITLE SocialWorker 2				DEPARTMENT TO BE CHARGED Dallas County DHS			
EMPLOYEE/VENDOR CUSTOMER NUMBER MILLERB87				CHECK IF BOARD OR COMMISSION MEMBER: <input type="checkbox"/>			
CLAIMANT'S SIGNATURE 				DATE 2/5/19			
				TRAVEL APPROVAL (SUPERVISOR'S SIGNATURE) 			
DOC TYPE TP		DOC NUMBER		DOC DATE		ACCTS PRD	
VENDOR CUSTOMER NUMBER		DOC TOTAL				388.05	
LINE	FUND	DEPT	UNIT / COST CENTER	SUB UNIT	OBJT	SUB OBJT	EMPLOYEE VENDOR CUSTOMER NUMBER
01	0001	402	6512		2103	mi	millerb87
02	0001	402	6512		2110	pr	millerb87
03							
04							
05							
06							
07							
08							
09							
10							
DOCUMENT TOTAL							
WARRANT #				AUDITED BY		PAID DATE	

TP TP04017PD

Report on Special Investigation
of the
Iowa Department of Human Services

Copies of January and February 2019 Reimbursement Claims

Attach supporting documentation to the back of this form

Reset Form **TP**

OFFICIAL DOMICILE Dallas County DHS		STATE OF IOWA TRAVEL PAYMENT		DOCUMENT NUMBER				
PURPOSE OF TRAVEL <input type="checkbox"/> NORMAL JOB DUTIES <input type="checkbox"/> CONFERENCE/SEMINAR <input type="checkbox"/> OTHER (specify to right) ----->		If other, specify here						
NAME AND HOME ADDRESS		ALTERNATE ADDRESS (send warrant to)		ACCOUNTING USE ONLY-REFERENCE ALL OTHER RELATED DOCUMENTS				
Bobl Miller		Dallas County DHS 25747 N. Ave Suite A Adel Iowa, 50003		DOC #	DATE PAID			
				DOC #	DATE PAID			
YEAR	TIME	TRAVEL		MEALS				
2019								
MMDD	LEFT	RETURNED	FROM (RT = Round Trip)	TO	MILES			
					Rate			
01/23	09:00 am	05:00 am	Adel	DSM/Perry	75 0.39 29.25			
01/24	09:00 am	06:00 pm	Adel	DSM/WD	90 0.39 35.10			
01/25	09:00 am	06:00 am	Adel	Adel/Wau	95 0.39 37.05			
01/28	09:00 am	07:00 am	Adel	adel, pe	75 0.39 29.25			
01/29	09:00 am	07:00 pm	adel	adel, wau	160 0.39 62.40			
01/30	09:00 am	07:00 pm	adel	adel, wa	75 0.39 29.25			
01/31	09:00 am	06:00 pm	adel	dennisc	190 0.39 74.10			
TOTALS					760	296.40		
TRANSPORTATION AND OTHER EXPENSES		PERSONAL VEHICLE STATE VEHICLE PASSENGER						
EXPENSE		A - AIR B - BAGGAGE C - CABRIDE		F - FUEL G - GEAR H - HOBBIES I - INTEREST J - JEWELRY K - KITCHEN L - LAUNDRY M - MEALS N - NUTRITION O - OTHER				
ROUTINE USES OF THIS FORM ARE TO FULFILL IRS REQUIREMENTS, IDENTIFY INDIVIDUAL CLAIMS FOR PUBLIC INSPECTION, PROVIDE THE STATE VEHICLE DISPATCHER INFORMATION, AND TO PREPARE ANNUAL SALARY BOOK		If other, specify here		DOCUMENT TOTAL 296.40				
CLAIMANT'S CERTIFICATION		I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT/REIMBURSEMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN REIMBURSED OR PAID BY THE STATE, EXCEPT ADVANCES SHOWN, AND I UNDERSTAND THE ROUTINE USES OF THIS FORM.		DEPARTMENT CERTIFICATION				
I CERTIFY THAT THE ABOVE EXPENSES WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: CODE OR CHAPTER SECTIONS:		Reimbursement Requested 296.40						
COMBINED MILES EXCLUDED? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N		TRAVEL INCLUDES VICINITY MILES? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N		DIRECT DEPOSIT? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N				
WARRANT TOTALS ADJUST? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N		TITLE		DEPARTMENT TO BE CHARGED				
SocialWorker 2		Dallas County DHS		TRAVEL DEPARTMENT AUTHORIZATION (TDA) NUMBER				
EMPLOYEE'S VENDOR CUSTOMER NUMBER MILLERB87		CHECK IF BOARD OR COMMISSION MEMBER <input type="checkbox"/>		TRAVEL APPROVAL (SUPERVISOR'S SIGNATURE)				
CLAIMANT'S SIGNATURE		DATE 2/5/19						
DOC TYPE	DOC NUMBER	DOC DATE	ACCTG PRD	BUD FY	ACCR OVERIDE Y/N			
TP								
LINE	FUND	DEPT	UNIT / COST CENTER	SUB UNIT	OBJT	SUB OBJT	EMPLOYEE VENDOR CUSTOMER NUMBER	AMOUNT
01	0001	402	6512		2103	ml	millerb87	
02	0001	402	6512		2110	pa	millerb87	
03								
04								
05								
06								
07								
08								
09								
10								
DOCUMENT TOTAL								296.40
WARRANT #		AUDITED BY		PAID DATE				

TP TP04017PD

Appendix 1

Report on Special Investigation
of the
Iowa Department of Human Services

Copies of January and February 2019 Reimbursement Claims

Attach supporting documentation to the back of this form

1ST Reset Form TP

OFFICIAL DOMICILE Dallas County DHS		STATE OF IOWA TRAVEL PAYMENT				DOCUMENT NUMBER									
PURPOSE OF TRAVEL <input checked="" type="checkbox"/> NORMAL JOB DUTIES <input type="checkbox"/> CONFERENCE/SEMINAR <input type="checkbox"/> OTHER (specify to right) _____		if other, specify here													
NAME AND HOME ADDRESS		ALTERNATE ADDRESS (send warrant to)		ACCOUNTING USE ONLY-REFERENCE ALL OTHER RELATED DOCUMENTS											
Bobl Miller		Dallas County DHS		DOC #	DATE PAID	DOC #	DATE PAID								
[REDACTED]		25747 N. Ave Suite A													
[REDACTED]		Adel Iowa, 50003													
YEAR	TIME	TRAVEL				MEALS			LODGING	TRANSPORTATION AND OTHER EXPENSES					
2019															
MMDD	LEFT	RETURNED	FROM	(RT = Round Trip)	TO	MILES	Rate	CHARGE	BREAKFAST	LUNCH	DINNER	ACTUAL TOTAL	REIMB TOTAL	ACTUAL TOTAL	REIMB TOTAL
02/01	09:00 am	05:00 am	Adel		waukee/urb	50	0.39	19.50							
02/04	09:00 am	06:00 pm	Adel		adel/wauk	65	0.39	25.35							
02/05	09:00 am	06:00 am	Adel		adel/altoon	65	0.39	25.35							
02/06	09:00 am	06:00 pm	Adel		Waukee, Ad	70	0.39	27.30							
02/07	09:00 am	05:00 am	Adel		DSM/Ad	70	0.39	27.30							
02/08	09:00 am	05:30 am	Adel		Nevada	95	0.39	37.05							
02/11	09:00 am	05:00 am	Adel		DSM/bagby/g	85	0.39	33.15							
02/12	09:00 am	05:00 am	Adel		Adel/Wauk	75	0.39	29.25							
02/13	08:30 am	06:00 am	Adel		Adel/wal	55	0.39	21.45							
02/14	09:00 am	06:00 am	Adel		Adel/Pe	85	0.39	33.15							
02/15	09:00 am	07:00 am	Adel		Adel/DSM	90	0.39	35.10							
02/18	08:30 am	06:00 am	Adel		Adel/John	60	0.39	23.40							
02/19	09:00 am	05:00 am	Adel		adel/DSM	85	0.39	33.15							
02/20	08:30 am	07:00 am	Adel		Perry/w	90	0.39	35.10							
TOTALS						1,040		405.60							
TRANSIT OTHER EXPENSE						+735=			DOCUMENT TOTAL			405.60			
A - AIR						If other, specify here			692.25			LESS Travel Advances			
B - BAGGAGE						1775*.39=			LESS Travel Card Payments						
C - CABRIAGE									LESS Agency Paid Expenses						
D - CARBAGE									Reimbursement Requested			405.60			
E - CARRIAGE															
F - FERRY															
G - GARRAGE															
H - HARRAGE															
I - IARRAGE															
J - JARRAGE															
K - KARRAGE															
L - LARRAGE															
M - MARRAGE															
N - NARRAGE															
O - OARRAGE															
P - PARRAGE															
Q - QARRAGE															
R - RARRAGE															
S - SARRAGE															
T - TARRAGE															
U - UARRAGE															
V - VARRAGE															
W - WARRAGE															
X - XARRAGE															
Y - YARRAGE															
Z - ZARRAGE															
ROUTINE USES OF THIS FORM ARE TO FURNISH IRS REQUIREMENTS, IDENTIFY INDIVIDUAL CLAIMS FOR PUBLIC INSPECTION, PROVIDE THE STATE VEHICLE DISPATCHER INFORMATION, AND TO PREPARE ANNUAL SALARY BOOK.															
CLAIMANT'S CERTIFICATION															
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT/REIMBURSEMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN REIMBURSED OR PAID BY THE STATE, EXCEPT ADVANCES SHOWN, AND I UNDERSTAND THE ROUTINE USES OF THIS FORM.															
DEPARTMENT CERTIFICATION															
I CERTIFY THAT THE ABOVE EXPENSES WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY CODE OR CHAPTER SECTIONS:															
CORPORATE MILES EXCLUDED: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N						TRAVEL INCLUDES VOUCHER MILES? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N			DIRECT DEPOSIT? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N			WARRANT TO ALT AD? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N			
TITLE: SocialWorker 2						DEPARTMENT TO BE CHARGED: Dallas County DHS			TRAVEL DEPARTMENT AUTHORIZATION (TDA) NUMBER:						
EMPLOYEE'S VENDOR CUSTOMER NUMBER: MILLERB87						CHECK IF BOARD OR COMMISSION MEMBER: <input type="checkbox"/>			TRAVEL APPROVAL (SUPERVISOR'S SIGNATURE):						
CLAIMANT'S SIGNATURE: [Signature]						DATE: 3/1/19									
DOC TYPE: TP						DOC NUMBER:			DOC DATE:			VENDOR CUSTOMER NUMBER:		DOC TOTAL: 405.60	
ACCTG PRD:						SUBJ FY:			ASAP OVERDUE Y/N:			EMPLOYEE VENDOR CUSTOMER NUMBER:		AMOUNT:	
LINE	FUND	DEPT	UNIT / COST CENTER	SUB UNIT	OBJT	SUB OBJT	EMPLOYEE VENDOR CUSTOMER NUMBER		AMOUNT						
01	0001	402	6512		2103	ml	millerb87								
02	0001	402	6512		2110	pb	millerb87								
03															
04															
05															
06															
07															
08															
09															
10															
DOCUMENT TOTAL															
WARRANT #						AUDITED BY			PAID DATE						

TP TP04017PD

Report on Special Investigation
of the
Iowa Department of Human Services

Copies of January and February 2019 Reimbursement Claims

Attach supporting documentation to the back of this form

Reset Form **TP**

STATE OF IOWA 2ND TRAVEL PAYMENT

OFFICIAL DOMICILE: Dallas County DHS DOCUMENT NUMBER

PURPOSE OF TRAVEL: NORMAL JOB DUTIES CONFERENCE/SEMINAR OTHER (specify to right) _____

NAME AND HOME ADDRESS: Bobi Miller ALTERNATE ADDRESS (send warrant to): Dallas County DHS, 25747 N. Ave Suite A, Adel Iowa, 50003

YEAR	TIME		TRAVEL				MILES	Rate	CHARGE	MEALS			LODGING		TRANSPORTATION AND OTHER EXPENSES
	LEFT	RETURNED	FROM	TO	(RT = Round Trip)	BREAKFAST				LUUNCH	DINNER	ACTUAL TOTAL	REIMB TOTAL	ACTUAL TOTAL	
2019															
	02/21	09:00 am	05:00 am	Adel	DSM/Perr	75	0.39	29.25							
	02/22	09:00 am	06:00 pm	Adel	DSM/WC	95	0.39	37.05							
	02/24	09:00 am	06:00 am	Adel	waukeew	60	0.39	23.40							
	02/25	09:00 am	07:00 am	Adel	adel, per	75	0.39	29.25							
	02/26	09:00 am	07:00 pm	adel	adel, wauk	160	0.39	62.40							
	02/27	09:00 am	07:00 pm	adel	adel, wa	75	0.39	29.25							
	02/28	09:00 am	06:00 pm	adel	dennisc	195	0.39	76.05							
TOTALS						735		286.65							

TRANSPORT OTHER EXPENSE: AIR F-FUEL P-PARKING T-TOLLS U-POSTAGE/SHIPPING OTHER _____

ROUTINE USES OF THIS FORM ARE TO FULFILL IRS REQUIREMENTS, IDENTIFY INDIVIDUAL CLAIMS FOR PUBLIC INSPECTION, PROVIDE THE STATE VEHICLE DISPATCHER INFORMATION, AND TO PREPARE ANNUAL SALARY BOOK.

CLAIMANT'S CERTIFICATION
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT/REIMBURSEMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN REIMBURSED OR PAID BY THE STATE, EXCEPT ADVANCES SHOWN, AND I UNDERSTAND THE ROUTINE USES OF THIS FORM.

DEPARTMENT CERTIFICATION
I CERTIFY THAT THE ABOVE EXPENSES WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: CODE OR CHAPTER SECTIONS:

Reimbursement Requested: 286.65

TITLE: SocialWorker 2 DEPARTMENT TO BE CHARGED: Dallas County DHS

EMPLOYEE'S VENDOR CUSTOMER NUMBER: MILLERB87 CHECK IF BOARD OR COMMISSION MEMBER:

CLAIMANT'S SIGNATURE: [Signature] DATE: 2/1/19

TRAVEL APPROVAL (SUPERVISOR'S SIGNATURE): [Signature]

DOC TYPE	DOC NUMBER	DOC DATE	ACCTG PRD	BUD FY	ADDR OVERIDE Y/N	VENDOR CUSTOMER NUMBER	DOC TOTAL
TP							286.65

LINE	FUND	DEPT	UNIT / COST CENTER	SUB UNIT	OBJT	SUB OBJT	EMPLOYEE VENDOR CUSTOMER NUMBER	AMOUNT
01	0001	402	6512		2103	mi	millerb87	
02	0001	402	6512		2110	pa	millerb87	
03								
04								
05								
06								
07								
08								
09								
10								

DOCUMENT TOTAL

WARRANT # _____ AUDITED BY _____ PAID DATE _____

TP TP04017PD