## PRE-AUDIT CHECKLIST

Organizations in the Travel Reduction Program (TRP) will be audited once each plan year to confirm compliance. Below is a summary of the items in the TRP Annual Plan. To prepare for a successful audit, please follow these steps.

If your TRP Annual Plan includes: | Provide this:
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1. **Alternative Mode User (AMU) Drawings** | - Copy of promotion(s) announcing drawing(s)
- Receipts for prizes/incentives
- Dated/signed acknowledgement from winner(s) confirming they have received their prize(s)/incentive(s)

2. **Other AMU Incentives**

| **New AMU/Move Closer** | - Copy of promotion
- List of participants
- Receipts for prizes/incentives
- Acknowledgement from recipients confirming they received the prize and/or incentive

| **Best AMU** | - Copy of promotion
- List of participants
- Receipts for prizes/incentives
- Acknowledgement from participants confirming they received the prize and/or incentive

| **Point Program** | - Copy of promotion and expense receipts/reports
- List of participants
- Document that shows points redeemed, signature and date of redemption

| **All AMUs Awarded** | - Copy of promotion and expense receipts/reports
- List of participants
- Acknowledgement from participants confirming they received the prize and/or incentive

3. **Guaranteed Ride Home** | - Policy/instructions
- Dated usage log
- Receipts (i.e. taxi, petty cash vouchers, mileage claims)

4. **TRP Activities**

| **Transportation Coordinator (TC) Webinars** | - Date(s) of webinars attended

| **Intro to TRP Training** | - Attendance certificate

| **TRP Fair or AMU Party** | - Copy of promotion
- Receipts for expenses
- List of attendees/sign-in sheet
For further assistance with the Travel Reduction Program, including pre-audit preparation, contact your Valley Metro Commute Solutions coordinator at 602.262.RIDE (7433).