

## What's the University's Policy?

The university will not tolerate theft, waste, or abuse of state, university, or university-related funds, property, or other resources through fraudulent means. University employees should report suspected irregularities or possible fraudulent transactions to one of the offices cited in this policy. All reported allegations will be fully reviewed; substantiated fraudulent activities will be reported to the proper authorities for prosecution.

## Employees can make a difference!

Employees have the responsibility of reporting fraud, abuse, and waste. Upon the discovery of circumstances that suggest a fraudulent transaction or irregularity has occurred, university employees should immediately notify one of the following:

- VT Internal Audit FWA Specialist (231-4744)
- Internal Audit Management (231-7496 or 9478)
- Virginia Tech Police Department (231-6411)
- State Employee Hotline (1-800-723-1615)

## PUTTING A STOP TO FRAUD,

### What is considered fraud?

- \* Personal use of State-owned vehicles
- \* Personal use of state telephones, including long distance, personal calls
- \* Personal use of state owned supplies or equipment
- \* Falsification of official documents (timesheets, leave reports, etc.)
- \* Conducting personal business on state time

### What is considered abuse?

- \* Intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of Commonwealth resources.
- \* Extravagant or excessive use as to abuse one's position or authority.



### What is considered waste?

- \* The intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of Commonwealth resources to the detriment or potential detriment of the Commonwealth.
- \* Waste also includes incurring unnecessary costs as a result of inefficient or ineffective practices, systems, or controls.

## WASTE, AND ABUSE

### Want more information?

Visit the University Policy Website: <http://www.policies.vt.edu/1040.pdf>

Visit the Virginia Tech Internal Audit Website: <http://www.ia.vt.edu/fwa.html>

Visit the State's Website: [http://www.doa.virginia.gov/DSIA/Fraud\\_and\\_Abuse\\_Hotline.cfm](http://www.doa.virginia.gov/DSIA/Fraud_and_Abuse_Hotline.cfm)

# Fraud, Waste, and Abuse Hotline 1-800-723-1615

The State Employee Hotline is a toll free telephone number available Mon-Fri from 8:15 a.m. until 5:00 p.m. No, your number does not show up on caller ID.