

ETHICS & PROFESSIONALISM (540)

—Post-secondary—

REGIONAL – 2018

TOTAL POINTS

_____ ***(160 points)***

Failure to adhere to any of the following rules will result in disqualification:

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.**
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.**
- 3. Electronic devices will be monitored according to ACT standards.**

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Case Study

You work as a consultant for a large company and travel across the US regularly.

On this particular trip you travel to Tampa, Florida, with a colleague, Brian, who is your superior. Historically, you used a traditional taxi service to transport you between the airport and hotel. On this trip, however, Brian decides to use UBER instead because it is cheaper. At the end of the first day, while completing your expense report, Brian tells you to not report the expense of the UBER ride on your report. Brian says that he is going to claim the standard \$45 taxi-fare from the airport to the hotel, even though the UBER cost was only \$20 (\$25 with tip). Brian justifies his strategy by saying “it would cost \$45 if we took a taxi.”

Your company does not require receipts on expense reports for anything less than \$50, so there is no evidence that Brian will need to submit to support the \$45 expense reimbursement request.

- How do you respond to Brian’s behavior?
- How does the nature of your relationship with Brian impact your response?
- What can the company do to protect from this kind of expense report abuse?
- What can you do to protect yourself from being considered involved in this expense report cheating?
- What do you do when you get back to the home office if, after talking to Brian on the trip, Brian apologized and corrected his expense report immediately? Do you inform anyone? Why or why not?